



STUDENT TRANSPORTATION SERVICES

Background

The Division has a statutory obligation to provide for the transportation of its resident students to and from the school it has directed them to attend if the parent/guardian of grades K-12 students in accordance with the Ministry of Education guidelines. The Division shall maintain a transportation service for kindergarten to grade 12 students for the purpose of transporting eligible students to and from school.

Procedures

The Division shall ensure that, at a minimum, transportation is provided on a bus route for K- 12 students in accordance with the Ministry of Education guidelines.

1. From the residence of the students' parent(s)/guardian(s).
2. A transportation fee will be charged to all regular students accessing Division transportation services. Such fees are to be reviewed annually as part of the budget development process.
 - 2.1 Money collected from fees shall be utilized for the purpose for which it was obtained.
 - 2.2 No additional fees will be charged during the school year, excluding extra-curricular fees.
 - 2.3 Extra-curricular activities and field trips will operate on a cost-recovery basis.
 - 2.4 The Principal may institute alternate payment plans or in demonstrated extreme financial circumstances, waive the fees.
 - 2.5 Non-payment of transportation fees may result in ineligibility to ride on transportation services provided by the Division.
 - 2.5.1 Communication will be provided indicating that services will be withheld until fees have been paid.
 - 2.5.2 A notice will be provided prior to suspension of transportation services.
 - 2.6 Refunds will be provided on a pro-rated basis only if the student leaves the Division.
 - 2.7 The Principal will ensure that all monies collected for transportation fees are properly accounted for and submitted to the Secretary Treasurer.
3. Students accessing special education programs will be transported at no cost to the student(s) or parent(s).



4. In circumstances deemed appropriate by the Superintendent and resident parent, the Division, in lieu of providing transportation on a regular bus route may contract with the parent(s)/guardian(s), whereby the parent/guardian will convey the student(s) to and from a school located in another Division, and receive payment in accordance with Alberta Education regulations.
5. In situations where the Division contracts with a parent/guardian to transport the student, the Division is not liable for negligence arising out of the student being conveyed under such an arrangement.
6. The Division will maintain current documentation on file to support and verify Alberta Education transportation grant claims as required.
7. The Superintendent expects bus drivers and Principals to maintain acceptable levels of student discipline on the bus, consistent with the Rules for Student Conduct on School Buses (Administrative Procedure 550-1 – Appendix).
 - 7.1 Problems that cannot be resolved by the bus driver are to be referred to the Principal who will evaluate the situation and initiate an appropriate response.
8. The Division authorizes any teachers, parents/guardians or individuals acting in a supervisory capacity to ride a school bus operated by the Division.
9. Except for those specified in procedure 8 above, adults are prohibited from being transported on Division operated school buses.
10. Students shall not be dropped off at a location other than the normal point of departure unless instructions advising an alternate drop-off are provided to the bus driver are issued by the Principal.
11. The Principal is responsible for informing students and parents/guardians regarding transportation procedures.
12. Parents/guardians are expected to notify the bus driver and the service provider when they will no longer require bus service.
13. All school buses operating for the Division shall use their red and amber flashing lights and activate the Stop Arm at all stops involving students entering or leaving the bus except when loading or unloading at schools.

Reference: Section 4, 11, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225 Education Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)