



701.21AP Transportation to Caregiver's Residence

ESTABLISHED:	2003.11.12
UPDATED:	2020.01.13 (2013.04.17) (2011.08.17)
REVIEWED:	2020.01.13 (2013.04.29)
APPROVED:	2020.01.15

LEGAL REFERENCE:

- Education Act Section 59 (1), (3)
- School Transportation Regulation 96/2019

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
- [701.2AP Payride Bussing Admin Procedures](#)
- [701 .21AP Exhibit 1 Rural Transportation to Caregiver's Residence Form](#)
- [701.21AP Exhibit 2 Temporary School Bus Service Form](#)

PROCEDURES:

The Board understands the logistics of modern families and will try to accommodate transportation service to a caregiver's residence where there is no extra cost to the Board and it does not interfere with their liability insurance coverage. The following procedures must be followed.

1. All parents requesting transportation to a caregiver's residence must complete 701.21AP Exhibit 1, Rural Transportation to Caregiver's Residence application form.
2. Busing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue.
3. There will be no deviation off route to accommodate such arrangements.
4. Ineligible passengers are defined as those students residing less than 2.4 km by roadway or public right of way from their designated school pursuant to Section 2 of the School Transportation Regulation. All ineligible passengers are required to pay a fee as per Section 59 (3) of the Education Act.

5. Eligible passengers are defined as those students residing 2.4 km or more by roadway or public right of way from their designated school pursuant to Section 59 (1) of the Education Act and Section 2 of the School Transportation Regulation. Eligible passengers registered on one bus, riding on another bus to a caregiver's residence will also be required to pay a fee.
6. Students who are not registered in a program at a school will not be able to access Transportation to Caregiver's Residence. For example, if a preschool child attends a preschool or day-care attached to a public or catholic school where buses already pick up and drop off students they would not be eligible for school bus transportation.
7. Students who are registered in program at a school, but who do not attend full time, will only be provided this service during the days they are registered to attend school. For example, an ECS student who is a registered student in a school would only be able to ride the bus on those days he is scheduled to attend the ECS program.
8. These guidelines only pertain to rural students riding to a caregiver's residence. Students riding on the Intown bus are subject to the 701.2AP Payride Bussing Administrative Procedures and must complete application form 701.2AP Exhibit 4 Intown Transportation to Caregiver's Residence.

TRANSPORTATION TO CAREGIVER SERVICE

1. Student Transportation Services will:
 - Provide parents/students with a registration form (701.21AP Exhibit 1) or take registrations over the phone and provide payment amounts.
 - Ensure caregiver residence is on an existing route.
 - Determine eligibility.
 - Provide bus contractor with student registrations.
 - Collect transportation to caregiver bussing fees and issue receipts if requested.
 - Suspend or revoked transportation privileges when fees have not been paid.
2. Principals will:
 - Refer parents/students to the Student Transportation Services Office to register their child for bussing.
 - Collect registration forms from parents/students and return them to the Student Transportation Services Office.
 - Collect transportation to caregiver 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 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.

3. Bus Contractor will:
 - Schedule pick up and drop off times based on student registrations.
 - 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 transportation to caregiver bussing service when privileges have been revoked by Student Transportation Services.
4. Parent/Guardians will:
 - Complete Rural Transportation to Caregiver Registration Form (701.21AP Exhibit 1)
 - Pay the required fee, if applicable.
 - Notify Student Transportation Services Department and Bus Contractor/Driver of any demographic changes or if the service is no longer required.
5. Transportation of Children Other than Regular Trips Transportation of school children (must have an ASN) may also be provided as per the following: "Temporary School Bus" Service This refers to a student travelling on a bus other than that they would normally travel on, on an occasional basis, the decision whether or not to transport will be based on space availability on the bus. The decision is that of the driver.
 - If the additional student(s) increase the passenger load beyond the weighted load, then the driver will use his/her discretion whether or not to transport the student(s). Under no circumstances shall the legal capacity of the bus be exceeded.
 - Space availability shall be determined by the number of students that are registered on or regularly ride on a given bus.
 - In order to access "temporary school bus" service, the driver must be provided with a note in advance (at least half a day). This will avoid situations where a student may think there is room, when in reality, there is not. It will also allow the student to make alternative arrangements, if necessary. Please use Temporary School Bus Service Permission Form 701.21AP Exhibit 2.
 - Routes will not be changed to accommodate temporary bus service students.
 - Students wishing to get off a bus at a stop other than their regular stop or place of residence must provide a note to the driver authorizing it.