

## Administrative Procedures

<p><b>AP-810</b></p> <p>PARENT TRANSPORTATION ALLOWANCE</p>	<p><b>Date of implementation:</b> Fall 2020</p> <p><b>Date of update:</b> January 1, 2023</p>
	<p><b>Related Administrative Procedures:</b></p> <p><a href="#">AP-403 Admission/Transfer of Students</a></p> <p><a href="#">AP-801 Transportation Services</a></p>

**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 (1) 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 \$0.48/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 \(internal document\)\*](#)

*Pre-Kindergarten Mileage Claim Guidelines for Administrators (internal document)*