

administrative regulation

Administrative
Regulation No.
6095

Classification:
Students

Effective Date:
December 5, 2019

Student Transportation

1 | Purpose

The purpose of this administrative regulation is:

- to provide clear direction regarding student transportation services within the Calgary Board of Education

2 | Scope

This administrative regulation applies to:

- all Calgary Board of Education students accessing transportation services.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

4 | Principles

The following principles apply:

- The CBE provides for the safe, reliable and financially sustainable transportation of students who are eligible under the *Education Act* or CBE policy.
- Transportation service areas will be established considering, but not limited to, community boundaries, natural hazards or barriers, roadways and infrastructure and grade configuration of schools.

5 | Definitions

CBE: means The Calgary Board of Education.

Attendance area: means an area established by CBE under section 1 of the Student Transportation Regulation.

Parent: means the parent as defined in section 1(2) of the *Education Act* of Alberta.

Public transportation: means the transportation of students on Calgary Transit.

School bus transportation: means the transportation of students to school in a vehicle authorized by the Manager of Transportation Services,

and includes transportation on yellow school buses, handi-buses, and taxis, but does not include public transportation.

Transportation service area: means the designated zone within an attendance area in which the CBE provides subsidized transportation.

6 | Regulation Statement

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| General | <ol style="list-style-type: none">1) The CBE shall provide for the transportation of students who qualify for transportation under the <i>Education Act</i> and under the School Transportation Regulation.2) CBE may provide for the transportation of CBE students:<ol style="list-style-type: none">a) who live less than 2.4 kilometers from the school in which they are enrolled and within the transportation service area for that school: orb) attending alternative programs or programs of choice; orc) as approved by the manager of Transportation Services. |
| Mode of Transportation | <ol style="list-style-type: none">3) Transportation services provided for CBE students may include school bus transportation or public transportation, as defined by this regulation. |
| Transportation Fees | <ol style="list-style-type: none">4) Fees will be levied pursuant to the Student Transportation Regulation.5) For students receiving transportation services under section 2, a transportation fee will be levied in accordance with the approved transportation fee schedule. |
| Waiver of Fees | <ol style="list-style-type: none">6) A parent or independent student may apply for a waiver of transportation fees in accordance with the CBE waiver process.7) Fee waiver requests must be completed annually and are only valid for one school year.8) A waiver of transportation services fees may be approved if the parent or independent student:<ol style="list-style-type: none">a) qualifies for:<ol style="list-style-type: none">i. Social Services benefits,ii. Alberta Child Health Benefits,iii. Convention refugee status, |

- iv. Government sponsored refugee status,
- v. City of Calgary Fair Entry, or
- vi. low income status based upon other reasonable proof; and

- b) completes the CBE waiver application form and provides the required documentation.

- 9) A waiver may be granted based on compassionate grounds if supported in writing by school administration.

Collection of Fees

- 10) At least two (2) notifications will be sent to individuals with unpaid transportation service fees prior to engaging in further collection action.

- 11) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.

Refunds

- 12) Request for cancellation of transportation services must be completed in writing within thirty (30) days of the last day the student used the service.

- 13) Transportation fees will be refunded, on a pro-rated basis, when transportation services are cancelled during the school year.

- 14) No refunds will be issued for service cancelled after **April 30**.

Parent's Responsibility

- 15) When a student receives school bus transportation provided by CBE, the parent of the student must provide supervision to, from and at the bus stop and at the bus stop.

- 16) When a student accesses public transportation services, the parent is responsible for supervising the student's access and use of that service.

Transportation by Parents in Lieu of School Bus Transportation

- 17) In lieu of school bus transportation, the manager of Transportation Services may, on a discretionary basis, pay a parent for transporting the student, at a per-kilometer or per diem rate, determined annually by the manager of Transportation Services, in accordance with CBE guidelines.

Conditional Riders Kindergarten to Grade 12

- 18) If a student in Kindergarten to Grade 12 is enrolled in a school but does not live in the attendance area or the transportation service area for that school, the parent of the student or the independent student must provide for the transportation of the student to and from the school.

- 19) Notwithstanding section 19, for students in Kindergarten to Grade 12 who are not eligible for transportation, the parent

may access school bus transportation by applying to the manager of Transportation Services.

- 20) The manager of Transportation Services may authorize a student in Kindergarten to Grade 12 to have access to transportation services as a conditional rider if the following conditions are met:
 - a) there is space on the school bus after all eligible students have been accommodated;
 - b) there is a suitable school bus stop in place being used by an eligible student;
 - c) the student's parent provides supervision and transportation to, from and at the bus stop that is in place for an eligible student; and
 - d) the student's parent pays the applicable transportation fee.
- 21) Only students who are siblings of eligible riders on complex learning needs routes will be considered for approval as conditional riders on those routes.
- 22) The manager of Transportation Services may authorize an additional school bus stop for conditional riders, if in the opinion of the manager, there are extenuating circumstances that support the creation of another school bus stop.

Occasional Riders

- 23) The principal may authorize transportation of a student, volunteer or staff member at the school as an occasional rider.
- 24) The principal must consider the following factors when deciding whether to authorize transportation for an occasional rider:
 - a) if, in the opinion of the bus driver, there is room on the school bus;
 - b) the bus is not required to deviate from its regular route or make additional stops; and
 - c) the request is infrequent.
- 25) If the principal authorizes school bus transportation for an occasional rider, the school principal must provide the school bus driver with a written note authorizing the trip.

Transportation Schedules

- 26) Transportation schedules are established annually by the manager of Transportation Services in consultation with

education directors and school principals considering, but not limited to the following:

- a) coordinated start and end times for shared routes;
- b) late entry or early dismissal;
- c) professional development days;
- d) organizational days;
- e) parent/teacher interviews;
- f) professional learning time and staff meetings; and
- g) student examinations, student orientations and off-site activities.

27) Principals must ensure that the manager of Transportation Services is notified of all school calendar changes and school activities that impact the transportation schedule referred to in section 27 through the Notice of Intent electronic on-line system at least three weeks prior to date of the school calendar change or activity.

28) For school calendar changes that impact the transportation schedule in August or September, principals must ensure that the manager of Transportation Services is notified prior to **June 30** of the preceding school year.

School Bus Stops

29) Only one school bus stop will be established for a student. However, paying riders can access any bus, on which space is available, and access any bus stop.

30) The location of the school bus stops for students accessing school bus transportation will be based on a student's primary residential address and will be established considering the following:

- a) student safety during school bus loading and unloading;
- b) the number of students assigned to a school bus stop;
- c) using public areas on main collector roads where possible; and
- d) minimizing inconvenience to the public.

- 31) Where in the opinion of the manager of Transportation Services it is practicable, Kindergarten and elementary students may be required to travel approximately 1600 meters or more from their home to a school bus stop.
- 32) Junior high school students may be required to travel approximately 1800 meters or more from their home to a school bus stop.
- 33) Kindergarten, elementary students and junior high school students enrolled in an alternative program, may be required to travel farther than 1600 meters or 1800 meters from their home as outlined in sections 32 and 33, to a congregated school bus stop.
- 34) The manager of Transportation Services may add, relocate or discontinue school bus stops in response to safety issues, traffic changes, student use, residential concerns from the public or any other special and extenuating circumstances as determined by the manager of Transportation Services.

**Student
Transportation
Discipline**

- 35) The rules for student responsibilities and conduct on school buses are found in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.
- 36) A student is responsible for their behaviour and conduct as outlined in Administrative Regulation 6005 – Student Code of Conduct, and in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.
- 37) In accordance with Administrative Regulation 6006 – Progressive Student Discipline, school principals are responsible for disciplinary action, and they must conduct an inquiry into a written report made by the driver concerning inappropriate student behaviour and conduct on school bus transportation or public transportation.

**Transportation
Concerns**

- 38) Concerns regarding student transportation are addressed through the following process:
 - a) for concerns related to bus routes and transportation schedules, the parent or student must complete a change request form and submit it to Transportation Services;
 - b) for concerns about student behaviour, the parent or student must contact the school principal;
 - c) for concerns related to driver conduct and service related issues, the parent must contact the contracted carrier directly; and

d) for other concerns not addressed in items (a) to (c), the parent may refer to Administrative Regulation 5007 - Concerns and Complaints.

39) If issues or concerns outlined in section 39 (a) and (c) are not resolved, a written request may be submitted to the manager of Transportation Services.

40) All concerns and complaints regarding this administrative regulation must follow CBE processes around concerns and complaints.

Role of Director Responsible for Transportation Services

41) The director responsible for transportation services is responsible for ensuring the development of a comprehensive communication plan to advise school principals and staff and school communities of changes to this administrative regulation, as well as specific changes to the transportation service area for each individual school. This plan may differ between communities.

42) The director responsible for transportation services or delegate will chair a Transportation Advisory Committee composed of a variety of stakeholders including representatives from community, charter bus carriers, school based principals and other service units as appropriate.

Transportation Advisory Committee

43) The purpose of the Transportation Advisory Committee is to make recommendations to the manager, Transportation Services regarding transportation service areas, and provide advice, guidance and support to the manager of Transportation Services for the implementation of this administrative regulation.

Communication

44) CBE will annually publish fee schedules, waiver and refund information on:

- a) the CBE public website, and
- b) individual school websites.

45) Principals will communicate to parents and staff the waiver and refund process at least once per school year.

7 | History

Approval	December 14, 2004.
Revision/Review Dates	September 20, 2005 December 19, 2005 November 1, 2007

	June 1, 2008 August 27, 2012 May 17, 2013 June 2015 June 2017 April 2018 November 2019
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8 | Related Information

Legal References

- *Education Act, S.A. 2012 c. E-0.3*
- *Motor Transport Act, R.S.A. 2000, c. M-21*
- School Bus Operation Regulation
- Student Transportation Regulation

CBE Administrative Regulation References:

- AR 3003 - Special Education Programming
- AR 5007 - Concerns and Complaints
- AR 6005 – Student Code of Conduct
- AR 6006 – Progressive Student Discipline
- AR 6096 - Transportation Responsibilities and School Bus Rules