



701.24AP Paid Yard Service Application & Agreement/Waiver Form

ESTABLISHED: 2000.06.21
APPROVED: 2025.05.29 (2021.05.19)
AMENDED: 2025.05.12 (2024.05.17) (2021.05.12) (2018.06.11) (2017.05.24) (2011.08.17)
REVIEWED: 2025.05.29 (2024.05.17) (2021.05.12) (2018.06.20) (2017.05.08) (2013.04.29) (2011.03.21)

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](#)
 - [701.24AP Exhibit 1 Yard Service Form](#)
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PROCEDURES:

Yard service may be provided to those students who qualify for transportation services after an application and agreement/waiver form has been submitted by the parents/guardian, signed by the contractor, and approved by the Director of Transportation.

DEFINITIONS:

Yard Service: A yard service exists on a bus route where the bus uses the private yard to pick up the student at the parent/guardian's request.

1. An Agreement/Waiver form shall establish the terms of the yard service and/or turnaround.
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 yard service fee shall be reviewed annually, and become part of the Agreement/Waiver.
5. The Agreement/Waiver form will require the signature of the parent, contractor, and the Director of Transportation.

YARD SERVICE APPLICATION AND AGREEMENT/WAIVER

1. The Director of Transportation or designate may approve applications following due consideration of the following:
 - 1.1 If a parent/guardian requests yard service for any reason there will be a charge. Parent requested yard service may be provided after consultation with the parent and the contractor.
 - 1.2 Parent/guardian requested yard service shall be denied if the first child picked up on the route rides longer than 75 minutes. If the family who is the first pick up on the route (who is riding longer than 75 minutes) is requesting yard service, their request will be approved if their yard service does not affect the pick up or drop off time of any other student on the route. The bus run ride time is calculated from the time the first student is picked up until the bus drops off at its first school.
 - 1.3 A Yard Service application and agreement/waiver form must be signed by the landowner.
 - 1.4 If the contractor finds it safe to do a turnaround at the resident's gate or at a point closer to the school within 1.0 km of the resident's gate, the application for yard service may be denied.
 - 1.5 Yard service is not available to those students living less than 1.0 km from the school unless approved by the Board for safety reasons.
 - 1.6 Parent requested yard service shall be approved annually on a first come first serve basis as there are time limitations. A child with disabilities will be given priority.
 - 1.7 No yard service shall be permitted until the application and agreement /waiver form have been approved by the Director of Transportation. Contractors providing the service before approval is granted shall do so at their own expense.
 - 1.8 Yard service that has been approved and paid for will not be revoked for the current school year, if route changes occur after September 30th causing the first pickup time to be over the 75 minute ride time limitation.
 - 1.9 Failure to comply with the terms of the yard service agreement/waiver will result in an inspection by the Director of Transportation and may result in the withdrawal of service.
 - 1.10 Director of Transportation will inspect yard service requests as required and make recommendations to the Board if the request is an exception to current procedures.
 - 1.11 Yard service request whose private laneways are over 1.5 km (total distance travelled) will be assessed a higher yard service fee.
 - 1.12 Fees are subject to change and are listed in 701.24 Exhibit 1 Yard Service Form
- 2 Transportation Services will:
 - 2.1 Direct parents/legal guardians to the BTPS website and appropriate form to complete and provide payment amounts.
 - 2.2 Parents required to pay for yard service will be notified by the Transportation Department.
 - 2.3 Provide bus contractor with copy of approval letter or copy of the approved agreement.
 - 2.4 Collect yard service application forms and fees and issue receipts if requested.
 - 2.5 Pay bus contractor for service as payment is received on next month's invoice.
 - 2.6 Provide a list of yard service to the counties and municipal district for snowplow/road maintenance purposes as per their policies and procedures.
- 3 Principals/Schools will:
 - 3.1 Refer parents/students to the Student Transportation Department to register their child for

yard service.

- 3.2 Collect registration forms from parents/students and return them to the Student Transportation Department.
- 3.3 Collect yard service fees and enter the payment into PowerSchool. If payment is in cash, issue a receipt via PowerSchool, make the deposit, and notify the Transportation and Finances Department that payment has been received for the said student/family.

4 Contractor will:

- 4.1 Distribute Yard Service application and agreement/waiver forms (701.17AP Exhibit 1) to families requesting the service on their bus route.
- 4.2 Collect the the Yard Service application and agreement/waiver form from the parent/guardian, complete and sign their portion of the form and forward it to the transportation department for processing.
- 4.3 Not accept yard service payment from parent/guardians.
- 4.4 Service will not begin until forms are signed and fees are paid.
- 4.5 Must be consistent in the application of yard service and private property turnarounds on their bus route.
- 4.6 First contact the parent/landowner in regard 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 location is not improved the Contractor shall bring it to the attention of the Director of Transportation for further review and action.
- 4.7 Discontinue service when privileges have been revoked by the Director of Transportation.
- 4.8 Be deducted pay for cancelled services that have been pre-paid.

5 The parent/guardian will:

- 5.1 Fill out and sign their portion of the Yard Service application and agreement/waiver form (701.24AP Exhibit 1) and return it to their bus driver immediately. They will have the landowner (if different) sign their portion of the application and agreement/waiver form.
- 5.2 Pay yard service fee at the school office, transportation department or online. Service will not begin until forms are signed and fees are paid. Payment plans are available, post-dated cheques are accepted, and payment can be made online.
- 5.3 Maintain private road and turn around location for safe school bus travel.
- 5.4 Failure to comply with the terms of the yard service agreement/waiver will result in an inspection by the Director of Transportation and may result in the withdrawal of service.
- 5.5 Contact their local Municipal District or County Office to inquire about their snow removal/grading policies and associated costs (if applicable).