

## **STUDENT TRANSPORTATION SERVICES**

The Board shall provide transportation to eligible students to and from school in a safe, effective and efficient manner. In order to maximize the efficient use of school facilities, resources, and the bus fleet serving schools within the Division, and to allow for effective program planning, the Board will establish parameters for student transportation services.

In keeping with the spirit of parental choice and legislation, where feasible, the Board may accommodate a student who resides outside of the described attendance area set for a school within the Division.

### Procedures

1. The Board will, from time to time, determine by motion, the boundaries of the attendance area for each school, indicating the grade levels involved where applicable.
2. Students will be designated to attend the school that serves the attendance area in which they reside.
3. The Board will provide transportation of a student to and from the site of the school in which the Board has designated for the student if the student resides within the eligible distance from the school as defined in Section 51 of the School Act.
  - 3.1 All distance measurements shall be made in accordance with the provisions of Section 51 of the School Act.
  - 3.2 Instead of providing transportation for an eligible student, the Board may enter into an agreement with the parent of the student within the provisions of Section 52 of the School Act.
4. Students with special educational needs who are directed to attend a school outside of their attendance area will be provided with daily transportation to and from the school to which they are directed.
  - 4.1 School jurisdiction personnel must determine the presence of a “special program need” and students must be recommended by such personnel to receive transportation to a particular school offering the program required to best meet the educational needs of that student.
  - 4.2 Students directed to a special program who reside 2.4 kilometers or more from the school that offers an appropriate program shall be eligible for transportation to that school.
  - 4.3 Students requiring transportation to a special program will either be accommodated via regular busing methods, or shall be assigned to a “special program” designated bus.

- 4.4 "Special program" designated buses shall be defined as buses intended to serve a particular student load based upon the program needs of the students transported and may not be accessed by any other student unless otherwise directed by the Board.
  - 4.5 If it is not practical to provide school bus service to a student requiring a special program, arrangements may be made with the parent for parent provided transportation.
5. For children enrolled in Early Learning and Program Unit Funded Programs (PUF), the provision of transportation is not mandatory but may be provided if practical, and given the following considerations:
    - 5.1 Children younger than four years of age will not be transported to Early Learning Programs.
    - 5.2 Children aged four years and older may be accommodated where possible by using:
      - Handivan, where possible,
      - Parent provided transportation arrangement subject to the required paperwork being filed at the Transportation Department Office,
      - Taxis with a Battle River School Division appointed aide accompanying the child.
  6. The Board may decide to provide transportation of a student to and from the site of the school in which the Board has designated for the student if the student resides less than the eligible distance from the school as defined in Section 51 of the School Act. Ineligible student busing will be provided only if:
    - 6.1 All eligible students have been accommodated;
    - 6.2 There is sufficient seat room on the bus;
    - 6.3 They can be served without altering an established bus route, and
    - 6.4 Payment of an annual fee to be determined from time to time by the Board, or prorated portion thereof, has been received.
    - 6.5 Eligibility for transportation is extended to those ineligible students who would otherwise have to walk along a road with posted speeds of 60 kilometers per hour or higher, without the benefit of sidewalks.
    - 6.6 If a parent feels they have exceptional circumstances that do not fit the criteria noted above, the Board will consider such requests on an individual basis.
  7. The fee referred to in Procedure 5.4 above, is levied because Alberta Education grants do not provide for transportation of students who reside less than 2.4 kilometers from the school to which they are directed. The Board has established a common fee for any ineligible passengers who choose to avail themselves of the transportation services in exchange for payment of such a fee.

8. The Principal will, upon request from the parents, or in the instance of an independent student, the student; enroll the student in a school outside of the student's designated attendance area if, in the opinion of the Principal, there are sufficient resources and facilities available to accommodate the student.
9. Students who reside outside the designated attendance area or outside the jurisdiction and whose parents wish to register them at a school within the jurisdiction are eligible to attend the school provided that:
  - 9.1 The Principal of the school at which the student wishes to register indicates there are sufficient resources and facilities at the school in the grade/program in which the student is to be enrolled;
  - 9.2 The parent accepts full responsibility, at no cost to the Board, for transporting the student to and from a safe stop point along a regular bus route which is bound for the school in question;
  - 9.3 There is room on the bus;
  - 9.4 Written permission is given annually by the Superintendent or designate for the busing to be provided for a specified period;
  - 9.5 Parents or guardians have paid an appropriate fee for service if applicable; and
  - 9.6 Parents are to apply in writing to the Superintendent or designate for transportation outside of the attendance area in which they reside.
10. Requests for transportation under the provisions of Procedure 5 pertaining to ineligible riders, and Procedure 8 pertaining to riders from another school attendance area, will be accommodated on a first come, first served basis.
11. A student who is enrolled in one school will only be allowed to transfer to another school during the school year if the parents, the Principal of the sending school, and the Principal of the receiving school agree that it is in the best educational interests of the student to transfer the student.
12. Space requirements for students from within the attendance area will have priority over out-of-attendance area or out-of-jurisdiction students.
13. In the event of school closure, attendance areas of receiving schools will be designated by the Board. If a student's residence is in closer proximity to a school other than what the Board designates as the receiving school, consideration will be given for the student to have transportation to the school closest to their residence.
14. Under normal circumstances, busing will not be provided to students residing within the incorporated limits of a town/village/hamlet where a school is located unless the student is eligible for transportation by virtue of residing at a distance that is 2.4 kilometers or greater from the school.
  - 14.1 If parents feel exceptional circumstances require that transportation be provided to a student residing within the incorporated limits of a town/village/hamlet at less than 2.4 kilometers from the school, the Board will consider such requests on an individual basis and any such transportation

approved by the Board shall be subject to payment of the fees established for ineligible riders, or prorated portion thereof, as outlined in Procedure 5.

15. The Board will not cross jurisdictional boundaries to transport students residing in another jurisdiction to a Division school unless the provision to do so has been mutually agreed to in writing by both jurisdictions.
16. Requests for transportation of ineligible students shall be filed and recorded in the order in which they are received. Such requests will be accommodated once all eligible passengers have been provided with transportation, and only in accordance with Procedure 5.
17. Written requests for transportation of students wishing to cross attendance area boundaries shall be filed and recorded in the order in which they are received. Such requests will be accommodated once all eligible and ineligible passengers who reside within the attendance area have been accommodated, and only in accordance with Procedure 8.
18. Approvals for transportation of ineligible and cross boundary students need to be reassessed each year and the availability of continued service determined based on the criteria noted in the appropriate procedures. If it is determined at any point during the course of a school year that any one of the criteria can no longer be met, service may be revoked at that time, and a pro-rated refund of the fees, if any were assessed, will be processed.

#### 19. Definitions

- 19.1 Residence – In the rural areas the attendance area shall be determined by the legal land survey where the residence is situated and in the urban areas by the street address.

For consistency, and in order to avoid the provision of duplicated bus service to a specific residence, if a residence is located along a road that coincides with an attendance area boundary line, the following principles will be applied to determine the attendance area in which that residence is deemed to be located:

Every effort will be made to plan boundary lines along quarter section boundaries, however, when an attendance area boundary line follows an existing road that is not a County boundary road, all residents whose main access road enters onto an east-west boundary road will be deemed to reside in the attendance area which lies to the north of that road, all residents whose main access road enters onto a north-south boundary road will be deemed to reside in the attendance area which lies to the east of that road.

Legal Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (Amended A.R. 197/2000)

Amended: June 2018