



701.22AP Designated Means of Student Transportation: Parent/Agent Provided

ESTABLISHED:	2008.06.18
AMENDED:	2020.01.13 (2011.08.17)
REVIEWED:	2020.01.13 (2013.04.29)
APPROVED:	2020.01.15

LEGAL REFERENCE:

- Education Act
- School Transportation Regulation 96/2019

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
- [701.22AP Exhibit 1 Insurance Coverage Form - Parent/Agent Provided Transportation Form](#)
- [701.22AP Exhibit 2 Driver Abstract Consent Form](#)
- [701.22AP Exhibit 3 Parent/Agent Provided Daily Transportation ECS \(PUF\) Form](#)
- [701.22AP Exhibit 4 Parent Provided Transportation Grades 1-12 Form](#)
- [701.22AP Exhibit 5 Agent Provided Transportation Payment Submission Form](#)
- [701.22AP Exhibit 6 Parent Provided Regular Transportation Form](#)

RESOURCE:

- Battle River School Division #31 Administrative Procedure
-

PROCEDURES:

When the Director of Transportation deems it unreasonable to transport a resident student on a school bus, and the parent and the Division enter into a contract for the provision of such transportation service, the Division will pay to the parent (or agent (third party)) reimbursement at a rate to be established from time to time by the Division as per the following procedures.

1. The Division will pay such monies only after a contract is in place.
2. The Division will pay such monies for only those days on which the service was provided

- and that the student was, in fact, in attendance at school.
3. The Parent/Agent must submit to the Director of Transportation the following documentation:
 - 3.1 A photocopy of a valid driver's license (in the case of an agent, the driver must possess a Class 4, 2 or 1 license).
 - 3.2 Proof of paid liability insurance of at least \$1,000,000.
 - 3.3 A signed Insurance Coverage Form (701.22AP Exhibit 1).
 - 3.4 A signed waiver to authorize the Director of Transportation to obtain a driver's abstract (701.22AP Exhibit 2).
 - 3.5 Criminal Record and Vulnerable Sector Check (Agents only)
 - 3.6 Signed Contract
 4. Monies will be released based upon monthly reports filed by the person engaged to provide the transportation service (see 701.22AP Exhibit 3 for PUF Payment Submission Form, see 701.22AP Exhibit 4 for Special Needs Transportation Grades 1-12 Payment Submission Form, see 701.22AP Exhibit 5 for Agent Submission Form, and 701.22AP Exhibit 6 for Regular Transportation). All payment submission forms must be signed by the principal or designate. Student attendance records may be used by the Director of Transportation to verify these claims.
 5. Monies will be paid on a monthly basis provided that the records noted above have been received prior to the date on which the accounts for the month in question are processed. Accounts payable will process the payments within 30 days of receiving the payment form.
 6. The Division will reimburse the cost of additional insurance coverage that is specific to the parent's /agent's obligation to transport a student of the Division.
 - 6.1 Payment of the applicable portion of insurance premium will be paid based on either a receipt or a letter from the insurer indicating the amount of excess premium required due to their client's obligation to the Division to transport a passenger for compensation (6A Endorsement).
 - 6.2 This excludes taxi companies.
 7. Parent Provided Rates are based on Alberta Education Transportation funding and eligibility.
 - 7.1 An administration fee consistent with those assessed in other areas of the transportation budget will be deducted from the funded amount.
 - 7.2 The remaining funding will be divided by the number of student specific instructional days for the school year to establish a day rate.
 - 7.3 Where a day rate already exists as per Alberta Education, the day rate, less the administrative fee will be paid.
 - 7.4 For parents/agents who transport more than one funded student using the same vehicle they will be paid for one student only unless they are transported to different schools. Where this does occur they will be paid half of the established day rate for the second student.
 8. The rates for Taxi service will be determined by the Director of Transportation in consultation with the Taxi Service Company.