

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

**710.4
ADMINISTRATIVE REGULATION
Transportation – Registration and Fees**

FEE FOR SERVICE

Courtesy riders must pay for Transportation; this service may be provided for registered riders to and from schools and special routes approved by the Superintendent. Eligible Courtesy riders will be charged \$250.00 per child to a maximum of \$500.00 per family provided there are seats available on an existing bus route. 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.

REGISTRATION

All riders must register each year and should do so by **July 31st** for the following school year. Parents are requested to register their children on-line at www.sd33.bc.ca/school-bus-registration or by following the links on the School District website www.sd33.bc.ca. Computers are available for parents at the school and the School Board Office. Registration by telephone will be accepted in exceptional circumstances.

Payment – Fees may be paid securely by credit card online (*recommended*); or by cash, debit or credit card at the School District Office at 8430 Cessna Drive.

Fee Exemptions – Certain Overflow Students and Students with Special Needs may be exempt from user fees. Students attending a District Alternate program are exempt from user fees.

BUS PASSES

All student riders must carry a valid photo ID bus pass and present it to the bus driver to ride a bus. Bus passes are produced and distributed by the Transportation Department.

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, September 1, 2015, May 25, 2016, Oct 3, 2017

LOSS OF BUS PASS

Lost bus passes must be replaced. Bus passes will be reproduced by the Transportation Department for a \$5.00 processing fee.

REFUNDS

If a fee paying rider discontinues using the transportation service prior to April 30th 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 April 30th.

TRANSPORTATION ASSISTANCE

Funding is available to parents and/or guardians if the Transportation Department cannot meet transportation requirements for regular 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. Walk limits apply.

RESPONSIBILITIES

1. **Transportation:** Registration, producing rider lists when required and issuing bus passes.
2. **Financial Services:** Collect user fees and issue refunds. Advise the Secretary Treasurer of any non-payment or other irregularities.
3. **Secretary Treasurer:** Oversee the policy.