



Please read both sides carefully before completing.

Completed forms are due on or by June 5, 2017



APPLY ONLINE – you can pre-register online for yellow school bus services using My CBE Account at:

FC#

www.cbe.ab.ca/registration/fees-and-waivers

- Complete one pre-registration form per family and include all students eligible for all modes of transportation—except Calgary Transit.
Specify "Program" as Regular or Alternative.
Transportation cannot be guaranteed for September 2017 if the completed pre-registration form is not submitted by June 5, 2017.
If you registered online DO NOT complete this form.

2017-18 Transportation Fees



- The annual transportation fee is subject to Board of Trustees and Government approval. It will be communicated to parents/guardians by October 2017 when a confirmation email will be sent to all parents/guardians who have submitted a pre-registration. You can cancel your transportation with no financial penalty by filling in the cancellation option in this email and returning it to the Calgary Board of Education by email before October 31, 2017. You may also cancel at any time using your My CBE Account.

Please print clearly.

Table with 6 columns: Last Name, First Name, School for 2017-18, Program, Grade, Service Start Date. Title: Student information for all CBE students living with parent/guardian noted below



Parent/Guardian (student primary residence) form with fields for Last name, First name, Home #, Address, City, Work #, E-mail, Postal code, Cell #

Authorization for Release of Information / Acceptance of Terms and Conditions

The personal information contained in this form is collected under the authority of the School Act and of the Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted. If you have any questions about this collection, please contact the school principal or CBE Transportation Services at 403-817-7433. The Student Transportation Group (STG) is a consortium consisting of Calgary Transit and private transportation carriers (Southland Transportation Ltd., 4Seasons and Dreams Transportation) who provide transportation services for CBE schools. The STG is responsible for planning and scheduling the routes and bus stops for all buses that transport CBE students to and from school.

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 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. 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 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; and
I understand CBE has a GPS enabled radio frequency identification (RFID) student/school bus tracking system (Zonar) on all CBE school bus transportation routes and I am responsible for the CBE student bus pass (ZPass) and understand its use is mandatory.

Parent/Guardian (Print Name)

X Signature

Date

IMPORTANT

- Questions re transportation service or agreement form email: transportation@cbe.ab.ca or call 403-817-7433
Questions re payments email: studentfees@cbe.ab.ca or call 403-817-7888

Return completed form to any school office or mail or email to:



Calgary Board of Education Attention: Transportation Services
1221 – 8 Street S.W.
Calgary, Alberta T2R 0L4 transportationforms@cbe.ab.ca



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 section 23(1) of the School 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 6001 - 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. Use of service indicates that the Parent/Guardian accepts the terms of the registration and thus the responsibility to pay the annual fee.
- 5 | The Parent/Guardian agrees that if the cheque or PAD is dishonored for any reason, the Parent/Guardian shall be liable to pay to CBE on demand, an NSF fee of **\$35**, 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 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 prior to April 30, 2018 to be eligible for a refund. **No refunds will be provided for occasional disruption of service.**
- 8 | Notwithstanding the above provisions concerning refunds, if there are other fees or charges owing to the CBE from the Parent/Guardian, the CBE reserves the right to retain the refund for the purpose of deducting the amount of the refund from the outstanding charges or fees owed to the CBE.
- 9 | The CBE will provide a Zonar Student Card to each student who rides a yellow school bus identified in this registration and any such card shall at all times remain the property of the CBE. Such transportation pass shall not be transferable or assignable to any third party. The Parent/Guardian agrees to ensure that in the event of the loss or theft of the card, immediate written notice thereof shall be provided to the CBE. Parents/Guardians may be required to purchase a replacement card.
- 10 | 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.
- 11 | This pre-registration form is subject to cancellation of transportation services on or by October 31, 2017 with no financial penalty, by return of the confirmation email noted above including completion of the cancellation information contained in that confirmation email.