

administrative regulation

Administrative
Regulation No.
6095

Classification:
Students

Effective Date:
June 17, 2015

Student Transportation

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clarity and guidelines 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 subsidized transportation for students who are eligible.
- All students who receive transportation must pay a student transportation fee which is set annually by administration.
- 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 under Section 13(2) of the School Act for student attendance within the boundaries of the CBE.

Parent: means the parent as defined in Section 1(2) of the School Act of Alberta.

Public transportation: means 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.

Subsidized transportation: means: school bus transportation, or payment to parent in lieu of school bus transportation.

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

6 | Regulation Statement

Student transportation fees

- 1) Independent students and parents of students who receive subsidized transportation must pay the student transportation fee.
- 2) Independent students and parents of a student who are experiencing financial difficulties may apply to the Chief Financial Officer or designate for a waiver of transportation fees.

Eligibility requirements for subsidized transportation

- 3) The CBE will provide subsidized transportation for the following CBE students:
 - a) students who attend their attendance area school, designated school or directed school and who live within the transportation service area.
 - b) students who are in a special education program or who have a severe permanent disability, and who attend their directed school, if the student's application for transportation has been approved by the Area Learning Team or the manager of transportation services.
 - a) students who, for disciplinary reasons, are enrolled at or directed to attend a school other than their designated school, if the area director or the Board of Trustees-delegated person under Administrative Regulation 6001 - School Discipline, in consultation with the manager of transportation services, determines that circumstances exist that require subsidized transportation in order that the student may attend school.
 - b) students who are in grades 10 to 12 and live beyond 2.4 kilometres from the school that they attend, if public transportation is available in that community; and
 - c) students who are in grades 10 to 12 and live beyond 2.4 kilometres from their regular program, or CBE designated alternative program attendance area school, if public transportation is not available in that community.
- 4) A waiver of eligibility requirements for subsidized transportation is

Waiver of eligibility



Calgary Board
of Education

requirements

not a waiver of the transportation fee.

**Parent's
responsibility**

- 5) A parent or independent student who wishes to apply for a waiver of eligibility requirements for subsidized transportation must apply in writing to the manager of transportation services, who may waive the eligibility requirements for subsidized transportation in cases of dire need that pertain primarily to the well-being of the student.
- 6) The parent of a student or the independent student receiving subsidized transportation must provide for the supervision and transportation of the student to and from the bus stop on the bus route for eligible students.
- 7) If a student does not receive subsidized transportation, the parent of the student or the independent student must provide for the supervision and transportation of the student to and from school.

**Transportation
by parents in
lieu of school
bus
transportation**

- 8) In lieu of school bus transportation for an eligible student, the manager of transportation services may on a discretionary basis pay a parent for transporting an eligible 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 9**

- 9) If a student in Kindergarten to Grade 9 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.
- 10) Notwithstanding Section 9, for students in Kindergarten to Grade 9 who are not eligible for transportation, the parent may access school bus transportation by applying to the manager of Transportation services.
- 11) The manager of transportation services may, at their discretion, authorize a student in Kindergarten to Grade 9 to have access to school bus transportation, 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 and from the school bus stop that is in place for an eligible student; and
 - d) the student's parent agrees to pay the applicable

transportation fee.

**Occasional
riders
Kindergarten
to Grade 9**

- 12) 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.
- 13) Only eligible CBE students who meet the requirements of Section 2 of this regulation or students authorized by a transportation agreement or authorized occasional riders may ride a CBE school bus.
- 14) The principal may make a decision to authorize transportation of a student, volunteer or staff member at the school as an occasional rider.
- 15) The principal must consider the following 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; and
 - b) the bus is not required to deviate from its regular route or make additional stops; and
 - c) the request is infrequent.
- 16) If the principal makes a decision to authorize 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**

- 17) Transportation schedules are established annually by the manager of transportation in consultation with area 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.

School bus stops

- 18) Principals must ensure that the manager of transportation is notified of all school calendar changes and school activities that impact the transportation schedule referred to in Section 8(a) through the Notice of Intent electronic on-line system at least three weeks prior to date of the school calendar change or activity.
- 19) For school calendar changes that impact the transportation schedule in August or September, principals must ensure that the manager, transportation services is notified prior to June 30 of the preceding school year.
- 20) Section 273 of the School Act states that a person can have only one place of residence for school purposes, therefore, based on the student's primary residential address, only one school bus stop will be established for a student.
- 21) The location of the school bus stops for students eligible for school bus transportation will be based on a student's primary residential address as defined in Section 273 of the School Act and will be established considering the following:
 - a) the number of students assigned to a school bus stop;
 - b) using public areas on main collector roads where possible;
 - c) minimizing inconvenience to the public; and
 - d) traffic safety during school bus loading and unloading.
- 22) Where in the opinion of the manager of transportation services it is practicable, Kindergarten and elementary students may be required to travel approximately 800 meters or more from their home to a school bus stop.
- 23) Junior high school students, enrolled in a regular, special education, may be required to travel approximately 1600 meters or more from their home to a school bus stop.
- 24) Kindergarten, elementary students and junior high school students enrolled in an alternative program, may be required to travel farther than 800 meters or 1600 meters from their home as outlined in Sections 22 and 923, to a congregated school bus stop.
- 25) The manager of transportation services may relocate or discontinue school bus stops in response to safety issues, traffic

changes, student use and complaints from the public.

**Student
transportation
discipline**

- 26) A student is responsible to the principal of the student's school for their behaviour and conduct as outlined in Administrative Regulation 6001 - School Discipline and in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.
- 27) In accordance with Administrative Regulation 6001 - School 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.
- 28) The rules for student responsibilities and conduct on school buses are found in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.

**Transportation
concerns**

- 29) 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 behavior, 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;
 - d) for other concerns not addressed in items (a) to (c), the parent may refer to Administrative Regulation 5007 - Concerns and Complaints.
- 30) If issues or concerns outlined in Sections 29(a) and (c) are not resolved, a written request may be submitted to the manager, transportation services (or designate) at transportation services.

**Concerns,
Complaints or
Appeals
regarding fees**

- 31) Concerns and complaints and appeals regarding fees must follow the CBE process outlined in the appropriate Administrative Regulations.
- 32) All CBE process for concerns and complaints and appeals must be exhausted before a parent may appeal to the Minister under Section 124 of the *School Act*.

**Role of director
responsible for
transportation**

- 33) 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

services

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.

Transportation Advisory Committee

- 34) 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.
- 35) 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, transportation services for the implementation of this Administrative Regulation.

7 | History

Approval	December 14, 2004.
Next Review	April 2018
Revision/Review Dates	September 20, 2005 December 19, 2005 November 1, 2007 June 1, 2008 August 27, 2012 May 17, 2013 June 2015

8 | Related Information

Legal References

- Motor Transport Act, R.S.A. 2000, c. M-21
- School Bus Operation Regulation A.R. 437/86
- School Act, Sections 1(1)(m), 1(1)(q), 1(3), 2, 13(2) 44, 47, 51, 52,123 and 273
- Student Transportation Regulation, A. R. 250/98
- CBE Governance Policies
- OE-11 Learning Environment/Treatment of Students
- OE-3 Treatment of Owners

CBE Administrative Regulation References:

- AR 3003 - Special Education
- AR 5007 - Concerns and Complaints
- AR 6001 - School Discipline
- AR 6091 - Student Admissions and School Choice
- AR 6096 - Transportation Responsibilities and School Bus Rules
- AR 7006 - Student Fees