

SD42 PROCEDURE 5400.2

TRANSPORTATION SERVICES: REGISTRATION AND FEES ADMINISTRATION

1. PURPOSE AND SCOPE

This procedure sets out the eligibility criteria, application process, fee structure, and administrative requirements for student transportation services provided by the Board.

2. STUDENT TRANSPORTATION ELIGIBILITY

Student transportation services will be provided to students with disabilities and diverse abilities, as defined in Policy 5400 – Student Transportation Provided by the Board, and to resident students who meet the eligibility criteria outlined below:

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

Parents/guardians who have obtained approval for their child to attend a school other than their catchment area school are responsible for arranging transportation.

3. TRANSPORTATION FEES

Transportation fees are charged on an annual, per-student basis for each school year. Fees for eligible and courtesy riders are as follows:

Transportation Fees	2026/27	2027/28
First Child	\$ 463	\$ 486
Second Child	\$ 463	\$ 486
Third Child +	\$ 145	\$ 152

4. TRANSPORTATION APPLICATION PERIOD

The Secretary Treasurer or Designate will establish and communicate the annual transportation application period to parents/guardians.

For the 2026/27 school year, applications for transportation services must be submitted between May 11, 2026, and June 26, 2026.

5. PARENT/GUARDIAN APPLICATION REQUIREMENT

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

6. REVIEW OF DRAFT ROUTE ROSTERS

Following the close of the transportation application period, the Operations Manager will review the contractor’s draft route rosters to confirm that sufficient buses are allocated to accommodate all eligible registered students for the school year.

7. NOTIFICATION OF BUS ROUTES

Once bus routes and master rosters have been finalized, parents/guardians of registered students will be notified of their student's assigned route number and corresponding bus route.

8. REGULAR USE OF TRANSPORTATION SERVICES

Registered students are expected to use transportation services on a regular basis. Occasional use, defined as less than 50% usage within a month, may result in cancellation of transportation services for the student, subject to review by the Operations Manager or Designate.

9. OPTIMIZATION OF BUS ROUTES

The number of contracted buses will be managed by enforcing the June 26 application deadline and developing routes based on received registrations. Routes will be optimized to maximize bus utilization, with a planning target of approximately 95% capacity per bus where feasible.

10. REGISTRATION AND FEES ADMINISTRATION

a) Application Process

The application process for transportation services for the 2026/27 school year is as follows:

- Application Period: May 11, 2026, to June 26, 2026
- Last Day for Payment of Fees (if applicable): August 14, 2026
- Routes and Rosters Confirmation: August 28, 2026

b) Payment of Transportation Fees

Upon approval of an application for transportation services, applicable transportation fees must be paid before service is confirmed for the student.

Alternate payment arrangements may be approved by the Secretary Treasurer or Designate in cases of demonstrated financial hardship.

c) 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 a fee waiver.

Fee waiver determinations will be made in accordance with the District's Fees and Financial Hardship procedures and may be requested using [Form 5400.3 Transportation Fees - Low Income Waiver](#).

d) Deadline for Transportation Fee Payment

Transportation fees for eligible students must be paid following application approval and no later than August 14, 2026.

e) 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.

f) Cancellation of Transportation Services

Parents/guardians may request cancellation of transportation services and a refund of fees paid during the first week of service following the start of the school year. No refunds will be issued for cancellations received after this period.

11.LATE REGISTRATIONS AND COURTESY RIDERS

a) Consideration of Late Registrations and Ineligible/Courtesy Riders

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

Late registrations from eligible riders and ineligible/courtesy riders will be accommodated, where space permits, based on the following criteria and order of priority:

- No modification to existing bus routes
- Priority to eligible students
- Priority to siblings of eligible students
- Priority to students living farthest from their catchment area school
- Priority to younger students

b) Application Deadline for Late Registrations and Ineligible/Courtesy Riders

The application deadline for late registrations and ineligible/courtesy riders for the 2026/27 school year is September 11, 2026.

UPDATED: May 2026