

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.2
ADMINISTRATIVE REGULATION
Transportation – Registration and Fees**

FEE FOR SERVICE

All riders must pay for Transportation; this service will be provided for registered riders to and from catchment area schools and special routes approved by the Superintendent. Families will be charged a fee for this service based on \$200.00 per child to a maximum of \$600.00 per family. Half rates will not be considered for one-way trips or partial weeks as seats are reserved on a yearly basis for registered riders. This fee does not include a bus ride home due to early closure for students living out of the school catchment area.

Payment – Fees may be paid securely by credit card online (*recommended*); or by cheque at your local school (*please make cheque payable to School District #33*); or by cash, debit or credit card at the School Board Office at 8430 Cessna Drive.

Two payment options are available:

- Full payment by June 30th
- Two equal installments due June 30th and October 15th

Overflow students – Certain overflow students are exempt from user fees, see Administrative Regulation 710.1 table 1, items 4 and 5.

Financial hardship – In cases of financial hardship, a request for waiver of fees must be made in writing through the School Principal, Assistant Superintendent or Student Services (*located at the School Board Office*). A copy of the waiver form must be forwarded to the Secretary Treasurer for record keeping.

REGISTRATION

Only riders who have not received a school transportation letter by email will be required to register and must do so by **May 31st**. Forms are available on-line; at your local school; School Board Office (8430 Cessna Drive); and the Transportation Department (44877 Yale Road West).

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010

The Transportation Department is open during the summer break for registration of new students or students with a new address.

BUS PASSES

All middle and secondary student riders must carry a bus pass and present it to the bus driver to ride a bus. Last year's bus pass is valid until new cards are issued in October of the new school year.

LOSS OF BUS PASS

Bus passes will be reproduced by the school for a \$5.00 processing fee.

REFUNDS

If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31st of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District Office. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31st.

TRANSPORTATION ASSISTANCE

Funding is available to parents and/or guardians if the Transportation Department cannot meet transportation requirements for priority one riders. This assistance is provided at a rate of 20¢ per kilometer to a maximum of \$10 per day plus 30¢ for each additional child, per family, per trip. The 3.0 and 4.0 kilometer walk limits apply.

RESPONSIBILITIES

1. **Transportation:** Registration, producing rider lists for schools and Financial Services and issuing temporary bus passes for July/August registrations.
2. **Schools:** Attaching the bus pass decal to the student ID card and producing replacement cards.
3. **Financial Services:** Collect user fees and issue refunds. Advise the Secretary Treasurer of any non-payment or other irregularities.
4. **Secretary Treasurer:** Oversee the policy.