



Administrative Procedures

AP-809	Date of implementation: Fall 2006
	Date of review: December 6, 2023
TRANSPORTATION REVIEW COMMITTEE	Related Administrative Procedures: AP-403 Admission/Transfer 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.

Parents who have received permission for their child(ren) to attend a school outside of their attendance area as per the process outlined in Section 7 of AP-403 Admission/Transfer of Students are solely responsible for the transportation of their children to the approved Out of Attendance Area school.

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
- Learning Superintendent responsible for Transportation
- Transportation Manager

The Committee will be responsible for reviewing specific requests for transportation services. The committee will consider boundary alterations and Out of Area Attendance Transportation requests only. The decision of the committee shall be final. Decisions of the committee shall be reported to the Director and the committee shall provide updates to the Board.

Procedure

- 1) Request Process for Out of Area Attendance Transportation or Boundary Alteration
 - a) The parent shall submit a written request to the Transportation Manager outlining the reasons for their request. The Transportation Manager will determine the viability of the request and communicate the decision in writing to the family.
 - b) Following the decision of the Transportation Manager, the family may request a review of the decision to the Transportation Review Committee by submitting their request in writing to the Transportation Manager.

- 2) Transportation Review Committee - The purpose of the Transportation Review Committee is to review requests for Boundary Changes and/or Out of Attendance Area Transportation Requests
 - a) Upon receipt of a written request from a family, the Transportation Manager will convene a meeting of the Transportation Review Committee and will consult with the representatives of the Committee in reviewing 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;
 - v) Road access or safety issues;
 - vi) The proximity of the land to the Division or subdivision boundary;
 - vii) The amount of land owned by the family; and
 - viii) The financial and human impact of moving the boundary.
 - c) Written notification will be provided to families regarding Out of Attendance Area transportation decisions made by the Transportation Review Committee. The committee's decision shall be considered final. Where a boundary change request is deemed appropriate, the Transportation Committee will refer the subdivision and/or Division boundary change to the Board for approval. Once approved by the Board, the Transportation Manager shall arrange for transportation services to be provided to the school requested. The Learning Superintendent responsible for Transportation shall notify the Ministry of any boundary changes.
 - d) Where a boundary change request is deemed inappropriate, the Transportation Manager will communicate the decision in writing to the family. Transportation remains the responsibility of the family in accordance with Section 7 of AP-403 Admission/Transfer of Students. 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.

Table 1:

PSSD REQUEST FOR REVIEW OF TRANSPORTATION BOUNDARY AREA: AP809

