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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** EEA  
**Policy Title:** Student Transportation  
**Cross Reference:** IC School Attendance Area,  
IFH Formal Appeal  
**Legal Reference:** *Education Act*, School  
Transportation Regulation  
**Adoption Date:** December 18, 1996  
**Amendment or Re-  
affirmation Date:** **June 2023**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BOARD RECOGNIZE ITS RESPONSIBILITY TO PROVIDE ELIGIBLE BUS STUDENTS WITH TRANSPORTATION TO AND FROM THEIR DESIGNATED SCHOOLS AS PER THE EDUCATION ACT AND STUDENT TRANSPORTATION REGULATION.

**DEFINITION**

**Designated School** – the school a board directs a student to attend based on the student’s residence and the board’s attendance areas.

**Eligible Bus Students** – resident students enrolled in K to 6 who resides at least 1.0 km, and students enrolled in grades 7 to 12 who reside at least 2.0 km from their designated school as determined by the School Transportation Regulation.

**Funded bus space** – the division purchases seating on school buses by weighted load. As such, not all seating on a school bus is available for transporting students.

**Resident student** - means an individual who is entitled to have access to an education program under section 3 and who is a resident student as determined under section 4 of the Education Act.

**GUIDELINES**

1. The Board will attempt to pass a budget for transportation services that will provide optimum service to students in a safe and reliable environment while not exceeding the grant revenues and regulations provided by Alberta Education.
2. Where a trustee has indicated that she/he would like to be made aware, the Transportation Coordinator shall notify the trustee when a student(s) is being bussed out of the trustee’s attendance area.
3. The division will not grant permission to a neighboring division to transport students living within the Horizon School Division’s boundary to a school outside Horizon boundaries except under the following conditions:
  - 3.1. an appropriate educational program cannot be provided to the student by Horizon School Division;
  - 3.2. the costs of transporting the student to a school in Horizon is unreasonable;
  - 3.3. the length of a bus ride to a school in Horizon would be unreasonable; and

- 3.4. the well-being of the student would be seriously compromised by attending a school within Horizon School Division, as determined by the superintendent.
4. Parents wishing to have their child(ren) attend a non-designated school inside or outside of the division boundaries may be responsible for transporting their child(ren) to the school outside of Horizon boundaries or to the nearest bus stop servicing the school the child(ren) wishes to attend.
5. All students requiring bus services shall have arrangements confirmed with the Transportation Coordinator prior to the commencement of transportation.

## **REGULATIONS**

### **Eligible Bus Students**

1. Parents whose children attend their designated school and are eligible bus students shall indicate whether they would like transportation at the time of registration.
  - 1.1. The school shall forward the transportation request to the division transportation coordinator, who will work with the division’s transportation service provider to finalize the transportation request.
2. The division shall transport eligible bus students who reside more than 1.0 km (K-gr. 6) and/or more than 2.0 km (gr. 7-12) from their designated school consistent with Section 59 of the *Education Act* and the School Transportation Regulation.
  - 2.1. The maximum distance between the bus route stop and the student’s residence will also align with the 1.0 and 2.0 km distance requirement as defined by Alberta Education.
  - 2.2. The division shall not transport students who reside less than 1.0 km from their school unless the student is required to cross a major highway or the student has severe disabilities or delays as determined by the division.
3. Where sparsity and distance make it disadvantageous to use a school bus, the division may consider paying the parents to transport their children to and from school by paying the parents in accordance with Alberta Education Transportation grant regulations.

### **Non-Eligible Bus Students**

4. Non eligible bus students residing less than 1.0 km (K-gr. 6) and/or less than 2.0 km (gr. 7-12), and/or students attending a non-designated school may be approved to access transportation if there is funded bus space available and there is no additional cost for transporting the non-eligible student.
5. Parents whose children are not eligible bus students but seeking to have their children transported shall complete a bus transportation request by June 1 preceding the commencement of the next school year and submit it to the school.
  - 5.1. The school shall forward the transportation request to the division transportation coordinator who shall determine whether transportation is possible.

6. Transportation requests for non-eligible bus students received by the division transportation coordinator after June 1 for the subsequent school year, or during the school year for the current year, may be consider with consideration of the factors listed under regulation 7.
  - 6.1. The transportation coordinator may defer considering non-eligible student transportation requests to September 15 of the subsequent year to ensure there is adequate space available for designated students who have priority over a non-designated student.
7. The review of a non-eligible bus student’s application for bussing services, shall be based on the following factors:
  - 7.1. the presence of a bus route that is available for transporting the student;
  - 7.2. the availability of funded bus space on an applicable bus route;
  - 7.3. whether there is additional cost invoiced by the division’s transportation service provider; and
  - 7.4. the practicality of providing bussing service
8. If a student is granted enrollment in a non-designated school but is not granted transportation, the parent of the student shall be responsible for ensuring the transportation of the student to and from the site of the school.
9. If a non-eligible bus student is granted transportation, the parent of the student shall be responsible for ensuring the transportation of the student:
  - 9.1. to and from the site of the school; or
  - 9.2. to and from a designated and approved school bus route stop within the attendance boundary of the non-designated school
10. Early learning students are not eligible to be transported to school
  - 10.1. There may be funding available for the parent to transport their own child if the child has a severe disability or delay is meets AB ED eligibility requirements.
11. Appeals will be as per Policy IFH with the levels of appeal for this policy being:
  - 11.1. Associate Superintendent of Finance and Operations;
  - 11.2. Superintendent; and then;
  - 11.3. The Board.



**Student Transportation Request - Registration Form Addendum**  
**(1) Transportation request for eligible student to designated school**  
**(2) Transportation request for non-eligible student to designated school**  
**(3) Transportation request to non-designated school**

This addendum forms part of the registration form when parents are registering their child in a non-designated school and/or requesting transportation services.

**Definitions:**

**Designated School** – the school a board directs a student to attend based on the student’s residence and the board’s attendance areas.

**Non-Designated School** – a school other than a student’s designated school that parents choose to register their students in.

**Students eligible for transportation** – K to gr. 6 students residing more than 1.0km from their designated school and gr. 7-12 students residing more than 2.0km from their designated school.

**School Year:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Student Name(s):** \_\_\_\_\_

**Complete Section 1, 2, or 3 below**

- 1. **Transportation request for eligible student to designated school**       YES  NO
- 2. **Transportation request for NON-eligible student to designated school**       YES  NO
- 3. **Transportation request to NON-Designated School**       YES  NO

If YES for number 3 above, Reason for requesting that the child attend a non-designated school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As per *Policy EEA Student Transportation*, parents requesting their child attend a non-designated school shall submit a transportation request form by June 1 preceding the commencement of the next school year. Such requests will be processed starting September 15 as the Board needs to determine available funded bus space to ensure late registrations of students attending their designated school can be accommodated.

I/We understand that registration and transportation service eligibility and approval is outlined in *Policy IC School Attendance Areas and Policy EEA: Student Transportation* and understand that registration and transportation service may be revoked to accommodate students attending their designated schools and/or students eligible for transportation.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**FOR SCHOOL ADMINISTRATION USE ONLY**

ASN number: \_\_\_\_\_

Please **send a copy of the students’ request form** to Horizon’s Transportation Coordinator at Division Office.

\_\_\_\_\_  
Principal Signature (Non-designated school)

Principal of designated school has been contacted

\_\_\_\_\_  
Signature of Transportation Coordinator

\_\_\_\_\_  
Date received by Transportation Coordinator

Note that seniority will be determined by the date received by the transportation coordinator