



Please read both pages carefully before completing.

**CANCEL ONLINE – instead of this form, you can register for yellow school bus services using MyCBE.**

If you cancel online DO NOT complete this form.

- You can cancel your transportation with no financial impact by filling in the cancellation form and returning it before **Sept. 30, 2023**.

Student Information			
Last Name	First Name	CBE Student ID Number	Birthdate: yyyy/mm/dd
Address	City	Postal Code	Home Phone #
School Name	Program	Grade	Start Date: yyyy/mm/dd

Parent/Guardian (student primary residence)		
Last Name	First Name	Home Phone #
Address	City	Work Phone #
Email	Postal Code	Cell Phone #

**Authorization for Release of Information / Acceptance of Terms and Conditions |**

The personal information contained on this form is collected under the authority of the *Education Act* and *Freedom of Information and Protection of Privacy Act* (Alberta) for the purposes noted above. If you have any questions about this collection, please contact the school principal or CBE Transportation Services at [transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca). CBE is responsible for planning and scheduling the routes and bus stops for all contracted buses and taxis that transport CBE students to and from school. The following information is required for transportation planning purposes: student name, ID number, school, grade, program, student information deemed necessary, and parent/guardian name, address and telephone numbers and such information will be released to service providers for the purpose of this contract.

**THIS IS AN OFFER OF SERVICES ACCORDING TO THE TERMS AND CONDITIONS SET OUT IN THE REGISTRATION. PLEASE BE ADVISED THAT IF YOUR STUDENT UTILIZES THE SERVICES BUT YOU DO NOT SIGN THE CONFIRMATION FORM, YOU WILL BE DEEMED TO HAVE ACCEPTED THIS REGISTRATION BY YOUR CONDUCT AND YOU WILL BE CHARGED THE FULL AMOUNT OF THE APPLICABLE FEE. UNPAID FEES MAY BE REFERRED TO COLLECTIONS BY THE CBE WITHOUT FURTHER NOTICE.**

In signing this form (subject to my right of cancellation as set forth above):

- I am giving permission to the CBE to share the information above with the transportation provider for the purpose of transportation planning and administration;
- I understand that information provided is confidential, subject to the above information sharing;
- I certify that the information given in this application and in any documents attached is updated, correct and complete;
- I accept the terms and conditions of the transportation cancellation as stated on the back of this form;
- I agree to pay for busing (if applicable), or obtain an approved waiver of the transportation fee;
- I understand service providers may have video surveillance enabled vehicles, including audio, and will be clearly marked: and
- I understand CBE has a GPS enabled radio frequency identification (RFID) school bus tracking system (Zonar) on all CBE school bus transportation routes.

\_\_\_\_\_ X \_\_\_\_\_  
 Parent/Guardian (Print Name) Signature Date

**Submit |**

- Scan and email documents to [transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca)
- Bring documents to any CBE school office
- Mail to: Calgary Board of Education  
 Attention: Transportation Services  
 3610 - 9 Street S.E. Calgary, AB T2G 3C5

**Contact |**

CBE Transportation:  
[transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca)  
 Student Fees  
[studentfees@cbe.ab.ca](mailto:studentfees@cbe.ab.ca)



### Terms and Conditions |

The following terms and conditions form part of this School Bus Transportation Registration:

- 1 | The personal information contained in this form is collected under the authority of the *Education Act* and the Student Record Regulation and section 33(c) of the *Freedom of Information and Protection of Privacy Act (Alberta)* for the purposes noted.
- 2 | The cancellation must be received by Sept. 30, 2023 for no financial impact to occur.
- 3 | Refunds: If the student no longer requires transportation services, refund shall be made upon receipt of the *Request to Cancel School Bus Transportation* form. Requests must be made within 30 days of the last day of busing. **No refunds will be provided for occasional disruption of service.**
- 4 | In the event of non-payment in whole or in part of the fee or any administration fee, the CBE may pursue collection of fees through legal or other proceedings.