

## **PROCEDURE: 5400.2 – TRANSPORTATION SERVICES REGISTRATION AND FEES ADMINISTRATION**

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### **Guiding Principles**

The following guiding principles are established for the registration and administration of transportation services and fees:

#### 1. Student Transportation eligibility

Student transportation services will be provided to students with special needs as defined in Policy 5400 – Transportation of Students with Special Needs, and to students who meet the eligibility criteria outlined below.

- Resident primary students (Grades K-3) and their siblings attending the same school who live farther than 4 kilometers from their catchment area school; and
- All other resident students (Grades 4-12) who live farther than 4.8 kilometers from their catchment area school.

Parents or guardians, who obtain approval to transfer their children to a school other than the catchment area school, are responsible for providing their own transportation.

#### 2. Transportation Fees

Transportation fees for eligible and courtesy riders are outlined in the table below:

<b>Transportation Fees</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
First and Second Child	\$ 420	\$ 441	\$ 463	\$ 486
Third Child +	\$ 135	\$ 140	\$ 145	\$ 152

#### 3. Transportation Application Period

The Secretary Treasurer or Designate will establish and arrange communication of the transportation application period annually to parents/guardians.

Applications for transportation services for the 2024/25 school year must be submitted by parents/guardians between May 13, 2024, and June 28, 2024.

#### 4. Parent Application Requirement

Parents/guardians must apply for transportation service for their children each year during the transportation application period, following the process outlined by the Secretary Treasurer or Designate.

#### 5. Review of Draft Route Rosters

At the end of the transportation application period, the Operations Manager will review the contractor's established draft route rosters to ensure sufficient buses are allocated to accommodate all eligible registered students for the year.

#### 6. Notification of Bus Routes

Once the bus routes and master rosters are finalized, parents of registered students will be notified of their student's route number and the corresponding bus route.

## 7. Regular Use of Transportation Services

Registered students are required to use transportation services on a regular basis. Occasional use of transportation services, defined as less than 50% per month, may result in the cancellation of transportation services for the student.

## 8. Optimization of Bus Routes

The number of contracted buses will be minimized by enforcing the June 28 registration deadline and developing routes based on received registrations. Routes will be optimized and/or extended to achieve a 95%+ utilization for each bus.

## Registration and Fees Administration

### 1. Application Process

The application process for transportation services for the 2024/25 school year is as follows:

- Application Period: May 13, 2024, to June 28, 2024
- Last Day for Payment of Fees (if applicable): August 16, 2024
- Routes and Rosters Confirmation: August 30, 2024

### 2. Payment of Transportation Fees

Upon approval of the application for transportation services, transportation fees must be paid before the service is confirmed for the child. Alternate payment arrangements may be made for demonstrated financial hardship cases with the approval of the Secretary Treasurer or Designate.

### 3. Transportation Fee Waiver

Transportation fees will be waived for resident students whose combined gross household income falls at or below the low-income thresholds established by Statistics Canada. Proof of household income is required to qualify for the waiver.

### 4. Deadline for Transportation Fee Payment

Transportation fees for eligible students must be paid after the application is approved and no later than August 16, 2024.

### 5. Non-Payment of Transportation Fees

Students for whom the annual transportation fee has not been paid or waived will not be provided transportation services by the Board.

### 6. Cancellation of Transportation Services

Parents may request cancellation of transportation services and a refund of fees paid during the first week when their child was scheduled to start receiving transportation services. No refunds will be issued for cancellations received after this period.

## Late Registrations and Ineligible Riders

### 1. Consideration of Late Registrations and Ineligible/Courtesy Riders

Applications received outside the transportation application period will only be considered if there are available seats on existing bus routes. Transportation fees must be paid before a bus route is assigned.

Late registrations from eligible riders and ineligible/courtesy riders, will be accommodated based on the following criteria and order, provided there are available seats on existing routes:

- 1) No modification of the existing bus route

- 2) Greater priority given to eligible students
- 3) Greater priority given to siblings of eligible students
- 4) Greater priority given to students living furthest from the catchment school
- 5) Greater priority given to younger students

## 2. Application Process for Late Registrations and Ineligible/Courtesy Riders

The application process for transportation services for late registrations and ineligible/courtesy riders for the 2024/25 school year is as follows:

- Application Period End: August 30, 2024

**UPDATED: May 2024**