

AP 809 Transportation Review Committee

Created: May 2, 2016

Reference (if applicable): Section 85(1)(g), *The Education Act*
Administrative Policy No. 403 – Admission of Students

BACKGROUND

The Division is committed to providing the best possible educational opportunity for students. In accordance with Section 85 (1)(g) of *The Education Act*, the Board designates the schools that students are to attend.

The Division understands that, on occasion, families may desire their child(ren) attend a school other than that determined by the Board ([Administrative Policy No. 403 – Admission of Students](#)).

The Board recognizes that, from time to time, parents have requests for transportation that fall outside of established policy. The Board has established a Transportation Review Committee (“Committee”) consisting of:

- Two (2) Board Trustees
- Chief Financial Officer (“CFO”)
- Conveyance Manager
- Director of Education (information only)

The Committee will be responsible for reviewing requests for transportation services. The decision of the committee shall be final. The committee shall provide a monthly update to the Board on activities for the month.

PROCEDURES

1. Request for Out of Attendance Area Boundary Change/Request for Busing

- 1.1. Where a family request that their children attend a school other than that determined by the Board, the parent/guardian shall submit a written request to the Conveyance Manager. The Conveyance Manager will consult with the representatives of the Committee in making the decision.
- 1.2. In reviewing the request, the Committee will consider:
 - 1.2.1. The reason for the request;
 - 1.2.2. The student’s best interest and impact on the family;
 - 1.2.3. The current and future impact on the schools and other families involved;
 - 1.2.4. The location and proximity to adjacent schools and bus routes affecting the cost and time spent in transit; and
 - 1.2.5. Road access or safety issues.

- 1.3. Following the decision of the Committee, the Conveyance Manager shall communicate the decision of the Committee in writing to the parents making the request. The decision of the Committee shall be final.
- 1.4. Where a boundary change request is granted, the Conveyance Manager shall arrange for transportation services to be provided to the school requested. The CFO shall notify the Ministry of any boundary changes. Changes to subdivision and division boundaries require Board approval.
- 1.5. Where a boundary change request is denied, transportation will be the responsibility of the family. Families are given the opportunity to have their child(ren) meet the bus at an existing approved bus stop within the requested attendance area. These arrangements for meeting the bus would be made by the parent and the family at the approved stop in consultation with the Conveyance Manager.

2. Request for Review of Transportation Policy

- 2.1. Where a family appeals the decision of the Conveyance Manager, the parent shall submit a written request to the Conveyance Manger (Appendix "A" - Parent Request for Review). The Conveyance Manager will consult with the representatives of the Committee in reviewing the decision.
- 2.2. Following the decision of the Committee, the Conveyance Manager shall communicate the decision of the Committee in writing to the parents making the request. The decision of the Committee shall be final.



Appendix "A" - Parent Request for Review

AP 809 – Transportation Review Committee

Date of request: _____

Name: _____

Address/legal land location of principle residence: _____

Specifics of request: _____

Parent/Guardian Signature

Date