

Parent/guardian requested yard service shall be denied if the first pick up on the bus route is before 7:30 a.m. Application forms are available from your driver and on the website and payment (if applicable) is due immediately.

Yard Service will not begin until application and payment (if applicable) is received and proper forms are filled out. Post dated cheques are accepted and payment plans are available. Application forms can be sent to our office via your bus contractor/driver, the school van mail or regular post.

Snow removal and private road maintenance are the responsibility of the landowner. Please contact your County or MD for their snow removal policies and procedures and fees.

### LARGE ITEMS ON SCHOOL BUSES

Large band instruments and sports equipment such as skate boards, hockey sticks, hockey bags, curling brooms, skis, etc. are not allowed on the bus. Small band instruments and skates in a properly secured bag (i.e. not plastic) with skate guards will be transported on school buses.



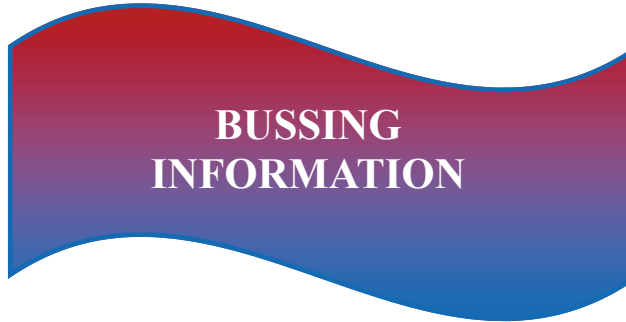
Students must be able to hold all of their school items on their lap without the items projecting out of their seating area into the aisle or into another student's space. Items no larger than 13" x 13" x 23" can be carried on the school busses. This applies to regular bus runs.

Please refer to Section 23 of the Commercial Vehicle Safety Regulation



1041 – 10A Street  
Wainwright, Alberta T9W 2R4  
(780) 842-6144 Main Reception  
(780) 806-2051 Director of Transportation  
(780) 806-2054 Registrations  
(780) 806-2052 General Inquiries/Registrations  
(780) 842-3255 Fax

[www.btps.ca](http://www.btps.ca)



## 2015-2016 School Year



RED LIGHTS FLASHING....NO PASSING!

Our bus contractors are in need of spare bus drivers. If you are interested in driving school bus please call our office and we can get you in touch with a bus contractor in your area.

## STUDENT SAFETY IS OUR GOAL

### REGISTRATION

Buffalo Trail Public Schools will be moving to an online Transportation Registration System for the 2015-2016 school year. The link for the registration forms will be on the Transportation Department page on our website at [www.btps.ca](http://www.btps.ca). All transportation information, including policies, forms and bus schedules are on the website. All students must be registered and accepted into a school before bussing will be provided. **INELIGIBLE STUDENTS MUST BE REGISTERED BY JUNE 15TH FOR THE NEXT SCHOOL YEAR.**

### STUDENT INFORMATION

Transportation funding received for your child is based on your resident address. The Transportation Department receives this information from the school's Student Information System. It would be of great benefit to the department if you could please ensure that the schools have your correct **legal land location** or your **street address and the bus route number of the school bus that your children ride.**

### TRANSPORTATION REGULATION AND AB EDUCATION FUNDING

The Board develops and administers policy and procedures based on the Transportation Regulation and its obligations under the Education Act. At the present time the budget, and any changes to the Transportation Regulation and associated funding are unknown. Therefore, the 2015-2016 school year transportation planning will be based on status quo, but we need parents and guardians to know that we could be facing some major changes in the area of school bus transportation. Some parents may have already felt some of the challenges transportation has faced with the lack of bus drivers and bus route amalgamations. Please be patient while we wait for more information. This includes the setting of the fees for transportation services for the 2015-2016 school year.

### BUSSING TO SCHOOL OF CHOICE

When students attend a school other than the one they have been directed to attend, transportation becomes the parent's/guardian's responsibility. A child's designated school is the school that lies within the transportation service area in which they reside. The Board may however make Transportation Service Area Exemption Bus-

sing available to students provided that the following are met:

- The student has been accepted and registered at their school of choice
- The Boundary Exemption Application Form has been signed and completed by the parent and submitted to the Transportation Office by May 1, 2015
- There is space available on the bus
- There is no diversion from regular routing
- Parents accept responsibility to meet the bus at a designated stop on route
- **Ineligible students have paid the required fee** (see Ineligible Passenger Definition)
- Boundary Exemption students will not be permitted to ride until the above criteria have been met
- On route requests must be approved by the Director of Transportation and off route requests must be approved by the Board of Trustees.

Transportation service area exemptions are available on a first come first serve basis. Transportation privileges may be revoked at any time if space availability becomes an issue, because priority is given to the eligible students in that designated transportation service area. To apply for service, parents of BTPS resident students must complete a Transportation Service Area Boundary Exemption Request form ([701.8AP exhibit 1](#)) or a Cross-Jurisdictional Boundary Exemption Request form ([708.8.1AP](#)). All requests must be in by May 1st, 2015. Failure to register does not remove the right of BTPS to revoke transportation service if space in the program or on the bus becomes an issue.

### MOVING OR BUILDING

If you are looking at purchasing a house, please ask your real estate agent to check for the designated school in the area. If you are building a house in a rural area please be advised that bus service will be provided to your gate, where your private lane meets the municipal road. Please see the section on Yard Service/Turnarounds and on our website ([701.17AP](#)).



### ONLINE COMPLAINT FORM

Transportation now has an online Complaint Form and it can be found on our website at [www.btps.ca](http://www.btps.ca) under the Transportation Department page.

## PAYRIDE BUSSING (IN-TOWN) - RATES ARE SUBJECT TO CHANGE

Payride (In-town) Bussing in Wainwright and Vermilion is reviewed on a yearly basis. Any changes to the current service or fees is determined by the number of registrants.

### RATES: TO BE DETERMINED

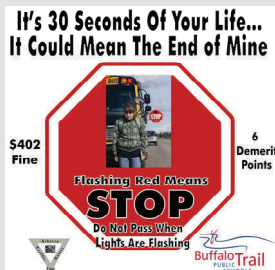
All in-town students will be required to register annually by **June 15th** for in-town bussing by completing an application form on a per family basis. This includes families using transportation from a caregiver's residence within the Towns of Wainwright and Vermilion. Application forms must be completed online at [www.btps.ca](http://www.btps.ca) under the Transportation Department. Fees are payable at the time of registration and may be submitted to the school with payment or postdated cheques. They will be forwarded at the school via the BTPS van mail.

The transportation department will be adhering to rigid timelines for fee collection for the 2015-2016 school year. You will be able to issue post-dated cheques, however, the post-dated cheques must be submitted before the September 30th deadline. If the payment plan on the application form is not suitable for your family, please contact our office for other payment options. In-town bussing will only be offered for September through June and will not be pro-rated unless you are new to the area.

## SCHOOL BUS SAFETY

Students in kindergarten to grade 6 learn about school bus safety with safety consultant Cindy House from Safely on Board. All students practice school bus emergency evacuations with their bus drivers. All BTPS contract buses are now required to use their strobe lights while students are on the bus.

**It is a \$402 Fine and 6 demerit points for passing a bus with its red flashing lights activated. Help keep our children safe and obey this law. Please assist our drivers and report any violators to the R.C.M.P.**



## TRANSPORTATION ELIGIBILITY

**Ineligible passengers are defined as those students residing less than 2.4 km by roadway or public right of way from their designated school.** All ineligible passengers are required to pay a fee.

**Eligible passengers are defined as those students residing 2.4 km or more by roadway or public right of way from their designated school.** Eligible passengers registered on one bus, riding on another bus to a caregiver's residence will also be required to pay a fee.

## TRANSPORTATION TO CAREGIVER'S RESIDENCE (RURAL & NON-REGISTERED STUDENTS) & TEMPORARY SCHOOL BUS SERVICE FORM

All parents requesting transportation to a caregiver's residence must complete the Transportation to Caregiver's application form (701.21AP.exhibit 1). Bussing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue. The Caregiver's residence must be in the student's designated transportation (attendance) service area. There will be no deviation off route to accommodate such arrangements. Rates will be available when you register.

Students who are not registered in a program at a school will not be able to access Transportation to Caregiver's. 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. Students who are registered in a 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/she is scheduled to attend the ECS program.

Temporary School Bus Service Forms (701.21AP Exhibit 2) must be filled out and given to the bus

driver prior to bringing additional passengers on the bus (i.e. friends, birthday parties, relatives, etc.) to confirm space availability and parent permission.

## BUS STOPS AND ROUTES

Bus routes are established to serve all resident students in the safest and most time efficient manner possible, within the constraints of the transportation budget. Bus routes are designed with the understanding that many factors such as population density, location of schools, geographic features, and location and condition of roads all impinge on route design and distance. It is not possible to have every student on last in the morning and off first after school. Although it may only take parents 10 to 20 minutes to drive students to school, buses must pick up many students and may have numerous stops and/or turnarounds, which adds time to the bus route. Routes will be designed to provide maximum efficiency and changed as required throughout the year. Parents will be notified if their child's bus route will be affected.

In rural areas, bus drivers and parents should be in contact to confirm pick up and drop off times. Students are expected to be at their stop **5 minutes before** their scheduled pick up time. Consistent tardiness will not be tolerated.

## SCHOOL BUS RULES

Many young lives depend on the bus drivers being able to give their full attention to watching the road. Distractions, disturbances, and misbehavior make the bus driver's job difficult. Students riding on the bus must remember that they are responsible for their conduct. Refer to the School Bus Rules and Regulations handout from your driver and review them with your child. Please sign and return this form to your bus driver. Continued violation of any of these rules may lead to the loss of riding privileges (701.7AP). If children have never ridden on a bus or if the route is new, parents should make sure their children know where to get on and off the bus. When leaving the bus, students must obey the instructions of the bus driver. **Buses may be monitored by video cameras.**

## BUSSING AND YOUR CHILD

If problems on a school bus occur, parents should initially contact the driver of their child's school bus. Most problems can be resolved between the driver, the parents, and the students. If the situation is not resolved, talk to the principal of the school your child attends. If your child is suspended, expelled, or withdraws from school he/she will not be permitted to ride the bus. **It is of utmost importance that parents inform their bus driver when their child(ren) will not be riding on the bus.**

## INCLEMENT WEATHER



The BTPS Inclement Weather 701.11AP and 701.12AP includes a -45°C clause. If the temperature with or without a wind-chill factor reaches -45°C buses will not run. An example of this would be if the temperature was -35°C with a wind-chill that brings the temperature to -45°C. Buses will not run in the a.m. or p.m. on such days. **Regardless of the temperature, students should always wear or carry with them appropriate winter attire when riding the school bus.**

On mornings when weather conditions are poor, parents will be advised by their bus driver and/or by an emergency announcement regarding bus cancellations on the radio and the BTPS website. Parental cooperation is essential when using the fan out system during inclement weather or emergency situations. Parents are asked to provide the school with a current home, cell and/or business telephone number, and to advise their bus driver of an alternative drop off place for emergency situations.

## YARD SERVICE AND TURNAROUNDS

The Board commits to provide transportation service along routes on Provincial Highways and Municipal Roads, and to establish bus stops at safe points along designated routes. It will be parental responsibility to have their children meet the bus at one of these safe points. If a parent requests yard service for any reason (i.e. safety, distance, etc.) there will be a charge. **Fees are subject to change. Yard service will not be available on bus routes where the first pickup on the route starts before 7:30 a.m.**