

TRANSPORTATION - PROVIDED BY PARENT/AGENT

Background

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

Procedures

1. When the Division requires a parent/agent of the Board to provide student transportation services, the Division will establish a rate of payment in a written agreement and will make payment only after an agreement is in place.
2. The Parent/Agent must submit annually to the Director of Transportation the following:
 - 2.1 *Transportation Provided by Parent/Agent 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 license (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 monthly based upon the 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. 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 52, 53, 59, 59.1, 222, 225, Education Act
Traffic Safety Act
School Transportation Agreement 96/2019

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