



## 701.8AP Boundary Exemption Resident Students

**ESTABLISHED:** 1996.05.15  
**UPDATED:** 2020.01.13 (2011.08.17)  
**REVIEWED:** 2020.01.13 (2014.03.28) (2013.04.29)  
**APPROVED:** 2020.01.15

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### LEGAL REFERENCE:

- Education Act

### CROSS REFERENCE:

- [701BP Student Transportation Services](#)
  - [701.2AP Payride Busing Admin Procedures](#)
  - [701.8AP Exhibit 1 Boundary Exemption Request Form](#)
  - [701.8.1AP Cross-Jurisdictional \(Non-Resident\) Boundary Exemption Requests](#)
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### CONDITIONS:

1. Boundary exemption bussing services may be made available to students whose parents/guardians reside more than 2.4 kilometres (1.5 miles) from the school they have been designated to attend, subject to the following:
  - 1.1. Providing there is space available on the bus.
  - 1.2. If space becomes an issue, then privileges will be revoked.
  - 1.3. Providing there is no diversion from regular routing, and the pickup and drop off are at a designated safe spot on route, as determined by the Director of Transportation.
  - 1.4. Parents are to inform the driver when children are not riding the bus and are present on time for pick up and drop off.
  - 1.5. They have been accepted and registered at the school of choice (which may be for specified school approved programs).
  - 1.6. Ineligible students have paid the required fee.
  - 1.7. The Transportation Service Area Boundary Exemption Request form (701.8AP Exhibit 1) has been signed and completed by the parent and approved by the Director of Transportation.
  - 1.8. Failure to meet the bus at the scheduled time and/or designated location may result in the loss of privileges.

2. Boundary exemption bussing services may be made available to ineligible students whose parents/guardians reside less than 2.4 kilometres (1.5 miles) from the school they have been designated to attend, subject to the following
  - 2.1. Providing there is space available on the bus.
  - 2.2. If space becomes an issue, then privileges will be revoked.
  - 2.3. Providing there is no diversion from regular routing, and the pickup and drop off are at a designated safe spot on route, as determined by the Director of Transportation.
  - 2.4. Parents/guardians must meet the bus at the scheduled times and designated location as approved by the Director of Transportation. Failure to do so may result in the loss of privileges.
  - 2.5. Parents/guardians are to inform the driver when children are not riding the bus and are present on time for pick up and drop off
  - 2.6. They have been accepted and registered at the school of choice (which may be for specified school approved programs).
  - 2.7. The Transportation Service Area Boundary Exemption Request form (701.8AP Exhibit 1) has been signed and completed by the parent and approved by the Director of Transportation.
  - 2.8. Ineligible Bussing Fee has been paid.
3. Student placement will be made on a first come first serve basis, although preference will be given to previous users.
4. Fees, where applicable, shall be set on an annual basis in accordance with the Payride Bussing Policy.
5. Fees shall be paid to Buffalo Trail Public Schools and will be due upon advisement that bussing can be provided. Fees should be given to the bus driver, school office or Student Transportation Services Office.
6. No refunds will be made except in cases where the student(s) will be moving out of the area. Refunds will be made by the Student Transportation Office in these cases

**PROCEDURES:**

1. Parents/Guardians will:
  - 1.1 Complete the Transportation Service Area Boundary Exemption Request form (701.8AP Exhibit 1) and forward to the Student Transportation Services Office.
  - 1.2 Reapply for Boundary Exemption Service on an annual basis.
  - 1.3 Pay the required fee (if applicable).
  - 1.4 Parents/guardians will meet the bus at the scheduled times and designated location as approved by the Director of Transportation.
  - 1.5 Notify bus driver if student is not on the bus as required.
  - 1.6 Write a letter to the Board of Trustees if they choose to appeal the decision of the Director of Transportation regarding their boundary exemption request.
2. Student Transportation Services will:
  - 2.1 Have Transportation Service Area Boundary Exemption Request (701.8AP Exhibit 1) forms available for parents on the BTPS website or Student Transportation Services Office.

- 2.3 Receive, indicate date received and file Transportation Service Area Boundary Exemption Request (701.8AP Exhibit 1) forms.
- 2.4 Upon receipt verify that either:
  - 2.4.1 The student has been registered and accepted at the school of choice.
    - 2.4.1.1 For special education students the Students Services Department must be notified.
  - 2.4.2 A bus route is in place, space is available and transportation can therefore be accessed.
  - 2.4.3 A bus route is not in place.
  - 2.4.4 A bus route is in place but space is not available.
  - 2.4.5 A bus route is in place but it cannot determine until a later date whether space will be available.
- 2.5 In the case of delayed response, Student Transportation follows this procedure as rapidly as possible:
  - 2.5.1 A final determination of the number of students which the Board is obligated to transport on a particular bus route is made.
  - 2.5.2 Any bus route adjustments necessary to the overall transportation plan are made.
  - 2.5.3 A final determination of ineligible bussing requests for transportation is made.
3. The Bus Contractor/Driver will:
  - 3.1. Provide any ineligible students or parents requesting transportation with a copy of the Transportation Service Area Boundary Exemption Request (701.8AP Exhibit 1) forms.
  - 3.2. After receiving the completed Transportation Service Area Boundary Exemption Request (701.8AP Exhibit 1) forms, submit the form to the Student Transportation Services.
  - 3.3. Provide student transportation after receiving approval from the Director of Transportation
  - 3.4. Notify Student Transportation Office if the student/parent are not meeting the requirements of boundary exemption bussing (i.e. time at stop, fail to notify when not riding, route has changed and can no longer accommodate boundary exemption student).
4. The Board will:
  - 4.1 Hear all appeals.
  - 4.2 Inform parents/guardians of their decision regarding the appeal.