



Date: April 23, 2025 **Agenda Item:** 7.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Amy Kolesar, Manager, Transportation Services

Subject: **Policy 500: Student Transportation Services and
Policy 500: Student Transportation Services - Exhibit 1 -
Transportation Fee Schedule**

Recommended Motion:

THAT the Board of Trustees approve the edits to Board Policy 500: Student Transportation Services and Policy 500: Student Transportation Services - Exhibit 1 - Transportation Fee Schedule as presented at the Public Board meeting of April 23, 2025.

Background:

Administration would like the Board to consider the following changes to *Policy 500: Student Transportation Services* to include updating the fee name of “Outside Boundary Rider” to “Non-Resident Rider” to align Division terminology and add the new Policy 500 Student Transportation Services - Exhibit 1 - Transportation Fee Schedule.

The Board of Trustees is responsible for reviewing and approving Transportation Fees as captured in Board Policy 225: Role of the Board.

The Fee and Allowances for 2025-2026 are being presented with a fee increase from the 2024-2025 school year for approval. The fee increase is due to the continued increase in operating costs incurred by Contractors, including fuel, resulting in a higher rate being paid each month. We are also looking ahead to additional costs of software and equipment purchased through the Division. We anticipate that this fee increase will generate an additional revenue of \$62,000 in the 2025-2026 school year.

We have included an anticipated adjustment of 8% to account for items such as fee waivers, family rates and partial year service. We will have the family rate more visible for the upcoming school year to ensure parents and guardians are able to ask for this to be applied to their accounts. We have also included an anticipated uncollected fee rate of 4% for fees which are not paid. An additional change from 2024-2025 is the updated fee name of “Outside Boundary Rider” to “Non-Resident Rider” to align with Division terms.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY:	(6) School Authority Operations and Resources
INDICATORS:	a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to
(i) ensure effective stewardship of the board's resources

School fees

57(1) Notwithstanding section 13, a board may charge a parent of a student fees in accordance with the regulations.

Policy 225: Role of the Board

Resource Stewardship

The Board shall ensure effective stewardship of the Board's resources [Education Act s.33(1)(1)].
46. Approve student fees annually

Policy 500: Student Transportation Services

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the 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 and Regulations* and Board Policy.

4.0 Transportation Fees

4.1 Student transportation fees shall be reviewed and approved annually by the Board.

Administrative Procedure 464: Fees

Within the Definitions is Transportation Fees: Shall refer to fees that are charged for bus services for transportation to and from school and will include the link to the Policy 500-Exhibit 1 Transportation Fee Schedule.



Administration is prepared to respond to questions at the April 23, 2025, Public Board meeting.

Attachment(s):

1. Policy 500: Student Transportation Services - Clean Copy
2. Policy 500: Student Transportation Services - Tracked Copy
3. Policy 500: Student Transportation Services - Exhibit 1- Transportation Fee Schedule

Policy 500

Student Transportation Services

1.0 POLICY

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the 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 and 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.

2.0 DEFINITIONS

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

2.2 Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.6 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.

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

2.4 Ineligible Rider - any Pre-K to Grade 6 student/child who lives less than 1.6 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.

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

2.6 Non-Resident Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

2.7 Family Rate – applicable for families of more than 3 students accessing the same category of transportation services.

3.0 GUIDELINES

3.1 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.

3.1.1 Ineligible Riders may be provided with transportation service only if space is available on an existing route.

3.1.2 A Non-Resident Rider may be provided with transportation services 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.

3.1.3 The Board considers the contracting of bus services to be an acceptable way of providing student transportation.

3.1.4 The Board shall approve school attendance areas for each school.

4.0 TRANSPORTATION FEES

4.1 Student transportation fees shall be reviewed and approved annually by the Board. See Policy 500: Student Transportation Services - Exhibit 1 – Transportation Fee Schedule.

4.2 Transportation fees shall be paid prior to accessing busing.

4.3 Payment options and plans shall be made available for transportation fees.

4.4 A waiver process shall be in place for transportation fees to the designated school.

References:

[Policy 245 - Appeals Regarding Student Matters](#)

[Administrative Procedure 464 - Fees](#)

[Administrative Procedure 550 - Contract Bus Service](#)

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

[School Transportation Regulation](#) AR96/2019

[Transfer of Student Transportation Funding Parent Declaration Form](#)

Policy 500: Student Transportation Services - Exhibit 1 – Transportation Fee Schedule.

History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 Aug 23 Amended

2025 April 23 Amended

Policy Administrative Procedure 500

Student Transportation Services

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

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

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Policy 500: Student Transportation Services - Exhibit 1 - Transportation Fee Schedule

Please refer to [Board Policy 500- Transportation](#) for more information on each fee.

1. Eligible Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$85	\$75
Grades 1-12	\$145	\$130
Family Rate	\$435	\$390

2. Choice Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$165	\$150
Grades 1-12	\$300	\$275
Family Rate	\$900	\$825

3. Ineligible Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$210	\$190
Grades 1-12	\$380	\$345
Family Rate	\$1,140	\$1,035

4. Non-Resident Rider Fee (Previously Outside Boundary Rider)

	2025-2026	2024-2025
PreK & Kindergarten	\$475	\$430
Grades 1-12	\$540	\$490
Family Rate	\$1,620	\$1,470

5. Other Transportation Fees

	2025-2026	2024-2025
Supplemental Bus	\$145	\$180
Replacement Bus Pass	\$25	\$20