



SD 42 PROCEDURE: 5400.3 – REGULAR STUDENT TRANSPORTATION

GUIDING PRINCIPLES:

1. Eligible students for regular student transportation are defined as:
 - Resident primary students (Grades K-3) and their siblings attending the same school who live farther than 4 kilometers from their catchment area school;
 - All other resident students (Grades 4-12) who live farther than 4.8 kilometers from their catchment area school.
2. Transportation Fees for eligible students are:
 - First Child \$315
 - Second Child \$315
 - Third Child + \$100
3. The Board, at its discretion, may provide bus service for ineligible students for a fee of **\$315**/child/year. If there are available spaces on an existing bus route the available spaces will be allocated in the following priority order:
 1. Distance from school on the basis that students who live farthest from the catchment school will have the greater priority;
 2. The age of the student on the basis that younger students will have the greater priority;
 3. Catchment on the basis that in catchment students will have first priority, followed by out of catchment students and followed by out of district students.

Bus routes will not be modified to accommodate ineligible students.

4. Non-resident students who register for transportation services are required to pay a transportation fee of **\$315**/year.
5. Transportation fees shall be waived for families with combined gross household income at or below the low income thresholds established by Statistics Canada. Proof of household income is required before the waiver is granted.
6. Parents or guardians are required to apply for transportation service for their children between May 13, 2021 and June 30, 2021.
7. If the application for transportation services is approved, the payment of transportation fees for eligible and ineligible students must be received before the transportation service is confirmed for the child. For demonstrated financial hardship cases that do not qualify for the transportation fee waiver, alternate payment arrangements may be made with the approval of the Secretary Treasurer or Designate. Payments must be made after the application is approved and no later than August

15, 2021.

8. Registered students are required to use transportation services on a regular basis. Occasional use of transportation services (i.e. less than 50% per month) may result in cancellation of transportation services for the student.
9. The number of contracted buses will be minimized by enforcing the June 30 registration deadline and by creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.

TRANSPORTATION SERVICES REGISTRATION AND FEES ADMINISTRATION

1. For 2021/22 the application process is as follows:

Application Period	<i>May 13, 2021 to June 30, 2021</i>
Routes and Rosters Confirmation	<i>August 31, 2021</i>
Last Day for Payment of Fees <i>(if applicable)</i>	<i>August 15, 2021</i>

2. Parents or guardians are required to apply for transportation service for their children every year during the transportation application period in a manner prescribed by the Secretary Treasurer or Designate.
3. If the application for transportation services is approved, the payment of transportation fees for eligible and ineligible students must be received before the transportation service is confirmed for the child. For demonstrated financial hardship cases that do not qualify for the transportation fee waiver, alternate payment arrangements may be made with the approval of the Secretary Treasurer or Designate.
4. Eligible and Ineligible students who do not pay the annual transportation fee shall not be provided transportation services by the Board.
5. At the end of the transportation application period, the Manager of Transportation shall establish draft route rosters and ensure sufficient buses are allocated to support all students registered for transportation services for the year.
6. Once the bus routes and master rosters are finalized, parents of registered students are notified of the student's route number and the bus route.
7. Applications received outside the transportation application period shall only be considered if there is seating space available on existing bus routes.
8. Parents may request cancellation of transportation services and refund of fees paid on or before the end of the first week when their child was scheduled to start receiving transportation services. No refunds shall be issued for cancellations received after this period.