

**BOARD**  
MEMORANDUM

**Date:** June 22, 2022  
**To:** Board of Trustees  
**From:** Shawna Warren, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** Policy 500 - Transportation

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**Purpose:**

For approval. Motion required.

**Motion:**

That the Board of Trustees approve Policy 500 – *Transportation* as presented at the June 22, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 500 – *Transportation*, which includes only minor changes, as part of its review of policies during the 2021-2022 school year.

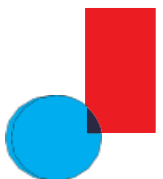
The Policy Committee reviewed Policy 500 – *Transportation* at their May 25, 2022 committee meeting and have recommended it to the Public Board Meeting for Approval.

Administration is prepared to respond to questions at the June 22, 2022, Public Board meeting.

Sincerely,

Shawna Warren, M.Ed  
Acting Superintendent

Attachment



## Transportation

EFFECTIVE: March 27, 2019

REVISED: May 25, 2022

REVIEW: 2024-2025

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### 1.0 POLICY

The Board has established and operates a student transportation system to provide service to students attending their designated school. This service is available to all students within the Division who qualify for this service in accordance with the criteria outlined in this Policy, the Education Act and Regulations.

The Board believes that the responsibility for the provision of safe student transportation service is shared by employees of the Division, school bus contractors, school bus operators, parents/guardians and students.

The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals.

### 2.0 DEFINITIONS

- 2.1 Student – is an individual who is registered in Grades 1 – 12.
- 2.2 Resident School Rider - any student who lives 2.4 kms or farther from their designated school and attends their designated school.
- 2.3 Choice Rider - any student who lives 2.4 kms or closer to their designated school, or who attends a school other than their designated school.
  - 2.3.1 This excludes French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed a Resident School Rider fee.
- 2.4 Supplemental Bus - any student who is accessing an additional bus to an alternate address.
- 2.5 Outside Boundary Rider - any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

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References: *Policy 245 Appeals*  
*Policy 410 Fees*  
*Administrative Procedure 550 Contract Bus Service*  
*Administrative Procedure 580 Non-Resident/Non-Attendance Area Student Transportation*  
*Education Act: Sections 7(1), 4(1)(8), 59(1)*  
*School Transportation Regulation AR96/2019*

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## Transportation

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### 3.0 GUIDELINES

- 3.1 Subject to the regulations, a Division shall provide for the transportation of a student on regular morning and afternoon school bus routes, to and from the site of the school in which the Division has enrolled the student if:
  - 3.1.1 the student resides within the boundaries of the district or division, and
  - 3.1.2 the student resides within the attendance area established by the Policy 200.
  - 3.1.3 the criteria, if any, set out in the regulations are met.
- 3.2 Children and students residing less than 2.4 km to the designated school site may be provided with transportation service only if space is available on an existing school bus route.
- 3.3 Transportation fees are reviewed and approved by the Board as part of the budget process.
- 3.4 Bus Operator Contracts
  - 3.4.1 Contracts shall be awarded to the most qualified applicant and in compliance with Board Policy or Administrative Procedures.
  - 3.4.2 Transportation Services, -Human Resources and one other administrator appointed by the Superintendent shall administer the process for selection of a new contractor.
  - 3.4.3 School buses will only be operated by contractors who are properly licensed and who have been approved by Transportation Services.
  - 3.4.4 School bus operators shall always operate their school buses in compliance with any legislation federal, provincial or municipal with respect to student transportation and school bus operation.
  - 3.4.5 School bus operators shall always operate their school buses in compliance with the Division Policy and Administrative Procedures.

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References: *Policy 245 Appeals*  
*Policy 410 Fees*  
*Administrative Procedure 550 Contract Bus Service*  
*Administrative Procedure 580 Non-Resident/Non-Attendance Area Student Transportation*  
*Education Act: Sections 7(1), 4(1)(8), 59(1)*  
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### 3.5 Changes in Bus Fleet

#### 3.5.1 Increases and decreases in School Bus Fleet process:

- 3.5.1.1 Transportation Services and the Associate Superintendent, Corporate Services make a recommendation to the Superintendent;
- 3.5.1.2 Once the Superintendent has accepted this recommendation, the Transportation Committee will review the changes.

### 3.6 Fees

The fee schedule is approved by the Board on an annual basis and published under Policy 410 - Exhibit 1.

A prorated fee will be assessed as per the *Education Act* regulations to all new students joining the Division during the school year.

- 3.6.1 The Associate Superintendent, Corporate Services or designate shall be responsible for ensuring the collection of transportation fees is undertaken according to Division Policy and Administrative Procedures and for communicating the need for transportation fees to parents/guardians annually.

#### 3.6.2 Fee Collection

- 3.6.2.1 Fees shall be due and payable at the time of registration. Bus passes will be issued upon payment, or upon an established payment schedule.
- 3.6.2.2 The Division reserves to right to remove services if payment is not received and no attempt is made to settle the overdue fees.

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References: *Policy 245 Appeals*  
*Policy 410 Fees*  
*Administrative Procedure 550 Contract Bus Service*  
*Administrative Procedure 580 Non-Resident/Non-Attendance Area Student Transportation*  
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### 3.6.3 Refunds

- 3.6.3.1 Refund requests will be reviewed by Transportation Services on a case-by-case basis.

### 3.6.4 Waivers

- 3.6.4.1 In cases of genuine hardships, the Associate Superintendent, Corporate Services, in consultation with the school Principal, has the discretion to waive or make alternative payment arrangements. Any concerns and disputes of the transportation fees will follow the process as per Policy 245 – Appeals.

## 3.7 Routes and Schedules

- 3.7.1 Prior to commencement of each school year, Transportation Services shall establish bus routes for each school attendance area.
- 3.7.2 The school bus operator/contractor will confirm that each family on their route has been informed of the pickup location and the time of the school bus pickup prior to the commencement of the school year.
- 3.7.3 Prior to September 15th of each year, the Transportation Services shall provide each school with school bus route numbers and passenger lists for all buses that service the attendance area of the school.
- 3.7.4 The Principal shall provide Transportation Services with the name of any student who withdraw from the school or who is expelled or suspended from the school.
- 3.7.5 Alterations or extensions of school bus routes shall require the approval of the Transportation Services with the exception of short-term alterations or extensions incurred in emergency situations.

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References: *Policy 245 Appeals*  
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*Administrative Procedure 550 Contract Bus Service*  
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3.7.6 The Principal shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.

### 3.8 Extra Distance

Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to Transportation Services for approval and payment.

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References: *Policy 245 Appeals*  
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**Transportation**

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**Deleted:** April 2020

**1.0 POLICY**

The Board has established and operates a student transportation system to provide service to students attending their designated school. This service is available to all students within the Division who qualify for this service in accordance with the criteria outlined in this Policy, the Education Act and Regulations.

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The Board believes that the responsibility for the provision of safe student transportation service is shared by employees of the Division, school bus contractors, school bus operators, parents/guardians and students.

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The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals.

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**2.0 DEFINITIONS**

2.1 Student - is an individual who is registered in Grades 1 - 12.

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2.2 Resident School Rider - any student who lives 2.4 kms or farther from their designated school and attends their designated school.

**Deleted:** <#>Child - is an individual who attends an Early Childhood program and is not registered in Grades 1 - 12. ¶

2.3 Choice Rider - any student who lives 2.4 kms or closer to their designated school, or who attends a school other than their designated school.

2.3.1 This excludes French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed a Resident School Rider fee.

2.4 Supplemental Bus - any student who is accessing an additional bus to an alternate address.

**Deleted:** <#>Noon Rider - any student who is utilizing noon transportation for ECE Pre-K or K programming. Please note that notNot all ECE Pre-K or K students will have access to this service, and no Government funding is received to support this service.

2.5 Outside Boundary Rider - any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

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**3.0 GUIDELINES**

- References:
- Policy 245 Appeals*
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  - [Administrative Procedure 550 Contract Bus Service](#)
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- 3.1.1 the student resides within the boundaries of the district or division, and
- 3.1.2 the student resides within the attendance area established by the Policy 200.
- 3.1.3 the criteria, if any, set out in the regulations are met.

3.2 Children and students residing less than 2.4 km to the designated school site may be provided with transportation service only if space is available on an existing school bus route.

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3.2 Transportation fees are reviewed and approved by the Board as part of the budget process.

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3.3 Bus Operator Contracts,

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3.3.1 Contracts shall be awarded to the most qualified applicant and in compliance with Board Policy or Administrative Procedures.

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3.3.2 Transportation Services, Human Resources and one other administrator appointed by the Superintendent shall administer the process for selection of a new contractor.

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3.3.3 School buses will only be operated by contractors who are properly licensed and who have been approved by Transportation Services.

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