



**ADMINISTRATION
REGULATIONS**

Policy Number: C-130-AR

Policy: Student Transportation

- References:
- C-130
 - C-130-BR
 - B-180, Student Accommodation
 - C-110, District Owned Vehicles
 - F-130, Student Fees
 - *Education Act*, Sections 7, 59, 59.1
 - Alberta Regulation **96/2019**
 - Traffic Safety Act
 - St. Albert Public Schools Student Transportation Manual

A. STUDENT TRANSPORTATION ON YELLOW BUSES AND OTHER HIRED CARRIERS

1. School administration is expected to refer to procedures as outlined in the Student Transportation Manual for the following:
 - 1.1. daily school bus procedures;
 - 1.2. students ineligible for busing;
 - 1.3. parent provided transportation;
 - 1.4. kindergarten busing;
 - 1.5. transportation fees;
 - 1.6. student and parent responsibilities in relation to division provided transportation;
 - 1.7. handling of collisions and/or personal injuries involving school buses; and
 - 1.8. evacuations.

2. FEES
 - 2.1. A fee may be charged for access to transportation.
 - 2.1.1. Division transportation fees are reviewed annually and are approved by the Board.
 - 2.1.2. School fees may be charged for the cost recovery of providing transportation for field trips or optional instructional programming.
 - 2.2. Bus passes will be issued upon receipt of the yearly transportation fee.
 - 2.3. Monthly and one-way rates will not be available.
 - 2.4. Bus passes can be purchased at any time during the second semester for one half the rate of a yearly bus pass.
 - 2.5. Transportation fees will be pro-rated for those students who are new to St. Albert Schools, or those that change schools and/or home locations during the school year.

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- 2.6. Upon request and return of the bus pass, pro-rated refunds may be issued to those students who complete their program during the school year, move out of the division or to a home location within walking distance of the school. The Manager of Transportation has the authority to begin the refund process for transportation fees. Unused fees shall be refunded to the parents who paid them or credited against any other unpaid school or division fee they may have outstanding.
- 2.7. Replacement passes for students in all grades, including Kindergarten, are available upon the payment of an administration charge.
- 2.8. Non-payment of fees may result in referral to a collection agency, and the outstanding balance must be paid before future bus passes will be issued;
 - 2.8.1 a minimum of two notices are to be sent to the responsible parties for the fee prior to any accounts being sent to third part collection agencies.
- 2.9. Returned cheques will result in an administration charge. The administration charge will be communicated at the time the bus pass is purchased.
- 2.10. **WAIVER OF FEES**
 - 2.10.1. Fees may be waived because of financial hardship.
 - 2.10.2 The parent(s)/guardian(s) or independent student is required to make written request to the Manager, Transportation Services.
 - 2.10.3. The Manager, Transportation Services is authorized to waive transportation fees.
 - 2.10.4. Transportation fees may be waived if the family qualifies for an Alberta Child Health Benefit. Applicants may be asked to provide proof of the Alberta Child Health Benefit.
 - 2.10.5. In lieu of Alberta Child Health Benefit proof, support from the school principal regarding financial hardship will also be accepted. The waiver of transportation fees must be applied for annually.
- 2.11. **APPEALS**
 - 2.11.1. Parent disputes on fees shall be subject to appeal to the Associate Superintendent of Finance.
 - 2.11.2. If still unsatisfied an appeal can be made to the Superintendent.
 - 2.11.3. The Superintendent's decision is final.

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3. STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Principals are delegated responsibility for approving all transportation of students to and from school-sponsored activities in private vehicles and must ensure that:

- 3.1. a written parental consent for student passengers is obtained prior to volunteer drivers transporting students in privately owned vehicles;
 - 3.2. vehicles and drivers, whether staff or non-staff volunteer, meet the requirements of board regulations C-130-BR;
 - 3.3. the division form "Student Transportation in Private Vehicles - Volunteer Drivers" has been completed and is on file in the school office; and
 - 3.4. in an emergency, parents are notified of transportation arrangements, as soon as is practically possible.
4. It is clearly communicated to the private vehicle's owner that any damages to the owner's vehicle are the responsibility of the owner and are not covered by board insurance.

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