



**DATE:** August 23, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Shawna Warren, Superintendent  
Policy Committee

**GOVERNANCE POLICY:** [Board Policy 221 - Role of the Trustee](#)  
[Board Policy 225 - Board Responsibility and Conduct](#)

**ADDITIONAL REFERENCE:** Education Act  
School Transportation Regulation AR96/2019  
Transfer of Student Transportation Funding Parent Declaration Form  
Funding Manual for School Authorities 2023-2024 School Year

Assurance Domain – [Governance](#)

**SUBJECT:** Policy 500 – Transportation

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**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees approve the revised Board *Policy 500 – Student Transportation Services* as recommended by the Policy Committee and presented at the August 23, 2023, Public Board meeting.

**BACKGROUND:**

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 500 – Transportation* which includes a renaming of the policy to *Student Transportation Services*.

The Policy Committee reviewed and updated *Policy 500 – Student Transportation Services* at their June 7, 2023, committee meeting and recommended it to the August 23, 2023, Public Board meeting for approval.

On June 29, 2023, the Division received the *Transfer of Student Transportation Funding Parent Declaration Form* from Alberta Education.



School boards are not obligated to provide transportation services for students that reside outside their boundaries. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

Key Changes to Board Policy 500 include:

- Updates to language to better reflect Alberta Legislation under the Education Act;
- Updates to better reflect the changes to the Rural Transportation Grant in the 2023-2024 Funding Manual.
- Fee information is captured in a new Administrative Procedure 464 – Fees.
- Contract Bus Service Procedures are captured in Administrative Procedure 550 – *Contract Bus Service*.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Policy 500 – Student Transportation Services – Clean Copy
2. Policy 500 – Student Transportation Services – Tracked Changes
3. *Transfer of Student Transportation Funding Parent Declaration Form*
4. *AP550 – Contract Bus Service*

## **NEW REWRITE – JULY 5, 2023**

### **Policy 500 - Student Transportation Services**

#### **POLICY**

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of Sturgeon Public School Division to attend 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 the Education Act, Regulations and Board Policy.

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.

#### **DEFINITIONS**

Student – an individual who is registered in Grades K – 12.

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

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

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

#### **GUIDELINES**

Subject to the regulations, a Board must provide for the transportation of a student to and from their designated school if the student resides within the boundaries of the school division.

- Ineligible Riders may be provided with transportation service only if space is available on an existing route.
- **An Outside Boundary Rider may be provided with transportation service if there is space available on an existing route, if there is no significant diversion**

from regular routing, and the parent/guardian has completed the *Transfer of Student Transportation Funding Parent Declaration Form* prior to October 31.

- The Board considers the contracting of bus services to be an acceptable way of providing student transportation.
- The Board shall approve school attendance areas for each school.

## TRANSPORTATION FEES

- Student transportation fees shall be reviewed and approved annually by the Board.
- Transportation fees shall be paid prior to accessing busing.
- Payment options shall be made available for transportation fees.
- A waiver process shall be in place for transportation fees to the designated school.

## References:

[Policy 245 Appeals](#)

Administrative Procedure 550 Contract Bus Service

Administrative Procedure 410 – Fees

[Education Act](#): Sections 7(1), 4(1)(8), 59(1)

[School Transportation Regulation AR96/2019](#)

Transfer of Student Transportation Funding Parent Declaration Form

## History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 August 23 Amended

## Student Transportation Services

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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 K – 12.

2.2 Resident SchoolEligible Rider - any Pre K to Grade 6 student/child who lives 2.41.0 kms or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 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 SchoolEligible Rider fee.

2.4 Ineligible Rider – any Pre k to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 kms from their school of attendance.

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.

### 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, ~~and~~
- 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~~ defined as Ineligible Riders 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 The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals.

#### 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.~~

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

3.4.24 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.

3.4.35 School bus operators shall always operate their school buses in compliance with the Division Policy and Administrative Procedures.

#### 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.~~

#### 3.56 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

3.56.2.1 Fees shall be due and payable at the time of registration. Bus passes will be issued upon payment, or upon an established payment schedule.

3.5.26.2.2 The Division reserves to right to remove services if payment is not received and no attempt is made to settle the overdue fees.

#### 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 Fee 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 names of any student who withdraw from the school or who is expelled or suspended from the school.

3.7.15 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.

~~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.~~

## 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](#)

## History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

School boards are not obligated to provide transportation services for students that reside outside their boundaries. School boards that choose to go outside their jurisdiction boundaries to transport non-resident students are required to have a cooperative transportation agreement with the resident school board or a signed parent declaration form to receive transportation funding for providing this service.

By signing this declaration form, the parents/guardians of the non-resident student permit the transporting school board to receive transportation funding for transporting a non-resident student from the student's residence outside the jurisdiction's boundaries.

This declaration form must be signed and submitted to the transporting school board by October 31 of the current school year. A separate declaration form must be completed for each student. Once submitted, the declaration form will remain in effect for as long as the student's primary residence and attending school remain the same.

This declaration form does not obligate a school board to provide transportation for non-resident students. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

**Declaration by Parent/Guardian**

I/We, \_\_\_\_\_, the parent(s)/guardian(s) of  
Print Names

\_\_\_\_\_, declare my/our desire to allow  
Student Name

\_\_\_\_\_ to receive student transportation  
School Board Name

funding for providing transportation services from our primary residence located at

\_\_\_\_\_,  
Full Address

to \_\_\_\_\_ School.  
School Name

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date





## 550: Contract Bus Service

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### **Responsible Administrator: Associate Superintendent Corporate Services**

#### PURPOSE

School bus contracts should be awarded to the most qualified applicant. The process for increasing or reducing the capacity of the Board's contract school bus fleet shall be fair and equitable to all concerned.

#### PROCESS

The Associate Superintendent Corporate Services shall maintain this Administrative Procedure.

#### PROCEDURE

1. The Coordinator of Transportation Services may engage a school bus contractor on an emergency basis (for a period not to exceed a total of 20 operating days in each instance).
2. When it is necessary to contract an additional school bus or buses, the Coordinator of Transportation Services shall advertise the services required on the Division website and will also forward to all school bus contractors currently under contract with the Board.
3. Applicants shall be short-listed and interviewed by a committee consisting of the Associate Superintendent Corporate Services, the Coordinator of Transportation Services, and a Representative from Human Resources as designated by the Superintendent.

3.1 Prior to the interview, the committee will determine the criteria for the interview process.

3.2 When the selection is complete, the committee will advise the Superintendent of their recommendation.

3.3 The Associate Superintendent Corporate Services shall advise the Trustees on the decision of the Superintendent recommendation.

4. To be considered for a school bus contract, an applicant should have met or exceeded the following conditions:

4.1 Provided the names of three (3) references who have been contacted, attesting to the general good character of the applicant and the applicant's ability to operate a business and provide service as a school bus contractor.

4.2 Provided a driver's abstract for the proposed regular and spare drivers of the school bus to be used to fulfill the contract requirements.

4.3 Agreed to provide a school bus with a model year, not in excess of eight (8) years of age.

5. When all the previously listed conditions are equally met by two (2) or more applicants, the school bus contract shall be awarded to the applicant who is best suited to provide the service required for the current contract school bus opportunity.

6. The following criteria will be considered by the Coordinator of Transportation Services in making a decision as to which school bus or contract(s) should be recommended for termination:

6.1 Relative level of past service:

6.1.1 reliability of equipment

6.1.2 attitude and cooperation of contractor and driver

6.1.3 number of legitimate recorded complaints

6.1.4 punctuality

6.2 The proximity of existing contractors to available routes and their willingness to relocate as required.

6.3 Age of contracted school bus.

6.4 Where a reasonable recommendation for the termination of a contract(s) cannot be achieved using the above criteria, the contract(s) with the least tenure with the Board shall be recommended for termination.

7. The holder of a contract that has been terminated in accordance with the criteria outlined in this administrative procedure may appeal the termination of contact to the Board of Trustees. Application to appeal must be reviewed within ten (10) days of the Notice of Termination.

## **References:**

*Policy: 500 Transportation*

## **History**

2020 Jan 29 Initial Approval

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**Administrative Procedures V. Student Services (Student Transportation)**