



Please read both pages carefully before completing. Incomplete forms will be returned, which may result in a delay in processing.

**APPLY ONLINE** – instead of this form, you can register for yellow school bus services using [MyCBE](#).

Conditional riders are students who are not eligible for school bus transportation. Conditional riders are approved by CBE Transportation on a first-come first-served basis, depending on space availability. Conditional riders must use existing bus stops on the bus route. Bus stops will not be added or moved for conditional riders.

- Parents/guardians will be notified by email if their child can be accommodated as a conditional rider as soon as space availability is determined. Not all applications may be approved. Students are NOT to travel on the bus until CBE Transportation Services has approved the student to travel on the bus as a conditional rider. Families must make alternate arrangements prior to approval.

**2025-26 Transportation Fees** | the annual transportation fee for all conditional riders is \$360.

Student Information				
Last Name		First Name		CBE Student ID Number
Birthdate: yyyy/mm/dd				
Address		City	Postal Code	Home Phone #
School Name		Program	Grade	Start Date: yyyy/mm/dd
Parent/Guardian Information				
Last Name		First Name		
Email		Cell Phone #		
Address to be Used to Request Bus Stop				

#### Authorization for Release of Information / Acceptance of Terms and Conditions |

The personal information contained in this form is collected under the authority of the *Education Act*, the Student Record Regulation, and section 4(c) of the *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 [transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca). CBE 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, CONDITIONS AND PAYMENT OBLIGATIONS SET OUT IN THIS APPLICATION. PLEASE BE ADVISED THAT IF YOU UTILIZE THE SERVICES BUT DO NOT SIGN THIS APPLICATION FORM, YOU WILL BE DEEMED TO HAVE ACCEPTED THIS APPLICATION 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:

- 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 this transportation application as stated on the back of this form;
- I agree to pay for busing;
- I understand service providers may have video surveillance enabled vehicles, including audio, and will be clearly marked; and
- I understand CBE has a GPS enabled school bus tracking system on all CBE school bus transportation routes.

\_\_\_\_\_  
Parent/Guardian (Print Name)

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Submit |

- Scan and email documents to [transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca)
- Bring documents to any CBE school office
- Mail to: Calgary Board of Education  
Attention: Transportation Services  
3610 - 9 Street S.E. Calgary, AB T2G 3C5

#### Contact |

CBE Transportation:  
[transportation@cbe.ab.ca](mailto:transportation@cbe.ab.ca)

Student Fees  
[studentfees@cbe.ab.ca](mailto:studentfees@cbe.ab.ca)



## Terms and Conditions |

The following terms and conditions form part of this Conditional Rider School Bus Transportation Application.

- 1 | The personal information contained in this form is collected under the authority of the *Education Act*, the Student Record Regulation and section 4(c) of the *Protection of Privacy Act* (Alberta) for the purposes noted.
- 2 | Participation in the Calgary Board of Education transportation services is contingent upon the child(ren)'s compliance with the CBE Administrative Regulation 6005 - Student Code of Conduct and Administrative Regulation 6006 – Progressive Student Discipline. The Parent/Guardian acknowledges and agrees that the student must comply with the CBE's student code of conduct while being transported to and from school.
- 3 | **Students are NOT to travel on the bus until Transportation Services has approved the student to travel on the bus as a conditional rider.**
- 4 | The Parent/Guardian promises to pay the annual fee referred to in this application. Use of service indicates that the Parent/Guardian accepts the terms of the application and thus the responsibility to pay the annual fee.
- 5 | The Parent/Guardian agrees that if the payment is dishonoured for any reason, the Parent/Guardian shall be liable to pay to CBE, on demand, the NSF fee, in addition to the fee for 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 application 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 refund shall be made upon receipt of the *Request to Cancel Transportation* form. For cancellations received after the deadline of Sept. 30, 2025, fees will continue to be charged until a cancellation is received, regardless of actual usage or disruption of service. Retro-active refunds will not be issued.
- 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 | 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.
- 10 | **I further agree that if there is no longer space for my child, or the bus stop is no longer required for an eligible student, the service will no longer be available.**