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**POLICY 17**  
**STUDENT TRANSPORTATION SERVICES**

In order to provide students with equal access to educational opportunities, the Board's aim is to provide a safe, effective and efficient transportation system for students.

**Specifically**

1. Eligible Students – are defined as
  - a student who resides 2.4 kilometers or more from their designated school or;
  - a student that has been assessed and identified as having a severe disability and requires transportation to and from school.
  - 1.1 All distance measurements shall be made in accordance with Section 2 of the Student Transportation Regulation.
  - 1.2 Instead of providing transportation for an eligible student, the Board may enter into an agreement with the parent(s)/guardian(s) of the student(s) within the provisions of Section 52 of the School Act.
2. Ineligible Students – are students who reside less than 2.4 kilometers from their designated school.
  - 2.1 Transportation for Ineligible students will be provided only if the ineligible student:
    - Meets the bus at an existing bus stop along the route; and
    - There is no diversion of the bus from the regular route; and
    - There is seat space available on the school bus; and
    - The fee for transportation services has been paid.
  - 2.2 If the Superintendent or designate determines that traffic conditions or other conditions impact the safety of ineligible students walking to and from school, the Board may enter into an agreement with the parent(s)/guardian(s) of the student(s) to provide transportation.
  - 2.3 The Division will transport students where the driving distance is 2.4 kilometers or more from their residence to their designated school.

3. School of Choice – if a student is enrolled in a school pursuant to Student Transportation Regulation and does not reside within the attendance area for that school, the student or the parent of the student shall provide transportation of the student:
  - To and from the site of the school; or
  - To and from an existing stop, on a school bus route within the designated attendance area for that school.
- 3.1 Transportation may be provided for eligible students attending a school of choice in accordance with the requirements of the Superintendent or if:
  - 3.1.1 There is space available on the school bus; and
  - 3.1.2 There is no diversion of the bus from the regular route; and
  - 3.1.3 Parents agree to meet the bus on route, at an existing stop, each morning and afternoon at the pre-determined time of the student loading and unloading; and
  - 3.1.4 There is space in the receiving school and permission has been received from the Principal for the student to attend.
4. Cooperative Bussing – The Board may enter in an agreement to provide transportation service for students who are eligible resident students of another Board or school jurisdiction.
5. Out-of-jurisdiction transportation is transporting students outside of geographic boundaries of GYPSD. This will only occur if there is a current agreement between GYPSD and the neighboring school authority.
6. After the accommodation of eligible students the allocation of available seat spaces for ineligible students will be made on a “first-come, first-served” basis.
  - 6.1 To manage the number of seat spaces available on a route, ineligible students will not be registered on more than two separate school bus routes, at any given time.
  - 6.2 At the end of each school year, all ineligible students will be removed from the bus route and parents will be required to re-register each year, if the ineligible student requires school bus transportation for the upcoming school year.
  - 6.3 If seating spaces held by ineligible students are required for eligible students, the ineligible students shall give up their seating space in the following sequence:
    - 6.3.1 The oldest ineligible student on the route who resides closest to the school he/she attends shall relinquish his/her seat first.

7. Students may occasionally use school buses for personal reasons within the conditions defined by the Superintendent or designate.
  - 7.1 The request of a student wishing to ride a bus for personal reasons shall be considered only if space is available on the bus.
  - 7.2 The parent(s)/guardian(s) of a student wishing to ride a bus for personal reasons shall obtain permission from the driver, Transportation Services or school administration.
  - 7.3 The driver shall be assured of the consent of the parent or guardian by a telephone call or signed note from the parent(s)/guardian(s) or school administration.
  - 7.4 The bus shall not deviate from its normal route or time nor shall it make special stops for pick up or drop off.
8. All transportation fees are set annually by the Board to pay for the funding shortfall due to the difference between the budgeted costs incurred by the Board for regular route operations and Alberta Education transportation grants.
  - 8.1 Transportation fees are determined each year by Board resolution.
  - 8.2 The student transportation fee is applicable to all regular students accessing Board transportation services at any time between September 1 and June 30.
  - 8.3 To support parents who encounter financial hardship, the division can reduce the fee required. Transportation fees may be reduced upon confidential application (Form 1012) to the Assistant Superintendent – Business Services, with documentation demonstrating financial difficulty. Reductions will be prorated based on the prior year's total taxable household income which falls within  $\pm 10\%$  of the Statistics Canada Low Income Cut-off for 5 person households, in urban areas under 30,000 people.
  - 8.4 No refunds will be made except in cases where the student no longer rides the bus. The refund will be paid on a pro-rated basis until April 15, after which no refunds will be made.
  - 8.5 Transportation fees collection will be consistent with school fees. Transportation fees are as follows:
    - 8.5.1 Ineligible Student - \$250.00 per student (Family Max. - \$750.00).
9. The Superintendent or designate may establish rules and procedures for the issuance of bus passes for ineligible students.

Legal Reference: Section 51, 52, 53, School Act  
Student Transportation Regulation 250/98 (Amended A.R. 231/2012)  
AP 505 – School Fees

Developed: November 2005  
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