



CALGARY BOARD OF EDUCATION

Administrative Regulation 6095 - Student Transportation

Approved:	December 14, 2004
1 st Amendment::	September 20, 2005
2 nd Amendment:	December 19, 2005
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STATEMENT

In accordance with the School Act, the Calgary Board of Education provides subsidized transportation for students who are eligible for transportation. Other students may access this subsidized transportation if there is room available.

All students who receive transportation must pay a student transportation fee which is approved annually by the Board of Trustees, in accordance with the School Act and the provincial Student Transportation Regulation, A.R. 250/98. In specified circumstances, the Calgary Board of Education may waive the student transportation fee.

WHO SHOULD READ THIS?

- All school administrators, administrative secretaries and bus aides.
- All Community Engagement and Operational Planning staff.
- All Area Directors.
- All Learning Enhancement Directors and Specialists.
- All Financial Services staff.
- All Communications staff.

REASON FOR THIS REGULATION

- The purpose of this regulation is to set out the administration of student transportation service for the Calgary Board of Education.

REGULATION IMPLEMENTATION

- The Director of Community Engagement and Operational Planning will chair a Transportation Advisory Committee composed of:
 - (a) the Manager, Transportation Services,
 - (b) the System Principal, Community Engagement and Operational Planning,
 - (c) an elementary school principal appointed by the appropriate Superintendent,
 - (d) a middle school principal or junior high school principal appointed by the appropriate Superintendent,
 - (e) a representative of Calgary Association of Parents and School Councils,
 - (f) a representative of Learning Enhancement Services, and
 - (g) a representative from a Charter Bus Carrier.

- The purpose of the Transportation Advisory Committee is to:
 - (a) make recommendations to the Manager, Transportation Services regarding transportation service areas, and
 - (b) provide advice, guidance and support to the Manager, Transportation Services for the implementation of this Administrative Regulation.

- The Director of Community Engagement and Operational Planning is responsible to ensure the development of a comprehensive communication plan to advise school principals and staff and school communities of changes to this Regulation as well as specific changes to the transportation service area for each individual school. This plan may differ between communities.

REGULATION INTERPRETATION AND RESOURCE

- General questions: Transportation Services
- Specific questions about this regulation: Manager, Transportation Services, Director of Community Engagement and Operational Planning
- www.cbe.ab.ca/policies/adminregs.asp



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Definitions

- 1 The following definitions are used in this regulation
- (a) **“attendance area”** means an area established under section 13(2) of the School Act for student attendance within the boundaries of the Calgary Board of Education.
 - (b) **“public transportation”** means transportation of students on Calgary Transit.
 - (c) **“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.
 - (d) **“subsidized transportation”** means:
 - (i) school bus transportation, or
 - (ii) payment to parent/guardians in lieu of school bus transportation, or

(iii) Calgary transit rebate.

(e) “**transportation service area**” means the designated zone within an attendance area in which the Calgary Board of Education provides subsidized transportation.

Eligibility requirements for subsidized transportation

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The Calgary Board of Education will provide subsidized transportation for the following Calgary Board of Education students:

- (a) students who attend their attendance area 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 program specialist or the Manager of Transportation Services;
- (c) 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-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;
- (d) students who are in grades 10 to 12 and live beyond 2.4 km from the school that they attend, if public transportation is available in that community; and
- (e) students who are in grades 10 to 12 and live beyond 2.4 km from their regular, bilingual or immersion attendance area school, if public transportation is not available in that community.

Waiver of eligibility requirements

3(1)

A waiver of eligibility requirements for subsidized transportation is not a waiver of the transportation fee.

(2)

A parent/guardian or an 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.

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| Student transportation fees | <p>4(1) Independent students and parents or guardians of students who receive subsidized transportation must pay the student transportation fee.</p> <p>(2) Independent students and parents or guardians of a student who are experiencing financial difficulties may apply to the Secretary-Treasurer or designate for a waiver of transportation fees.</p> |
| Parent's responsibility | <p>5(1) The parent or guardian 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.</p> <p>(2) If a student does not receive subsidized transportation, the parent/guardian of the student or the independent student must provide for the supervision and transportation of the student to and from school.</p> |
| Transportation by parents in lieu of school bus transportation | <p>6 In lieu of school bus transportation for an eligible student, the Manager of Transportation Services may on a discretionary basis pay a parent/guardian for transporting an eligible student, at a per-kilometer or per diem rate determined annually by the Manager of Transportation Services, in accordance with Calgary Board of Education guidelines.</p> |
| Conditional riders Kindergarten to grade 9 | <p>7(1) 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/guardian of the student or the independent student must provide for the transportation of the student to and from the school.</p> <p>(2) Notwithstanding section 7(1), for students in Kindergarten to grade 9 who are not eligible for transportation the parent/guardian may access school bus transportation by applying to the Manager of Transportation Services.</p> <p>(3) 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</p> <ul style="list-style-type: none"> (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/guardian 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/guardian agrees to pay the applicable transportation fee.
- (4) The Manager of Transportation Services may authorize an additional school bus stop for conditional riders if the following conditions are met:
 - (a) there are no additional increases either to student ride times or for Calgary Board of Education service costs , and
 - (b) if, in the opinion of the Manager, there are extenuating circumstances that support the creation of another school bus stop.

**Occasional riders
Kindergarten to grade 9**

- 8(1)** Only eligible Calgary Board of Education 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 Calgary Board of Education school bus.
- (2) The principal may make a decision to authorize transportation of a student, volunteer or staff member at the school as an occasional rider.
- (3) 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.
- (4) 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 service areas

- 9** Effective June 1, 2008, the Manager, Transportation Services will establish transportation service areas considering, but not limited to, the following:
 - (a) community boundaries,
 - (b) natural hazards or barriers,

- (c) roadways and infrastructure, and
- (d) grade configuration of schools.

**Transportation
schedules**

- 10(1)** 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.
- (2) 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 10(1) through the Notice of Intent electronic on-line system at least three weeks prior to date of the school calendar change or activity.
- (3) 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.

**School bus
stops**

- 11(1)** Section 273 of the School Act says 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.
- (2) 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.
- (3) 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 or day-care centre to a school bus stop.
 - (4) Junior high school students, enrolled in a regular, special education, bilingual or immersion program, may be required to travel approximately 1600 meters or more from their home or day-care centre to a school bus stop.
 - (5) Kindergarten, elementary students and junior high school students enrolled in an alternative program, other than a bilingual immersion program, may be required to travel farther than 800 meters or 1600 meters from their home or day-care centre, as outlined in sections 11(3) and 11(4), to a congregated school bus stop.
 - (6) 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**

- 12(1)** 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.
- (2) 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.
- (3) The rules for student responsibilities and conduct on school buses are found in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.

- Transportation concerns** **13** 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;
 - (d) for other concerns not addressed in items (a) to (c) the parent may refer to Administrative Regulation 5007 - Concerns and Complaints.
- Appeals** **14(1)** If issues or concerns outlined in sections 13(a) and (c) are not resolved, a written request may be submitted to Customer Service Liaison at Transportation Services.
- (2) Written appeals of the decision of the Customer Service Liaison must be submitted within 10 days to the Manager of Transportation.
 - (3) If the decision of the Manager of Transportation Services significantly affects the education of the student, the parent/guardian or the independent student may appeal the decision of the Manager of Transportation Services, in writing, to the Director of Community Engagement and Operational Planning.
- Transitional** **15(1)** This regulation comes into effect on June 1, 2008 and replaces Administrative Regulation 6095 approved December 14, 2004 and subsequently amended.
- (2) All appeals, complaints, inquiries and matters originally initiated under the Administrative Regulation 6095 approved December 14, 2004 and subsequently amended, must be addressed under that regulation.
 - (3) Effective June 1, 2008 all transportation service areas created before June 1, 2008 remain in place until the community is informed of changes to transportation service areas.

References

- 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
- Governance Policies**
- EL 15 -Transportation
- Administrative Regulation References:**
- 3003 - Special Education
 - 5007 - Concerns and Complaints
 - 6001 - School Discipline
 - 6091 - Student Admissions and School Choice
 - 6096 - Transportation Responsibilities and School Bus Rules
 - 7006 - Student Fees