

ADMINISTRATIVE PROCEDURE

Students

Student Transportation – Eligibility, Service and Fees STU #08

Revised: June 2024

Background

The Board's [Student Transportation Services Policy](#) states, "...the Board delegates to the Superintendent the responsibility of providing transportation for resident students in formed areas attending grades Kindergarten to 12 whose parents or guardians reside at least 1.0 km from the site of the school for Kindergarten to grade 6 students, and 2.0 km for grades 7-12 student in which the Board has directed the student to attend in accordance with the Act and Regulations."

We have a need to clarify for students, parents and staff, which students are eligible for transportation, the extent and limitations of the Christ The Redeemer Catholic School Division's ("CTR Catholic") transportation service, and the fee structure associated with this service.

Procedures

1. Students enrolled in CTR Catholic and living within the geographic and transportation boundaries of CTR Catholic are eligible to be transported to a school designated by CTR Catholic.
2. Transportation is available for students in grades K-6 who live greater than 1.0 km from their resident school and for students in grades 7-12 who live greater than 2.0 km from their resident school.
3. CTR Catholic may, when deemed necessary to offset transportation service costs, charge a transportation fee. The need for Transportation Fees will be reviewed annually.
4. CTR Catholic reserves the right to waive transportation fees where appropriate. Refer to [Administrative Procedure BUS #03](#) for the central fee waiver application process.
5. Transportation boundaries from which students will be transported to a designated school within a reasonable length of time shall be predetermined and made known to staff, students, and parents.
6. CTR Catholic will endeavor to ensure that the vast majority of student ridership times to or from school are less than 60 minutes in duration.
7. CTR Catholic will endeavor to ensure that the vast majority of student transportation boarding times occur no earlier than 7:30 am.
8. If a student requires specialized transportation, the parent or guardian is asked to contact the student's school. Local school administration will consult with the transportation coordinator to determine potential alternatives.
9. Bus service is normally not available for students who reside outside of CTR boundaries. However, exceptional bus service may be available if routing and seat availability allows. If exceptional bus service is approved, parents will be required to fill in and sign the Transfer of Transportation Funds Declaration Form.