

Administrative Procedures

AP-809 TRANSPORTATION REVIEW COMMITTEE	Date of implementation: Fall 2006 Date of update: March 3, 2020
	Related Administrative Procedures: AP-403 Admission of Students

Purpose: To outline that 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.

It is recognized that, from time to time, parents have requests for transportation that fall outside of established policy. A Transportation Review Committee has been established consisting of:

- Two (2) Board Trustees
- Deputy Director of Education
- Transportation Manager

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

Procedure

- 1) Boundary Change Request and/or Out of Attendance Area Request
 - a) Where a family requests that their children attend a school other than that determined by the Board, the parent/guardian shall submit a written request to the Transportation Manager. The Transportation Manager will consult with the representatives of the Committee in making the decision (see Table 1).
 - b) In reviewing the request, the Committee will consider:
 - i) The reason for the request;
 - ii) The student's best interest and impact on the family;
 - iii) The current and future impact on the schools and other families involved;
 - iv) The location and proximity to adjacent schools and bus routes affecting the cost and time spent in transit; and

- v) Road access or safety issues
- c) Following the decision of the Committee, the Transportation Manager shall communicate the decision of the Committee in writing to the parents making the request. The decision of the Committee shall be final.
- d) Where a boundary change request is granted, the Transportation Manager shall arrange for transportation services to be provided to the school requested. The Deputy Director or designate shall notify the Ministry of any boundary changes. Changes to subdivision and division boundaries require Board approval.
- e) 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 Transportation Manager.

2) Request Process for Appeal (see Table 1)

- a) Where a family appeals the decision of the Transportation Manager, the parent shall submit a written request to the Transportation Manager. The Transportation Manager will consult with the representatives of the Committee in reviewing the decision.
- b) Following the decision of the Committee, the Transportation Manager shall communicate the decision of the Committee in writing to the parents making the request. The decision of the Committee shall be final.

Table 1:

PSSD REQUEST FOR REVIEW OF TRANSPORTATION BOUNDARY AREA: AP809

