

# administrative regulation

Administrative  
Regulation No.  
6095

Classification:  
Students

Effective Date:  
August 31, 2020

## Student Transportation

### 1 | Purpose

The purpose of this administrative regulation is to:

- to provide clear direction regarding student transportation services within the Calgary Board of Education.

### 2 | Scope

This administrative regulation applies to:

- all Calgary Board of Education students and parents accessing transportation services; and
- staff involved in the transportation of students.

### 3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

### 4 | Principles

The following principles apply.

- The Calgary Board of Education provides for the safe, reliable and financially sustainable transportation of students who are eligible under the *Education Act* or CBE policy.
- Transportation service areas will be established considering, but not limited to, community boundaries, natural hazards or barriers, roadways infrastructure and grade configuration of schools.

### 5 | Definitions

**Accessible Ride Companies:** means a vehicle registered as a school bus other than a traditional school bus.

**Attendance Area:** means an area established by CBE under section 1 of the Student Transportation Regulation.

**CBE:** means The Calgary Board of Education.

**Child:** means a child who is enrolled in an early childhood program.

**Parent:** means the parent as defined in section 1(2) of the *Education Act* of Alberta.

**Public Transportation:** means the transportation of students on Calgary Transit.

**School Bus:** means a vehicle authorized by the manager of Transportation Services for the transportation of students on yellow school buses and taxis, but does not include public transportation on Calgary Transit or vehicles owned or operated by parents and authorized by the manager of Transportation Services.

**School Bus Transportation:** means the transportation of students to school in a vehicle authorized by the Manager of Transportation Services, and includes transportation on yellow school buses, taxis, and accessible ride companies, but does not include public transportation.

**Student:** means a person identified in sections 1(hh) and 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) is a resident of Alberta and has a parent who is a resident of Canada;
- c) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but does not include a child younger than 6 years of age who is enrolled in an early childhood services program.

**Transportation Service Area:** means the designated zone within an attendance area in which the CBE provides subsidized transportation.

## 6 | Regulation Statement

### General

- 1) Transportation services will comply with all legislative and regulated responsibilities.
- 2) The CBE shall provide for the transportation of students who qualify for transportation under the *Education Act* and under the School Transportation Regulation upon registration for transportation services.
- 3) CBE may, upon registration for transportation services, provide for the transportation of CBE students:
  - a) who live less than 2.4 kilometers from the school in which they are enrolled and within the transportation service area for that school: or
  - b) attending alternative programs or programs of choice; or
  - c) as approved by the manager of Transportation Services.

<b>Mode of Transportation</b>	4) Transportation services provided for CBE students may include school bus transportation, accessible ride transportation or public transportation, as defined by this administrative regulation.
<b>Transportation Processes</b>	5) Registration, cancellation, and change requests and other forms are processed online through PowerSchool.
<b>Transportation Fees</b>	6) Fees will be levied pursuant to the Student Transportation Regulation, the Funding Manual for School Authorities, and CBE's Fee Schedule. See sections 67-75 of this regulation for further information on fees.
<b>Role of Director Responsible for Transportation Services</b>	7) The director responsible for transportation services, or delegate, is responsible for establishing transportation service levels and responsibilities within CBE.  8) The director responsible for transportation services, or delegate, is responsible for ensuring the development of a comprehensive communication plan to advise school principals and staff and school communities of established services levels, fees and responsibilities for transportation within CBE that are consistent with this administrative regulation.
<b>Transportation Advisory Committee</b>	9) The director responsible for transportation services, or delegate, will chair the Transportation Advisory Committee (TAC) composed of a variety of stakeholders including representatives from the community, charter bus carriers, school based principals and other service units as appropriate.  10) The purpose of the Transportation Advisory Committee is to make recommendations to the manager, Transportation Services regarding transportation service areas, and provide advice, guidance and support to the manager of Transportation Services for the implementation of this administrative regulation.

## 7 | Procedure

<b>Principal Responsibilities</b>	1) The principal or designate must ensure that school-based staff supervise the school bus loading and unloading of student in Kindergarten to Grade 6 and special education students.  2) If necessary, in the opinion of the principal or designate, the principal or designate may arrange for supervision, by school-based staff, of school bus loading and unloading for students in other grades.  3) If necessary, in the opinion of the principal or designate or manager of Transportation Services, to conduct a school-bus roll
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call, the principal or designate must ensure the school-based staff or adult volunteers at the school conduct the roll call.

- 4) The principal may assign a specific school bus route, school bus stop or seat on the bus to any or all student accessing subsidized school bus transportation.
- 5) The principal must notify the manager of Transportation Services of any violations that are considered to be serious and/or repeat violations.
- 6) The principal or designate must ensure that all identified student management concerns are investigated and addressed.
- 7) The principal or designate can support teachers in ensuring students are punctual getting to the bus at dismissal.
- 8) The principal must inform Transportation Services of any changes in student transportation information, through CBE processes, regarding:
  - a) address changes;
  - b) student dynamics;
  - c) student specialized supports;
  - d) enrollment changes; and
  - e) unregistered riders.

**Carrier  
Responsibilities**

- 9) The contracted school bus carrier is:
  - a) responsible for all school bus operations;
  - b) expected to comply with all relevant legislation;
  - c) expected to meet the responsibilities in the Calgary Board of Education Master Transportation Agreement and yearly service agreements; and
  - d) to promptly notify the manager of Transportation Services of any concerns.

**School Bus  
Driver  
Responsibilities**

- 10) The school bus driver is responsible for all procedures on the school bus.
- 11) The school bus driver must report any misconduct to the principal of the school.

**Parent  
Responsibilities**

- 12) Parents have the following responsibilities to:

- a) be familiar with and observe the School Bus Rules in this administrative regulation;
  - b) ensure their student or child understands and obeys the School Bus Rules in this administrative regulation;
  - c) prior to school opening, ensure that their student knows how to recognize their bus stop and find their way home safely;
  - d) attach the name, address and phone numbers of young students or children on their clothing for the first few weeks of school;
  - e) ensure their student or child is properly dressed for inclement weather;
  - f) ensure that if their student or child has a health condition, their student or child carries the appropriate medication and understands what to do if they need to use the medication;
  - g) escort their young student or child to the bus stop and meet the young student or child at the bus stop;
  - h) ensure their student or child's safety to, at and from the bus stop;
  - i) ensure their student or child is punctual and arrives at the designated pick-up location five minutes prior to the scheduled stop time;
  - j) ensure their student or child is respectful of property owners and does not use private property as a gathering point at their pick-up/drop-off location;
  - k) establish emergency procedures with the student or child, so that the student or child will know what to do if:
    - i. the bus is late or does not arrive;
    - ii. no one is home; or
    - iii. there is an emergency school closure; and
  - l) pay for any wilful damage caused by their student or child while riding to and from school.
- 13) When a student receives school bus transportation provided by CBE, the parent of the student must provide supervision to, from and at the bus stop, including standing at the bus door for their younger child or student.

- 14) When a student accesses public transportation services, the parent is responsible for supporting and supervising the student's access and use of that service which includes:
  - a) ensuring the ridership card is available and supporting their child or student to scan their ridership card; or
  - b) ensuring the student has the appropriate fare for City Transit.
- 15) All parents are responsible for notifying transportation of any changes to student or child transportation information.
- 16) A student is responsible for their behaviour and conduct as outlined in Administrative Regulation 6005 | Student Code of Conduct; Administrative Regulations 6031 | Welcoming, Caring, Respectful and Safe Learning and Work Environments; and Administrative Regulation 4024 | Smoke-free Environment.
- 17) Students have responsibilities to:
  - a) carry their student ridership card for the yellow school bus or their bus pass for Calgary Transit;
  - b) be at the designated pick-up point five minutes prior to the scheduled departure time;
  - c) assemble in an orderly fashion, and respect the property of others;
  - d) dress properly for inclement weather;
  - e) have their belongings organized and properly secured before loading and unloading, in order to ensure the safe and orderly loading and unloading of school buses on school property and during school sponsored activities; and
  - f) to observe School Bus Rules and comply with the restricted items of this administrative regulation.
- 18) The school bus and any other vehicle used for student transportation is considered an extension of the school for student discipline purposes.

**Student Responsibilities**

**School Bus Rules and Discipline**

- 18) Students riding on a school bus are responsible for their conduct to the bus driver and, through the driver, to the principal of the school.

- 19) The driver is in full charge of the bus and the driver's directions must be obeyed.
- 20) The driver may assign specific seats to students at any time.
- 21) In accordance with Administrative Regulation 6006 | Progressive Student Discipline, school principals will address reports of misconduct made by the driver concerning inappropriate student behaviour or conduct on school bus transportation, accessible ride transportation or public transportation.
- 22) Violation of any of the following rules may lead to the loss of riding privileges or to suspension from school or to other disciplinary measures under Administrative Regulation 6006 | Progressive Student Discipline:
  - a) the driver must be respected;
  - b) while on the bus or at bus stops, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others;
  - c) when leaving the bus, students must observe the instructions of the bus driver, and must not cross the road without having a clear view on both directions;
  - d) students must not extend arms and head out of the windows. While the bus is in motion, students must remain seated facing forward, and must not try to get on or off the bus, or move about within the bus;
  - e) students must not throw paper or other waste materials on the floor or out of the window of the bus;
  - f) scuffling, fighting, smoking and the use of obscene language on the bus is prohibited;
  - g) students must not distract the bus driver with excessive noise;
  - h) students causing willful damage to a bus will be held fully accountable;
  - i) no student or parent is permitted on the school bus unless they have:
    - i. a valid bus pass;
    - ii. the authorization of the bus driver; or
    - iii. the authorization of the principal or their designate.

**Restricted Items**

- 23) The following items are not permitted on school buses because the *Alberta Motor Transport Act*, School Bus Operation Regulation prohibits them from being transported on a school bus:
- a) animals,
  - b) firearms,
  - c) explosives,
  - d) flammable materials or substances,
  - e) fuel other than the fuel system and fuel tank of the school bus,
  - f) anything of a dangerous or objectionable nature, or
  - g) anything that might endanger the lives or safety of persons on the school bus.
- 24) Only certain equipment, identified in sections 25-28, is permitted on the school bus. In cases of dispute, the final decision as to what may or may not be transported rests with the driver. The aisle of the school bus must be clear at all times.
- 25) If there is enough room on the school bus, musical instruments may be transported, if they are in their proper musical cases only, and must be kept on the student's lap or stowed as per the driver's instructions.
- 26) Skate and skateboards are not permitted on school buses, unless they are in a closed duffle bag, and stowed as per the driver's instructions.
- 27) Skis, ski poles and hockey equipment may only be transported on school buses that are equipped with exterior storage space in accordance with the *Albert Motor Transport Act*, School Bus Operation Regulation.
- 28) Education program-related items may be transported if there is enough room on the school bus, and they can be stowed safely. Special arrangements must be made in advance between the principal or their designate and the driver of the bus, to transport program-related items.

**Transportation Concerns – Student Behaviour**

- 29) For concerns regarding student behaviours, the parent or student must contact the school principal.
- 30) If a parent does not feel the issue has been resolved with the principal, the parent may refer to Administrative Regulation 5007 | Concerns and Complaints.



**Transportation Concerns – Driver Conduct**

31) For concerns related to driver conduct and service related issues, the parent must contact the contracted carrier directly.

**Transportation Concerns – Routes and Schedules**

32) For concerns related to bus routes and transportation schedules, the parent or student must complete a change request form and submit it to Transportation Services.

33) If a parent feels their concern is not resolved, the parent may refer their concerns, in writing, to the manager of Transportation Services.

34) If a parent feels their concern regarding the bus routes and transportation schedules is not resolved with the manager of Transportation Services, the parent may refer to Administrative Regulation 5007 | Concerns and Complaints.

35) For any other concerns not addressed in sections 43, 45, or 47, the parent may refer to Administrative Regulation 5007 | Concerns and Complaints.

36) All concerns and complaints regarding this administrative regulation must follow CBE processes around concerns and complaints.

**Transportation by Parents in Lieu of School Bus Transportation**

37) In lieu of school bus transportation, the manager of Transportation Services may, on a discretionary basis, pay a parent for transporting the student, at a per-kilometer or per diem rate, determined annually by the manager of Transportation Services, in accordance with CBE guidelines.

38) When a parent transports their own child, the per diem only covers the portion of the trip in which the child or student is in the vehicle.

**Conditional Riders Kindergarten to Grade 12**

39) If a child in Kindergarten or a student in Grade 1-12 is enrolled in a school, but does not live in the attendance area or the transportation service area for that school, the parent of the student or the independent student must provide for the transportation of the student to and from the school.

40) Notwithstanding section 39, for child in Kindergarten or a student in Grade 1-12 who is not eligible for transportation, the parent may access school bus transportation by applying to the manager of Transportation Services.

41) The manager of Transportation Services may authorize a child in Kindergarten or a student in Grade 1-12 to have access to transportation services as a conditional rider if the following conditions are met:

- a) there is space on the school bus after all eligible students have been accommodated;
  - b) there is a suitable school bus stop in place being used by an eligible student;
  - c) the student's parent provides supervision and transportation to, from and at the bus stop that is in place for an eligible student; and
  - d) the student's parent pays the applicable transportation fee.
- 42) Only students who are siblings of eligible riders on specialized transportation routes will be considered for approval as conditional riders on those routes.
- 43) The manager of Transportation Services may authorize an additional school bus stop for conditional riders, if in the opinion of the manager, there are extenuating circumstances that support the creation of another school bus stop.

**Occasional Riders**

- 44) The principal may authorize transportation of a student, volunteer or staff member at the school as an occasional rider.
- 45) The principal must consider the following factors when deciding whether to authorize transportation for an occasional rider:
- a) if, in the opinion of the bus driver, there is room on the school bus;
  - b) the bus is not required to deviate from its regular route or make additional stops; and
  - c) the request is infrequent.
- 46) If the principal authorizes school bus transportation for an occasional rider, the school principal must provide the school bus driver with a written note authorizing the trip.

**Transportation Schedules**

- 47) Transportation schedules and bell times are established **annually** by the manager of Transportation Services in consultation with education directors and school principals considering, but not limited to the following:
- a) coordinated start and end times for shared routes;
  - b) late entry or early dismissal;
  - c) professional development days;
  - d) parent/teacher interviews;

e) professional learning time and staff meetings; and

f) student examinations, student orientations and off-site activities.

**Routes**

48) The deadlines for pre-registrations is May 31<sup>st</sup> of each school year.

49) Routes will not be modified for registrations that occur after May 31 until mid-October.

**Ride Times**

50) CBE makes every effort to keep ride times between the bus stop and the school below an hour, but rides may be up to one (1) hour or more.

51) Principals must ensure that the manager of Transportation Services is notified of all school calendar changes and school activities that impact the transportation schedule referred to in section 47 according to CBE system processes.

52) For school calendar changes that impact the transportation schedule in August or September, principals must ensure that the manager of Transportation Services is notified prior to **June 30** of the preceding school year.

**School Bus Stops**

53) Only one school bus stop will be established for a student. However, paying riders can access any bus, on which space is available, and access any bus stop.

54) The manager of Transportation Services may authorize an additional bus stop for a student based on an alternate address if the following conditions are met:

a) the student is on a specialized transportation route; and

b) the alternate address is in the same general area of the school bus route; or

c) the schedule of the bus route allows.

55) The location of the school bus stops for students accessing school bus transportation will be based on a student's primary residential address and will be established considering the following:

a) student safety during school bus loading and unloading;

b) the number of students assigned to a school bus stop;

c) using public areas on main collector roads where possible; and

d) minimizing inconvenience to the public.

- 56) Any routes for alternative programs are at the discretion of Transportation Services. Service levels are set out and published by the manager, Transportation Services on the CBE website as per sections 7 and 8 of this administrative regulation.
- Capacity**
- 57) Capacity utilization complies with all legislation and regulations and considers the grade configuration in determining capacity.
- 58) At any time throughout the school year, the manager of Transportation Services may add, relocate or discontinue school bus stops or routes in response to safety issues, traffic changes, ridership changes, residential concerns from the public or any other special and extenuating circumstances.
- Bus Zones**
- 59) School bus zones are established through the manager of Transportation Services in consultation with the principal and school council. School bus loading zones will be established using the following principles:
- a) student safety for loading and pedestrians;
  - b) responsible community partnerships; and
  - c) efficiency.
- Transportation Fees**
- 60) Fees will be levied pursuant to the Student Transportation Regulation and the Funding Manual for School Authorities.
- Waiver of Fees**
- 61) A parent or independent student may apply for a waiver of transportation fees in accordance with the CBE waiver process.
- 62) Fee waiver requests must be completed **annually** and are only valid for one school year.
- 63) A waiver of transportation services fees may be approved if the parent or independent student:
- a) qualifies for:
    - i. Social Services benefits,
    - ii. Alberta Child Health Benefits,
    - iii. Government Sponsored Convention Refugee status,
    - iv. City of Calgary Fare Entry,
    - v. Treaty Status, or
    - vi. low income status based upon other reasonable proof;
    - vii. compassionate grounds with required documentation; and

- b) completes the CBE waiver application form and provides the required documentation.
- Collection of Fees**
- 64) At least two (2) notifications will be sent to individuals with unpaid transportation service fees prior to engaging in further collection action.
  - 65) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.
- Refunds**
- 66) Request for cancellation of transportation services must be completed, in writing, within thirty (30) days of the last day the student used the service.
  - 67) Transportation fees will be refunded, on a pro-rated basis, when transportation services are cancelled during the school year.
- Communication**
- 68) CBE will annually publish fee schedules, waiver and refund information on:
    - a) the CBE public website, and
    - b) individual school websites.
  - 69) Principals will communicate to parents and staff the waiver and refund process at least once per school year.

## 8 | History

Approval	August 31, 2020
Next Review	August, 2025
Revision/Review Dates	December 14, 2004 September 20, 2005 December 19, 2005 November 1, 2007 June 1, 2008 August 27, 2012 May 17, 2013 June 2015 June 2017 April 2018 November 2019

## 9 | Related Information

- *Education Act, S.A. 2012 c. E-0.3*
- *Traffic Safety Act, R.S.A. 2000, c. T-26*
- Commercial Vehicle Safety Regulation 121/2009
- Student Transportation Regulation 96/2019
  
- AR 3003 | Special Education Programming
- AR 4024 | Smoke-free Environment
- AR 5007 | Concerns and Complaints
- AR 6005 | Student Code of Conduct
- AR 6006 | Progressive Student Discipline
- AR 6031 | Welcoming, Caring, Respectful and Safe Learning and Work Environments
- AR 6096 | Transportation Responsibilities and School Bus Rules
  
- General Transportation Student Manual
- Specialized Transportation Student Manual

