

STUDENT TRANSPORTATION

Background

In accordance with the Alberta Education Act and the School Transportation Regulation, the Catholic School Division arranges for transportation services to be available for students residing more than 2.4 km from their designated schools. Transportation services are also extended for most students who live between 1.0 and 2.4 km from their designated schools.

Definitions

Catchment area means an area that includes the attendance area of the school and other areas for which the Division has designated the school as the receiving school for students residing in specific neighborhoods. A student's neighborhood of residence shall be determined by their permanent residential address, as recorded on the student file and where the student's parent or legal guardian resides.

Designated school means the school(s) identified by the Division as:

- The receiving school for students residing in specific neighborhoods;
- A school a student with special needs is directed to attend; or
- A school where French Immersion programs are offered (for students enrolled in the French Immersion Program).

Distance to determine eligibility is measured using specialized student transportation management software (EDULOG) required by Alberta Education. Parents can verify their eligibility using the EDULOG Web query available through the District Web Site. The distance calculated by commercial mapping software such as Google Maps will not be considered.

The measurement is based on the shortest travelled road or public right-of-way from the nearest corner of the lot on which the residence of the student is located to the nearest corner of the lot where the designated school is located.

Eligible Student is a student that is entitled to transportation services under the School Act. The School Act defines eligibility as a student residing 2.4 kilometers or more from the school to which the District has directed the student to attend or a student that has a disability that prohibits them from using regular transportation services and that are transported using specialized transportation.

High School with regards to this administrative procedure means Junior and Senior High School (Grades 7 to 12).

Method of Transportation – the Division will determine the appropriate form of transportation in each case, including chartered Yellow buses, Handi-Bus, taxis or RMWB Transit service.

Transportation Service Area means the designated area for a school in which the Division has established school bus routes by which students may be transported to and from the site of the school.

Procedures

1. Yellow Bus Service

1.1 Elementary Students

1.1.1 Yellow Bus service is available for eligible and user-pay students attending a District elementary school, who meet the following conditions:

- 1.1.1.1 Enrolled in Kindergarten to Grade 6;
- 1.1.1.2 Resides at least 1.0 km from their designated school;
- 1.1.1.3 Attends their designated elementary school;
- 1.1.1.4 Registered for transportation services within the prescribed timelines;
- 1.1.1.5 Pays all applicable fees; and
- 1.1.1.6 Carries a valid bus pass.

1.1.2 Yellow Bus Service is not provided to:

- 1.1.2.1 Children in the Early Entry Program (EEP)/Preschool;
- 1.1.2.2 Students attending St. Martha School; and
- 1.1.2.3 Students residing in Beacon Hill (Good Shepherd School) and Killdeerway Drive (St. Kateri School).

1.2 High School Students

1.2.1 Middle School (Grades 7 to 9)

Limited Yellow Bus service is available for high school students or students who reside:

- 1.2.1.1 South of the Athabasca River to Father Mercredi High School (English Program);
- 1.2.1.2 South of Athabasca River to Holy Trinity High School for French Immersion only program only;
- 1.2.1.3 Thickwood and Dickensfield to Holy Trinity High School for French Immersion Program only.

1.2.2 Senior High School (Grades 10-12)

Yellow Bus service is available for students who reside:

1.2.2.1 Sapræ Creek and Prairie Creek to Father Mercredi High School;

1.2.2.2 South of Athabasca River to Holy Trinity High School for French Immersion program;

1.2.2.3 Thickwood and Dickensfield to Holy Trinity High School for French Immersion Program if service not available using transit.

2. Transit Service

2.1 Transit is used by High School students (Gr 7 -12) attending their designated school. The only exceptions are listed above in section 1.2 above

2.2 Students may purchase their monthly transit pass from their High School Administration Office or from other point of sales provided by the RMWB,

3. Specialized Transportation

3.1 Specialized transportation services is only available for students that have a disability that prohibits them from using regular transportation services.

3.2 Eligibility and the type of transportation will be determined by the Deputy Superintendent based on the disability of the student.

4. Choice School

4.1 Students not attending their designated school may access existing Yellow Bus routes to another school of their choice if service and space is available.

4.1.1 Typically, this will only be available for Yellow Bus transportation to schools that offer French Immersion Programs as the designated area for the French Immersion program covers larger area.

4.1.2 Choice students are not guaranteed access for the full year if a new student eligible for transportation requires access to the bus route.

4.2 No additional bus route or bus stop will be added for choice students.

5. Fees

5.1 In accordance with Administrative Procedure 505 – School Fees, student transportation fee for school year 2020/2021 is set at \$ 410 per year for all riders with the exception of students requiring specialized transportation.

5.2 The rate is reduced by 50% for the 3rd child and 75% for the 4th child of a family residing at the same address. The rate reduction does not apply for the purchase of student transit pass for students within walking distance of their designated school.

5.3 Families experiencing financial hardship may apply for a reduction of their transportation fee as per Administrative Procedure 505 – School Fees.

6. Yellow Bus Routes and Scheduling

6.1 Bus routes, schedules and stops shall be organized using the following criteria:

- 6.1.1 Bus scheduling and routing should be designed to optimize service at a reasonable cost;
- 6.1.2 Routes, schedules and stops will ensure student safety;
- 6.1.3 Routes will be established within each school's attendance area;
- 6.1.4 Transportation may not be provided where a small section of a neighbourhood barely exceeds the walk distance or in locations where yellow bus cannot access in a safe manner;
- 6.1.5 Transportation is not provided to children in the Early Entry Program (EEP);
- 6.1.6 New routes will be established only when full capacity of the existing route has been reached or is imminent;
- 6.1.7 Whenever possible, ride times for students should be fifty (50) minutes or less. In exceptional circumstances this may be extended to sixty (60) minutes.
- 6.1.8 Wherever possible, yellow buses will serve two (2) routes, both in the morning and the afternoon; and
- 6.1.9 Students will be picked up and dropped off at a designated stop. The location of stops shall be determined using the following criteria:
 - 6.1.9.1 The distance between bus stops shall be no less than 0.4 km;
 - 6.1.9.2 Where possible, the walking distance from any residence to a designated bus stop should be 0.5 km or less;
 - 6.1.9.3 No bus stops will be located less than 1.0 km from the designated school for that route;
 - 6.1.9.4 The same bus stops shall be used for all yellow bus routes serving the same neighbourhood;
 - 6.1.9.5 The number of bus stops shall be minimized in order to reduce the length of the bus ride as much as possible.
 - 6.1.9.6 Except for special needs transportation, students will not be picked-up or dropped-off at their residence. Designated stops shall be used.

7. Responsibilities of Parents and Guardians

- 7.1 Parents and guardians have the following responsibilities:
 - 7.1.1 Be familiar with and observe the "School Bus Rules";
 - 7.1.2 Ensure their student understands and obeys the "School Bus Rules";
 - 7.1.3 Ensure their student is punctual and arrives at the designated pick-up location five minutes prior to the scheduled stop time;
 - 7.1.4 Ensure their student is respectful of property owners, and does not use private property as a gathering point at their pickup/drop-off location;
 - 7.1.5 Ensure their student is properly dressed for inclement weather;
 - 7.1.6 Pay for any willful damage caused by their student while riding to and from school;

- 7.1.7 Prior to school opening to ensure that their student knows how to recognize their bus stop and find their way home safely;
- 7.1.8 Attach the name and address and telephone numbers of young students on their clothing for the first weeks of school;
- 7.1.9 Escort to and meet their young student at the bus stop, and ensure their student's safety while travelling to and from their bus stop;
- 7.1.10 If their student has a health condition, to ensure their student carries the appropriate medication and understands what to do if they need to use the medication; and
- 7.1.11 Establish emergency procedures with the student, so that the student will know what to do if:
 - 7.1.11.1 The bus is late or does not arrive,
 - 7.1.11.2 No one is home, or
 - 7.1.11.3 There is an emergency school closure.

8. Responsibility of Students

- 8.1 Students have the following responsibilities:
 - 8.1.1 Be at the designated pick-up point five minutes prior to the scheduled departure time;
 - 8.1.2 Assemble in an orderly fashion, and respect the property of others;
 - 8.1.3 Dress properly for inclement weather;
 - 8.1.4 Have their belongings organized and properly secured before loading or unloading in order to ensure the safe and orderly loading and unloading of school buses on school property and during school sponsored activities;
 - 8.1.5 Act in a respectful manner towards the bus driver and fellow passengers; and
 - 8.1.6 Observe School Bus Rules and school rules.
- 8.2 The school bus and any other vehicle used for student transportation are considered to be an extension of the school for student discipline purposes. Any conduct on a bus that is improper or jeopardizes that safety of others may result in a suspension of transportation services or from the school.

9. Transportation Contract

- 9.1 The Associate Superintendent, Business and Finance, may enter into agreements to obtain the services of the following:
 - 9.1.1 Yellow buses as provided by a contractor, which must be awarded through a tendering process;
 - 9.1.2 City Transit services which are to be utilized wherever possible;
 - 9.1.3 Handi-vans as provided by a contractor or the Regional Municipality; and
 - 9.1.4 Cars and vans as provided by a contractor.

Approved: June 14, 2018
Last Revision: June 30, 2020

References: [Section 59 - Alberta Education Act](#)
[Alberta Regulation 96/2019 – School Transportation Regulation](#)
RMWB Roads & Transportation Bylaw 02/079
Transport Canada, Road Safety Fact Sheet RS-2005-07E
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009