



Administrative Procedures

AP-810 PARENT TRANSPORTATION ALLOWANCE	Date of implementation: Fall 2020 Date of update: January 26, 2021
	Related Administrative Procedures: AP-403 Admission of Students AP-801 Transportation Services

Purpose: To provide guidelines for the payment of a transportation allowance, as approved by the Deputy Director of Education, to parents who convey their children to a designated program as defined in Sections 34 and 38 of *The Education Regulations, 2019*.

Procedure:

- 1) An application for the parent transportation allowance (Appendix A) is to be completed and submitted to the Assistant to the Director.
- 2) The application is reviewed to ensure that the parent/guardian qualifies for the allowance to verify trip distance. Travel is capped at one round trip per day.
- 3) The allowance is calculated based on the distance from the student's home to the nearest school offering a similar program, using the rate of \$0.38/km.
- 4) If approved, the applicant receives notification and monthly claim forms.
- 5) At month end, the parent submits a completed claim form indicating days travelled to transport the student to attend school, along with a verification of attendance (obtained from the educating school division), to verify proper payment for days students attend. Claims received without attendance records will not be processed.
- 6) Claims must be submitted by the last day of the following month. Claims received after this date will not be processed.
- 7) Mileage must be driven in order to claim the parent transportation allowance.
 - a) Where carpooling occurs, only the person doing the actual driving may make a claim.
 - b) In alternate living arrangements/shared custody situations, travel may be claimed only when the child is transported from the residence approved in the travel application.
- 8) All reimbursements shall be made by electronic funds transfer. The parent must submit a "void" cheque to facilitate electronic fund transfer to their bank account. Notifications of the payment will be by mail or email.

References:

[*The Education Regulations, 2019, Sections 34 and 38*](#)

Related Documents:

[*Parent Transportation in Lieu of Busing \(internal document\)*](#)



Parent Transportation Allowance Application

Appendix A, AP-810 Parent Transportation Allowance

Student Information:

Name	Grade	Age	School
Physical address of student:			

Parent/Guardian Information:

Name:					
Address:					
Home Phone:		Work Phone:		Cell Phone:	
Email:					

Reason for transportation allowance (check one):

- French Immersion
 Pre-Kindergarten
 Special Programming
 Other

Complete appropriate section below:

French Immersion and Pre-Kindergarten

Distance (km) from home to nearest program _____

Special Programming and Other

Distance (km) from home to nearest program _____

Parents will be reimbursed for one (1) round trip = home to school and return home.

I, _____, hereby apply for the parent/guardian travel allowance and certify that the above information is complete and true.

_____ I understand that late submissions will not be reimbursed.

Initial

Signature

Date

For office use only:		<input type="checkbox"/> APPROVED
Nearest program: _____	Number of trips per day: _____	
Distance (km) from home to nearest program: _____	Rate per km: <u>\$0.38</u>	Rate per trip: _____
_____ Signature	_____ Date	