



## AP 5 – 11 School Bus Transportation

**Classification:** Business Procedures

**Effective Date:**

**Sponsor/Contact:** Corporate Services

**Last Reviewed:** 2015 Sept 11

**Exhibits:** 5-11.1 Bus Accident Exhibit dated 2011 Feb 14

### PURPOSE

To ensure that students are provided with a safe, efficient and effective transportation system

### SCOPE

This procedure applies to all staff in the Division.

### DEFINITIONS

*Eligible Students* - students that the Division will provide with transportation to their designated school.

- All students whose primary residence is 2.4 km or greater from their designated school.
- Students registered in Kindergarten to grade 5 whose primary residence is 1.6 km or greater from their designated school.
- All students who live in the County and do not have a walkway to the municipality where their designated school is located.

*Occasional Rider* – not a patterned rider

### PROCEDURES

1. The Director of Transportation shall ensure that all eligible students are provided with transportation to their designated school, if
  - a. The parent of the student has previously requested transportation and the student's primary residence is in the county and neither the primary residence nor the designated school have changed.
  - b. The student resides in a town, village, or hamlet and the parent requests transportation within 10 school days of the start of the school year.
  - c. The student is new to the Division and the parent requests transportation within 10 days of the student registering in the student's designated school.
  - d. The parent has paid all applicable student transportation fees.
2. The Director of Transportation may provide students who are not eligible students with transportation from a congregated stop to their designated school by September 30, only if
  - a. The Director of Transportation has determined that there is room on the bus.
  - b. The parent has paid all applicable student transportation fees.
3. If there are fewer seats on the bus than there are requests for transportation by students who are not eligible for transportation, the Director of Transportation shall consider the following when assigning the available seats
  - a. Younger students will be given preference
  - b. Parents who made an early application will be given preference.
4. The Director of Transportation shall provide students with transportation from their primary residence or a congregated stop to their designated school. The Director of Transportation may provide transportation to and from locations other than the student's primary residence, only if

- a. There is room on the bus
  - b. The alternate location does not require the bus route to be changed
  - c. The alternate location is in the same school attendance boundary
  - d. The student pays the applicable fees.
5. The Director of Transportation shall provide transportation to students who reside outside the Division's boundaries, only if
- a. The school principal has granted the student permission and confirmed that the student has registered in the school
  - b. There is room on the bus
  - c. The student meets the bus at designated stop
  - d. The student pays the applicable fees.
6. The Director of Transportation shall develop a Transportation Fee Schedule based on the *basic student transportation fee (BSTF)* approved by the Board and the following framework

#### Transportation Fee Framework

- Students with a primary residence less than 1.6 km from the designated school – 1.0 x *BSTF*
  - Students with a primary residence greater than 1.6 km and less than 2.4 km from the designated school
    - K-5 – 0.5 x *BSTF*
    - 6-12 – 1.0 x *BSTF*
  - Students with a primary residence 2.4 km or greater than from the designated school shall be charged no fee
  - Students with a primary residence outside the Division who request transportation after September 30 of the school year – 1.0 x *BSTF*
  - All rural riders who do not have a walkway to the municipality boundary would be charged no fee
  - Maximum fees - families shall be charged for a maximum of two children per family per primary residence.
  - Transportation to schools and programs of choice, where transportation is offered, fees as approved by the Board, will be charged
  - Students who are granted transportation from a location other than their primary residence and who require a second seat to transport them to that alternate location shall be charged – 1.0 x *BSTF*.
7. The Director of Transportation shall design bus routes to maximize efficiency and minimize ride times. In designing the bus routes the Director of Transportation shall
- a. Annually review all bus routes to ensure routes reflect changes in school populations, student locations and changes to designated attendance areas
  - b. Adjust, eliminate, or establish bus routes at any time during the year
  - c. Transfer of buses, students and/or drivers from one route or bus to another at any time during the year
  - d. Inform the municipal authority.
8. When designing bus routes, the Director of Transportation shall ensure that bus stop locations
- a. Are safe for students and drivers

- b. Are, for rural stops, at the point of intersection of a private driveway and a municipal roadway or at a congregated stop, unless safety concerns or scheduling considerations require other options.
9. The Director of Transportation may designate a bus stop on private property only if
  - a. The owner of the property agrees to construct and maintain a satisfactory and safe turn-around point at their own expense.
  - b. There is a School Bus Turn Around Agreement in place.
10. Where it is not feasible to establish a bus route, and the parent agrees, the Director of Transportation may provide the parent with monetary reimbursement in lieu of transportation whereby the parent will be responsible for the conveyance of the student to and from school. The reimbursement shall not exceed the transportation grant for the student, except where the Superintendent determines the student's special needs warrants additional funding.
11. In cases where a parent is dissatisfied with a decision made by the Director of Transportation, the Director of Transportation will inform the parent that they have the right to have matter referred to the Transportation Committee. If the parent requests, in writing, that the matter be heard by the Transportation Committee
  - a. The Director of Transportation shall advise the Associate Superintendent of Corporate Services of the parent's request.
  - b. The Associate Superintendent of Corporate Services shall ensure that the Chair of the Transportation Committee is aware of the request and works with the Chair to arrange a meeting of the Transportation Committee to hear the request.
12. The Director of Transportation shall ensure that, if a student is entitled to specialized supports and services under section 11(3) of the *Education Act* but does not reside in the attendance area for a school that provides specialized supports and services that are suitable for the student, transportation is provided for the student to and from the site of the school that provides the specialized supports and services program in which the Division enrolls the student.
13. The principal or designate of each school shall ensure that students are supervised when school buses are loading students after school and 15 minutes prior to school commencing as school buses are unloading.
14. The Director of Transportation shall maintain and review on an annual basis a Transportation Parent Handbook that includes
  - a. Who is an eligible student
  - b. That parents are required to request student transportation
  - c. The fee structure, and, if applicable, the fees applicable to their child
  - d. The fee waiver process, the circumstances in which transportation fees may be waived, and how to apply for a fee waiver
  - e. Expected student behaviours
  - f. How the Division will communication bus cancellations and bus delays
  - g. How the parents are to communicate if their child will not be riding that day
  - h. How to access the information on the Division's website
  - i. All information required, by this administrative procedure, to be on the Division's website.
15. The Director of Transportation shall ensure that the Division's website includes
  - a. Links to the policies and administrative procedures that guide transportation decision making in the Division.
  - b. The Transportation Parent Handbook
  - c. Who is an eligible student
  - d. That parents are required to request student transportation

- e. Of the fee structure, and, if applicable, the fees applicable to their child
  - f. The fee waiver process, the circumstances in which transportation fees may be waived, and how to apply for a fee waiver.
16. The Director of Transportation shall ensure that parents, principals, and bus drivers are aware of the information contained in the Transportation Parent Handbook and the student transportation on the Division's website.
17. The Director of Transportation shall create a Bus Driver Handbook that includes
- a. Reference to the contents of the Transportation Parent Handbook
  - b. The requirements of the bus drivers in communicating bus cancellations and delays
  - c. The requirement that bus drivers report, to the Director of Transportation, any accident, or traffic violation connected with a school bus that the driver witnesses or observes, and the consequences of failing to report.
  - d. The requirement that bus drivers report, to the Director of Transportation, any safety concerns or hazards inherent in the routes or designated stops
  - e. The requirement that bus drivers do not deviate from their assigned route, without prior approval from the Director of Transportation
  - f. The expected time variations in pick up and drop off times, including arrival times at schools and wait times at the end of the day.
18. The Director of Transportation shall ensure that bus drivers are aware of the information contained in the Bus Driver Handbook.

#### **REFERENCE AND LINKS**

*School Act*

Alberta Learning Policy Manual

#### **HISTORY**

Amended: 2015 Sept 11