



701.2AP Payride Busing

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| ESTABLISHED: | 1996.06.19 |
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| APPROVED: | 2021.04.21 (2020.01.15) |

LEGAL REFERENCE:

- Education Act
- School Transportation Regulation 96/2019

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
- [701.2AP Exhibit 1 Vermilion In-town Busing](#)
- [701.2AP Exhibit 2 Wainwright In-town Busing](#)
- [701.2AP Exhibit 3 Ineligible Busing](#)
- [701.2AP Exhibit 4 In-town Transportation to Caregiver](#)
- [701.2AP Exhibit 5 Kitscoty In-town Busing](#)
- [701.2AP Exhibit 6 Transportation to a Second Primary Residence](#)

PAYRIDE BUSSING SERVICE:

1. Payride bussing services may be available to students whose parents/guardians reside less than 2.4 kilometres (1.5 miles) away from their designated school, or school to which they have been directed to attend. In the Towns of Wainwright, Vermilion, and Kitscoty payride bussing is referred to in-town bussing (701.2AP Exhibit 1 Vermilion, 701.2AP Exhibit 2 Wainwright and in the smaller towns and villages it is referred to Ineligible Bussing (701.2AP Exhibit 3).
2. 10 month payride bussing service shall commence the first instructional day in the school year, ending the last instructional day in June.
3. Annual fees may be calculated on the basis of cost recovery of operating costs from the previous year. Schools shall be notified of any fee changes for the upcoming year by June 15 of the current year.

4. Fees (if applicable) shall be due and payable at the time of registration.
 - 4.1 Payment plans are available. Failure to meet payment plan submission dates will result in cancellation of the payride service.
 - 4.2 All fees must be paid in full by December 15th of the current school year or bus service will be cancelled and not reinstated for the remainder of the school year.
5. Students may opt into the program any time during the school year providing there is space available. If after the December 15th deadline fees must be paid in full but will be prorated.
6. All refunds shall be made by Student Transportation Services. Refunds for opting out will be made for 15 days after initial commencement of service. No refunds will be made after this time except for students moving out of the service area or leaving the school system. A written letter will be required from parent/guardian stating reason for cancellation of bussing service before refund will be granted.
7. If bus service is requested for two different addresses (i.e. home and caregiver's) which will require the child to ride two different buses, there will be an additional fee as we would have to guarantee a seat for your child on both buses regardless of the frequency of use. (701.2AP Exhibit 4 In-town Transportation to Caregiver). This also applies to eligible passengers.
8. Alberta Education only funds students for transportation to their primary address. A student's primary address is the one that parents/guardians submit on the student's demographic page of the Student Registration Form. The Board understands that there may be times when a child has two primary addresses (i.e. joint custody, town residence and/or farm/cabin. If a family is requesting transportation services to both residences, there will be a fee to the second primary residence (701.2 AP Exhibit 5 Transportation to a Secondary Primary Residence). The fee applies to eligible and ineligible passengers.
9. Transportation services will be provided to a maximum of two locations per student.
10. If a student registers in a BTPS kindergarten program and pays the ineligible payride bussing fee, that fee will be reimbursed if the student remain in that BTPS kindergarten program for the entire academic year (Sept-June). This does not include transportation fees for transportation to caregiver, second primary residence, yard service or essential private property. Refunds will be issued in July or August and they cannot be used for credit for future transportation fees.

PROCEDURES:

1. Student Transportation Services responsibilities:
 - Provide parents/students with a registration form or link to the online form and provide payment amounts and link the to the online payment form.
 - Provide bus contractor with student registrations.
 - Collect payride bussing fees and issue receipts if requested.
 - Invoice parents/guardians for outstanding fees.
 - Suspend or revoked transportation privileges when fees have not been paid or payment deadlines have not been met.

- Send outstanding fees to a collection agency and add delinquent accounts to the list of students who are not allowed to register for bussing for the next school year.
2. Principal's responsibilities: Refer parents/students to the Transportation Department to register their child for bussing.
- Collect registration forms from parents/students and return them to the Student Transportation Services Office.
 - Collect payride bussing fees (if cheque or money order) and submit them to the Student Transportation Services via school van mail. If payment is in cash, issue a receipt, enter payment into PowerSchool, and deposit the cash and submit a copy of the deposit slip with the corresponding registration form or student's name to the Student Transportation Services, as well as a copy to the Finance Department.
 - Enter PayPal fee received into PowerSchool and inform Transportation Department of payment.
 - Issue receipt to parent if requested.
3. Contractor responsibilities:
- Develop routes and schedule pick up and drop off times based on student registrations.
 - Give parents/guardians a copy of the School Bus Rules and Regulations form ([701.7AP Exhibit 1](#)) to sign and return. Parent/Guardian keep a copy as does the contractor/driver.
 - Contact all parents/students with their pick up and drop off times prior to the commencement of the new school year and throughout the school year when new students register.
 - Submit student listings and corresponding maps to the Transportation Services Office and update as required.
 - Discontinue payride bussing service when privileges have been revoked by Student Transportation Services.
4. Parents' responsibilities:
- Register annually for payride bussing.
 - Pay required fee.
 - Contact bus operator/contractor when service is not required.
 - Provide schedule for bus operator for students who ride on a part time basis (i.e. ECS students, transportation to caregiver, joint custody, etc.).
 - Read and sign the School Bus Rules and Regulations form ([701.7AP Exhibit 1](#)) and return to the bus driver.
5. Student responsibilities:
- Be on time at stop prior to scheduled pick up time.
 - Obey school bus rules and regulations:
 - Advise bus drivers if they have any issues or concerns while riding the bus.