



Please read both sides carefully before completing.

Completed forms are due on or by June 5, 2017

To be completed and signed by parent or guardian in consultation with school staff.

FC#

- Transportation cannot be guaranteed to commence on the first day of school if completed forms are not received by The Calgary Board of Education (CBE) prior to June 5, 2017.
CBE reserves the right to determine the mode of transportation to be provided. This may include, but is not limited to, charter bus, Calgary Transit or taxi and is subject to change.
By October, 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.

Please print clearly.

Form with sections: Student (Last name, First name, CBE Student ID Number, Birthdate, Address, City, Postal Code, Home #, School Name, Program, Start Date, Mobility information, Other aids, Medical Information, Medications), Parent/Guardian (Last name, First name, Relationship, Work #, Email, Cell #), Alternate emergency contact (Last name, First name, Relationship, Home #, Address, Email, Cell #), Morning Pick up (if different from home address) and Afternoon Drop Off (if different from home address) (Contact name, Address, Telephone #).



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 School 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 403-817-7433. The Student Transportation Group (STG) is a consortium consisting of Calgary Transit and private transportation carriers (Southland Transportation, 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. The following information is required for transportation planning purposes: student name, ID number, school, grade, program and parent/guardian name, address and telephone numbers and such information will be released to STG and designated taxi companies for the purpose of this contract.

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 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)

Signature

Date

Return completed form to any school office or mail:

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

IMPORTANT

- Questions re transportation service
email: transportation@cbe.ab.ca
or call 403-817-7433



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 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 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 fee referred to in the registration. 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.
- 7 | Refunds: If the student no longer requires transportation services, a prorated 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.