



# 701.25AP Turnaround/Essential Private Property Pick Up/Drop Off Application & Agreement

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## LEGAL REFERENCE:

- Alberta Highway Traffic Act
- National Safety Code (Transport Canada)
- Alberta Transportation & Infrastructure
- Canadian Standards Association D250-D270

## CROSS-REFERENCE:

- [701BP Student Transportation Services](#)
  - [701.25AP Exhibit 1 Essential Private Property/Turnaround Form](#)
  - [701.26AP Rural School Bus Assessment](#)
  - [701.26AP Exhibit 1 Criteria](#)
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## PROCEDURES:

Turnarounds or essential private property pick ups/drop offs may be provided to those eligible students who meet the criteria after an application and agreement form have been submitted by the parents, signed by the contractor, and approved by the Director of Transportation.

## DEFINITIONS:

**Turn around:** A turn around exists on a bus route where the bus must go into the private yard to turn around in order to change direction on the bus route either because it is more convenient for the bus driver to do so or the approach is not suitable or safe for a turn around maneuver as per the Rural School Bus Stop Assessment Criteria.

**Essential Private Property Pick up/Drop Off:** An essential private property pick up or drop off exists on a bus route where the bus contractor or driver chooses to go into the yard to pick up or drop of the child/student because there is a safety concern at the gate (where the public access point meets the municipal or provincial roadway as per the Rural School Bus Stop Assessment Criteria.

**Gate:** Where the entrance/access point to the private property meets the municipal road.

1. An Agreement/Waiver form shall be developed which will establish the terms of the turnaround/essential private property pick up/drop off.
2. The terms of the Agreement/Waiver will be the same for all applicants and contractors.
3. The Agreement/Waiver will be in effect for one year. Applicants must reapply every year.
4. The Agreement/Waiver form will require the signature of the parent/guardian, contractor and the Director of Transportation.

### **TURN AROUND/ESSENTIAL PRIVATE PROPERTY PICK UP/DROP OFF APPLICATION AND AGREEMENT**

1. The Director of Transportation may approve applications following due consideration of the following:
  - a. If a contractor finds it less difficult and/or more time efficient to do a turnaround in the resident's yard the Director of Transportation may allow a turnaround or essential private property pick up/drop off if the resident agrees. A Turnaround/Essential Private Property Pick up/Drop off application and agreement (waiver) form must be signed by the parent/guardian and the landowner (if different than the parent/guardian).
  - b. If the contractor finds it safe to do a turnaround at the resident's gate or at a point closer to the school within 2.4 km of the resident's gate based on the [Rural School Bus Stop Assessment Criteria](#), the application for a turnaround (including end of road turnarounds) may be denied.
  - c. Turnaround/Essential Private Property Pick up/Drop off is not available to those students living less than 2.4 km from the school unless approved by the Board, as per Administrative Procedure [701.26 AP Rural School Bus Stop Assessment](#).
  - d. A child with disabilities will be given essential private property bus pick up/drop off to their door if there is supporting documentation provided by a doctor or member of the Inclusive Learning Department.
  - e. No turnarounds/essential private property pick up/drop off shall be permitted until the application and agreement (waiver) forms have been approved by the Director of Transportation. Contractors providing the service before approval is granted shall do so at their own risk.
  - f. Turnarounds/essential private property pickups/drop offs whose distance exceeds 125 metres (one way) or 250 metres total distance travelled on private property will be charged the paid yard service fee. \$210 for a.m./p.m. only or winter service and/or \$420 for all year a.m. and p.m. service.
  - g. Turnarounds/essential private property pickups/drop offs whose distance exceeds 750 metres (one way) or 1.5 km total distance travelled on private property will be charged the paid yard service fee. \$300 for a.m./p.m. only or winter service and/or \$600 for all year a.m. and p.m. service.
  - h. Parents/guardians not wanting to pay the paid yard service fee will be required to meet the bus at a safe location within 2.4 km from their residence gate.
  - i. Parents/guardians also have the option to build a turnaround location (must have sufficient room, a hard, even surface, cleared from snow or debris) within 125 metres of

- the gate (or that does not exceed 250 metres total distance travelled on private property) that will permit the bus to make a safe turn around on their private property.
2. Student Transportation Services will:
    - a. Review the Turnaround / Essential Private Property Pickup/Drop off Contractor Request form ([701.25 Exhibit 1](#)).
    - b. Provide parents/guardians with a Turnaround/Essential Private Property Pick up/Drop off waiver form ([701.25AP Exhibit 2](#)).
    - c. Provide bus contractor with copy of approval letter or copy of the approved agreement.
    - d. Failure to comply with the terms of the Turnaround/Essential Private Property Pick up/Drop off agreement will result in an inspection by the Director of Transportation and may result in the withdrawal of service.
    - e. Director of Transportation will inspect Turnaround/Essential Private Property Pick up/Drop off requests as required and make recommendations to the Board if the request is an exception to current procedures.
    - f. Provide a list of Turnaround/Essential Private Property Pick up/Drop off to the counties and municipal district for snow plow/road maintenance purposes.
  3. Principals/school will:
    - a. Refer parents/students to the Transportation Department for any questions regarding bus service.
    - b. Collect registration forms from parents/students and return them to the Transportation Department.
    - c. Process fees as per Accounts Receivable and PowerSchool procedures.
  4. Contractor will:
    - a. Contractors are to refer to the [Rural School Bus Stop Assessment Criteria](#) for determining essential private property pickups/drop offs and/or turnarounds.
    - b. Complete a Turnaround/Essential Private Property Pick up/Drop off Contractor Request Form ([701.25AP Exhibit 1](#)) and return it immediately to the Transportation Department for approval.
    - c. Service will not begin until all forms are signed and applicable fees are paid.
    - d. The Contractor will first contact the parent/land owner in regards to private road maintenance if the condition of the private road/turn around location becomes unsuitable for safe school bus travel. If the condition of the road/turnaround is not improved the Contractor shall bring it to the attention of the Director of Transportation for further review and action.
    - e. The Contractor will discontinue service when privileges have been revoked by the Director of Transportation.
  5. The parent/guardian will:
    - a. Fill out and sign the Turnaround/Essential Private Property Pick up/Drop off waiver form ([701.25AP Exhibit 2](#)) and return it to the Transportation Department.
    - b. Have the landowner (if different than parent/guardian) sign their portion of the waiver form.
    - c. Maintain private road for safe school bus travel and turn around.
    - d. Pay required fee if distance into yard is over 125 metres (one way) or 250 metres total distance travelled on private property.
    - e. Contact their local Municipal District or County Office to inquire about their snow removal and other associated policies.