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## AP T1 Student Bus Transportation Eligibility and Registration

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Legislative References: None

Policy Reference: 410

Collective Agreement References: None

Date: April 24, 2023

### **Definitions**

Students who register for bus transportation may be classified as follows:

- **Guaranteed Rider** means a student who is guaranteed a seat on the bus.
- **Courtesy Rider** means a student who is not guaranteed a set on the bus but may be granted temporary or occasional access to student bus transportation.
- **Regular Rider** means a student who rides the bus, on average, two or more days per week.
- **Occasional Rider** means a student who rides less than one day per week on average. All Occasional Riders will be considered Courtesy Riders.

### **1. Route Design/review**

Each year in the month of June, the Transportation Department will review and establish bus routes and ridership levels for the following year.

- 1.1 Routes shall be based upon transportation requests received in May.
- 1.2 Route design will follow the requirements outlined in the Board's Student Transportation Policy.

### **2. Registration**

Registration for student bus transportation will be open from May 1 to 31 for the following school year. Registrations will be divided into two groups: Guaranteed Riders and Courtesy Riders.

- 2.1 Students must be registered for bus transportation by the end of May to be eligible for guaranteed ridership on the bus.
- 2.2 Registrations received after May 31<sup>st</sup> will be accepted, but seating on the requested route may not be guaranteed and will be dependent upon bus capacity. Any registrations received after the end of May will be placed in the Courtesy Seat group.



### **3. Determining Ridership Access (Guaranteed or Courtesy)**

3.1. Guaranteed ridership will be granted to student riders who meet the following criteria:

- Registration for bus transportation is received within the month of May (sec. 2)
- The student attends school within their residential catchment area
- The student is a Regular Rider.

3.2 Courtesy ridership may be granted to a student rider whose registration was received after May 31<sup>st</sup> and to Occasional Riders. Courtesy ridership is dependent on bus capacity and will be granted based on the following priority order:

- 3.2.1 Out of catchment students registered in French Immersion or other specialized programs.
- 3.2.2 Students who registered for transportation during the Month of May but do not meet eligibility requirements guaranteed ridership.
- 3.2.3 Students who have moved into the school's catchment after the bus transportation registration period in May.
- 3.2.4 Occasional Riders.

3.3 Where courtesy ridership eligibility is considered equal, the date and time the registration request was received will take priority.

### **4 Notification**

The Transportation department will send confirmation to families about their bus service in mid to late July.

### **5 Bus Pass/Card**

An electronic manifest system is used on district buses that requires all riders to scan a pass card when getting on and off the bus.

5.1 Pass cards will be issued to individual student riders by the Transportation Department. It is preferred that pass cards will be retained from year to year. However, the Transportation Department will supply up to one card per year at no charge. A replacement fee of \$10 will be charged for lost or damaged pass cards.

5.2 Students must present and scan their pass card each time they board and get off the bus.

5.3 Ridership privileges may be revoked should a student fail to use/scan their pass card when accessing bus transportation. Some grace may be given, should a student lose their card or occasionally forget their card at home or school.