



Please read both pages carefully before completing.

Completed forms are due by June 11, 2023

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

2023-24 Transportation Fees |

- All Riders: \$260 (Applicable to students in specialized classes who are designated to general transportation)
A confirmation email will be sent to all parents/guardians who have submitted a pre-registration in September to confirm registration for the 2023-24 school year. You can cancel your transportation with no financial impact by filling in the cancellation form before Sept. 30, 2023.

Student Information form with fields for Last Name, First Name, CBE Student ID Number, Birthdate, Address, City, Postal Code, Home Phone #, School Name, Program, Grade, Start Date, Mobility information, Will the student be met at the bus stop, Medical information, Parent/Guardian Information, Secondary Drop-off or Pick-up Address.

Authorization and Release of information and 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.

THIS IS AN OFFER OF SERVICES ACCORDING TO THE TERMS AND CONDITIONS SET OUT IN THE PRE-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 PRE-REGISTRATION BY YOUR CONDUCT AND YOU WILL BE CHARGED THE FULL AMOUNT OF THE APPLICABLE FEE.

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 financial and other 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 pre-registration 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.

Parent/Guardian (Print Name) X Signature Date



## Terms and Conditions |

The following terms and conditions form part of this School Bus Transportation Pre-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| A pre-registration form must be completed before school bus transportation service can be provided to a student.
- 3| Participation in the Calgary Board of Education transportation services is contingent upon the child(ren)'s compliance with the CBE Administrative Regulation 6005 - Student Code of Conduct and Administrative Regulation 6006 – Progressive Student Discipline. The Parent/Guardian acknowledges and agrees that the student must comply with CBE's student code of conduct while being transported to and from school.
- 4| The Parent/Guardian promises to pay the annual transportation fee if applicable. Use of service indicates that the Parent/Guardian accepts the terms of the pre-registration and thus the responsibility to pay the annual fee.
- 5| The Parent/Guardian agrees that if the payment is dishonored for any reason, the Parent/Guardian shall be liable to pay to CBE on demand, an NSF fee, in addition to the fee for transportation service.
- 6| In the case where a student requires transportation service beginning mid-year, a prorated fee is applicable, but must include the fee for the month service begins to and including the end of June. The month in which this pre-registration is entered into shall be treated as a full month for fee payment purposes. Information about payment options is shown on the reverse side of this form.
- 7| Refunds: If the student no longer requires transportation services, refund shall be made upon receipt of the Request to Cancel School Bus Transportation form and receipt of the student's bus pass. Requests must be made within 30 days of the last day of busing and refunds are only offered for future months of service. **No refunds will be provided for occasional disruption of service.**
- 8| 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.
- 9| This pre-registration form is subject to cancellation of transportation services on or by Sept. 29, 2023 with no financial impact, by completion of the cancellation form.

## 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)