

TRANSPORTATION - PROVIDED BY AGENT/PARENT

Background

The Division may enter into a contract for the provision of agent/parent student transportation service when necessary.

Procedures

1. The Division will establish a rate of payment and make payment only after a contract is in place.
2. The Agent/Parent must submit annually to the Director of Transportation the following:
 - 2.1 *Transportation Provided by an Agent/Parent Letter of Understanding* (Form 560-1);
 - 2.2 Proof of insurance, which must include a minimum of \$2,000,000 liability coverage;
 - 2.3 Photocopy of a valid Alberta operator's licence (Class 4 required if agent); and
 - 2.4 *Driver Abstract Consent* waiver (authorizes the Director of Transportation to obtain a driver abstract).
3. Payments will be for only those days on which the student transportation service was provided and that the student was in attendance at school.
4. Payments will be issued based upon the monthly completion of a *Private Transportation Compensation Claim* form (available from the Director of Transportation) and must be submitted by the person engaged to provide the transportation service. Student attendance records may be used by the Director of Transportation to verify claims.
5. Payments will be issued on a monthly basis provided that the records noted above have been received.
6. The Division will reimburse the cost of additional insurance coverage that is specific to a staff member's (agent) obligation to transport a student of the Division. Payment of the applicable portion of insurance premium will be paid based on either a receipt or a letter from the insurer indicating the amount of excess premium required due to their client's obligation to the Division to transport a passenger for compensation (6A Endorsement).

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)

Forms: Transportation Provided by an Agent/Parent - Letter of Understanding (560-1)
Driver Abstract Consent
Private Transportation Compensation Claim

Amended: April 2018