

Administrative Procedure 550

STUDENT TRANSPORTATION SERVICES

Background

The Division has a statutory obligation for the transportation of its resident students to and from the school it has directed them to attend if the parent of the students resides at a distance greater than 2.4 kilometres from the site of their designated school.

The Division shall maintain a transportation service for grade one to grade twelve students for the purpose of transporting eligible students to and from school.

Procedures

1. Kindergarten students shall be accommodated where possible in the transportation system.
2. A transportation fee may be charged to all regular students residing within 2.4 kilometres from their designated school accessing Division transportation services; such fees are to be reviewed annually as part of the budget development process.
3. Students who qualify for special needs transportation will be transported at no cost to the student(s) or parents(s).
4. In circumstances deemed appropriate by the Division and the resident parent, the Division, instead of the providing transportation on a regular bus route, may contract with the parent(s) or guardian(s), whereby the parent or guardian will convey the student(s) to and from a school located in another Division, and receive payment in accordance with Alberta Education regulations.
5. In situations where the Division enters into an agreement with a parent to transport their child, the terms and conditions of that contract shall apply (Form 550-1).
6. The Division will maintain current documentation on file to support and verify Alberta Education transportation grant claims including:
 - 6.1 Names and grades of eligible passengers;
 - 6.2 Transportation agreements;
 - 6.3 School bus route maps;
 - 6.4 Route distances;
 - 6.5 Attendance areas;
 - 6.6 Copies of overload permits;
 - 6.7 Legal land description;
 - 6.8 Pick up and drop off locations;
 - 6.9 Parent or guardians names and phone numbers;

- 6.10 Bus make, model and fuel type;
 - 6.11 Names of parents and contractors providing transportation services; and
 - 6.12 Details regarding transportation of disabled students to specialized schools or programs out of Division.
7. The Division expects bus drivers and principals to maintain levels of student discipline on the bus, consistent with the student code of conduct.
- 7.1 The bus driver is responsible for maintaining an acceptable level of student discipline on the bus. Problems that cannot be resolved by the bus driver are to be referred to the principal, who will evaluate the situation and initiate an appropriate response. Administrative Procedure 350 Appendix outlines Rules for Student Conduct while on school buses.
8. The Division authorizes any teachers, parents or individuals acting in a supervisory capacity to ride a school bus operated by the Division.
9. With the exception of those specified in procedure 8 above, adults are prohibited from being transported on Division operated school buses.
10. The driver must adhere to the Traffic Safety Act in respect to the loading and unloading of students.
- 10.1 Students shall not be dropped off at a location other than the normal pick-up/drop off points other than in emergency situations.
11. The principal is responsible for informing students and parents of transportation procedures.
12. Parents are expected to notify the bus driver and the principal when they will no longer require bus service.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)