

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Office of the Commissioner of Infrastructure Services	Policy No.:	
Department:	Engineering	Approval Date:	February 9, 2026
Division:	Design	Approved By:	CR39/2026
		Effective Date:	February 9, 2026
Subject:	Cost-Sharing Policy for the Construction of School Bus Bays	Procedure Ref.:	Cost-Sharing Construction of School Bus Bays
Review Date:	February 2029	<i>Pages:</i>	Replaces: CR120/2024
Prepared By:	Pierfrancesco Ruggeri		Date:

1. POLICY

1.1 This policy establishes the cost-sharing process between the Corporation of the City of Windsor and benefiting School Board for the construction of new school bus bays, identified as a priority by all publicly funded School Boards in the City of Windsor, subject to the availability of sufficient funds.

2. PURPOSE

The goal of this policy is to:

- 2.1 Increase student safety during bus drop-off/pick-up by creating a separation from roadway vehicles.
- 2.2 Reduce roadway congestion and enhance safety by removing buses from the travelled portion of the roadway.

3. SCOPE

This policy applies to the cost-sharing process between the Corporation of the City of Windsor and benefiting School Board for the construction of new school bus bays:

- 3.1 In accordance with applicable City of Windsor design standards (AS-540, etc.).
- 3.2 To be constructed on the public right-of-way, or on private school property.
- 3.3 Subject to the availability of sufficient funds.

4. RESPONSIBILITY

4.1 The Chief Administrative Officer is responsible for ensuring that the

Corporation of the City of Windsor has a school bus bay cost-sharing policy, that the policy and procedures are updated periodically to keep pace with best practices as they evolve, and that they are implemented in an efficient and effective manner.

- 4.2** The City Engineer is responsible for the implementation of the school bus bay policy, coordination of any future revisions, maintaining appropriate records, and providing a recommendation to Council as to whether or not construction of any bus bay should proceed under this policy.

5. GOVERNING RULES AND REGULATIONS

- 5.1** Wherein a School Zone Bus Bay, to be constructed on the public right-of-way, has been identified as a priority by the benefiting School Board, that 50% of the actual construction cost be paid by the benefiting School Board and the remaining cost (including design and contract administration costs) be paid by the City, as per a cost-sharing agreement.

5.1.1 Notwithstanding 5.1, the City's financial contribution shall be limited to the size and scope of work as outlined in the City's Bus Bay Standard (AS-540). Any additional construction scope beyond this standard shall be funded entirely by the benefiting School Board, including an additional 15% of the actual cost of the extended scope to cover design and contract administration costs, as outlined in the cost-sharing agreement.

- 5.2** Wherein a School Zone Bus Bay, to be constructed on private property, has been identified as a priority by the benefiting School Board, that 60% of the actual construction cost be paid by the benefiting School Board and the remaining cost (including design and contract administration costs) be paid by the City as per a cost-sharing agreement.

5.2.1 Notwithstanding 5.2, the City's financial contribution shall be limited to a maximum bay length sufficient to accommodate a single queued school bus (currently 16 metres). Any additional length or scope beyond this shall be funded entirely by the benefiting School Board, including an additional 15% of the actual cost of the extended scope to cover design and contract administration costs, as outlined in the cost-sharing agreement.

- 5.3** Wherever a school bus bay has been identified as a priority, any recommendations for construction of the bus bay will be at the discretion of the City Engineer, subject to available funding.

- 5.4** Wherein a school already has a bus bay on the public right-of-way or private property, or where a school is being built, or expanded, City subsidy of the bus

bay, whether on the right-of-way or private property, will not be considered.

- 5.5** That construction of the Bus Bay Program be funded from approved budgetary allocations, or as otherwise approved by Council.

6. RECORDS, FORMS, AND ATTACHMENTS

- 6.1** Records created as a result of this policy will be retained in accordance with the Records Retention By-law 21-2013.
- 6.2** Attachment: City Standard AS-540: Typical Concrete Bus Bay Detail