

Administrative Procedure 552

TRANSPORTATION REGISTRATION

Belief

Transportation planning requires a significant amount of resources and time to ensure a system that is the most efficient. Clear registration expectations assist in facilitating adequate notice to parents and families when changes to transportation are implemented.

Definitions

1. **Distance:** In computing distances for the purposes of this Administrative Procedure:
 - 1.1 the official survey made under any Act of Canada or the Legislature relating to surveys must be accepted as final and conclusive and all sections are deemed to be 1.6 kilometers square and no more,
 - 1.2 the width of road allowances must be excluded from the computation, and
 - 1.3 the distance of a residence from a school or from a bus route is the shortest distance measured along a travelled road or public right of way between the school site or the bus route, as the case may be, and the nearest roadway access at the boundary of the quarter section or lot on which the student's parent resides.
2. **Eligible Passengers:** Students who live more than 2.4 kilometers from their designated school and are attending their designated school.
3. **Ineligible Passengers:** Students who reside less than 2.4 kilometers from their designated school, or who are attending a school other than their designated school.
4. **Designated School:** The school within the attendance area or boundary established by The Board, or a school that a student has been directed to attend by the Division.
5. **Parent Choice:** The school that parents choose to send their children to, outside of their attendance area.

Guidelines

6. The Transportation Manager will adhere to the registration timelines of:
 - 6.1 April 30: Routes designed for following year including stop locations and approximate stop times
 - 6.2 June 15: Early Registration deadline
 - 6.3 June 29: Letter to families with planned pick up times and stop locations sent to existing riders and early registrations
 - 6.4 August 14: Registration Closes
 - 6.5 August 21: Routes Finalized
 - 6.6 August 24-28: Drivers/ Contractors call parents with revised bus times
 - 6.7 August 31: Registration resumes with 7 days for implementation

7. Transportation fees shall be assessed to all riders as indicated in [Policy 16](#) Student Transportation.
8. Applications for Transportation shall only be accepted with a valid Alberta Student Number.
9. Permission to attend a Parent Choice school must first be attained from that school; a copy of the [Parent Choice School Admission Application](#) must accompany the Application for Transportation.
 - 9.1 Approval to attend a Parent Choice school does not guarantee transportation. Parents making the decision to send their children to a Parent Choice school, and receiving the principal's permission to do so, should be prepared to transport their students to that school themselves.
 - 9.2 Transportation to a Parent Choice school shall be reviewed on an annual basis and cannot be guaranteed from year to year.
10. The Principal (or designate), at their discretion and in consultation with the bus driver, may grant permission for a student who is not registered to a bus to ride with a registered student to an existing stop if there is room on the bus.
 - 10.1 After receiving the request from a parent in writing using [Form 552-1](#) the Principal (or designate), if approved, shall ensure the bus driver has a copy of the completed [Form 552-1](#).
 - 10.2 The Principal may impose additional conditions at their discretion.

References: [Policy 16](#) Student Transportation
[Parent Choice School Admission Application](#)
[Form 552-1 Occasional Rider](#)