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## ADMINISTRATIVE PROCEDURE 610 TRANSPORTATION – ELIGIBILITY, CONDITIONS AND REGISTRATION

### SCHOOL BUS TRANSPORTATION:

Transportation is provided for eligible school age students attending District schools.

### USER FEES:

The Board of Education approved a student transportation user fee for courtesy riders effective September 2016. Courtesy riders must meet eligibility requirements.

The Board approved an annual registration fee for all riders effective May 1, 2021.

### TRANSPORTATION ZONES:

There are two zones that define the level of transportation support in the school district.

1. **No Ride Zone** – These are the urban areas of Chilliwack and Sardis (maps attached) that are typically serviced by [City transit](#).
2. **Regular Rider Zone** – Not in the No Ride Zone and the area beyond the walk limits to the catchment area school.

**Review of ride zones** – Ride zones will be reviewed annually with changes reported to the Board of Education prior to bus registration each year.

### WALK LIMITS:

Walk limits are set by the School District and are measured as the shortest distance by public road or public walkway from the primary residence to the catchment area school.

1. Kindergarten to grade 5: 3.0 kilometers or less; and
2. Grade 6 – 12: 4.0 kilometers or less.

Note: Students attending their catchment school who exceed the walk limits (and live within a no ride zone) do not qualify for regular ridership but may qualify as a courtesy rider.

An exception to the walk limits may be made for students with disabilities or diverse abilities who are unable to walk to or from school due to a physical or mental disability or diverse ability.

### ELIGIBLE RIDERS:

Are student riders approved under Board Policy and are classified as either regular or courtesy riders.

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

Adopted: October 9, 1990

Revised: October 22, 1996; January 14, 2003; September 7, 2004; March 10, 2009; February 23, 2010; August 24, 2012; September 25, 2012; September 1, 2015; May 25, 2016; Oct 3, 2017; Nov 7, 2017; Nov 2, 2020; April 30, 2021; Oct 4, 2021; May 18, 2022; March 29, 2023; February 7, 2024

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure

---



1. **Regular riders:** There are four (4) categories of students entitled to bussing. An annual registration fee will apply for all riders.
  - a) **Rural riders:** are students whose primary residence is beyond the walk limits and outside the no ride zone of his/her catchment area school. The [School Locator](#) may be used to determine walking distances to the catchment area school.
  - b) **Overflow/alternate school riders:** are students who are asked to attend a school outside his/her catchment area due to lack of space (overflow) or students assigned to a District Alternate Program. Walk limits apply.

Schools are to coordinate with Transportation prior to assigning a student to a new school or program to ensure availability of bussing.
  - c) **Students with disabilities or diverse abilities riders:** are students who are unable to walk to and from school due to physical or mental disabilities or diverse abilities. Approval from Student Services is required, administrative procedure 612 refers.
  - d) **Special program riders:** are students attending special programs approved by the School Board such as special reading programs or drug and alcohol referrals. Bussing may be provided based upon availability of seating on an existing bus route. Walk limits apply.
2. **Courtesy riders:** There are two (2) categories of students eligible for courtesy bussing. **Bussing may be provided based upon availability of seating on an existing bus route.** Busses will not be re-routed and no additional stops will be added. Authorization for courtesy riders will only be considered once regular riders have been accommodated. Services to courtesy riders may be discontinued at any time should additional regular riders require bus transportation. Fees apply to Courtesy riders.
  - a) **Conditional riders:** are students living outside the walk limits but within the no ride zone and attending their catchment area school.
  - b) **School of choice riders:** are students attending a school other than their catchment school by choice (including French Immersion and International Student Program).

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure

---



**Termination of courtesy ridership** – The Board of Education reserves the right to terminate courtesy bussing for students at any time. Should this occur, the Manager of Transportation will provide written notification with a minimum of one week advanced notice.

**REGISTRATION:**

Please refer to [Administrative Procedure 613: Transportation: Registration and Fees](#).

**PASSENGER LISTS:**

Transportation will produce bus passenger lists as required under the Motor Vehicle Act Regulation, Division 11 – School Busses.

**BUS PASSES:**

All student riders must present a valid photo ID bus pass to the driver to board a bus. Bus passes are produced by the Transportation Department upon registration and payment of applicable bus fees. Passes will be available for pick-up at the Transportation office located at 44877 Yale Road between the hours of 8:00 a.m. – 2:00 p.m., Monday through Friday, until the third week of August. After that, passes will be distributed by the students' afternoon Bus Driver.

**LOSS OF BUS PASS:**

Bus passes will be reproduced by Transportation for a \$10.00 processing fee. Parents/guardians/caregivers are to call Transportation at 604.792.1255.

**TRANSPORTATION ASSISTANCE:**

Funding is available to parents/guardians/caregivers of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 30¢ per kilometer to a maximum of \$15 per day plus \$1 for each additional child, per family, per trip. Walk limits apply.

**RESPONSIBILITIES:**

1. **Transportation:** Registration, producing passenger lists, bus passes, and distribution of bus passes to parent/guardian/caregiver or student.
2. **Parents/Guardians/Caregivers:** Register (all riders) and pay on-line (registration fee and courtesy rider fee) and review the attached school bus safety rules with their children.
3. **Secretary Treasurer:** Oversee the policy.

## CODE OF CONDUCT

Be respectful to all other riders, the bus driver, pedestrians and motorists.

Only registered riders shall ride the bus, and must ride their assigned bus. Friends must have approval from the driver to ensure availability of seating.

### **Waiting for the Bus**

1. Be at your assigned stops five minutes before the bus is scheduled to arrive.
2. Stay off the road, and do not throw things in the bus stop area.
3. Wait until the bus comes to a complete stop and the door is open and the driver signals to board.

### **Boarding the Bus**

1. Form a single line as you walk onto the bus.
2. Respect personal space between yourself and the student ahead of you.
3. **Present your Bus Pass to the driver.**
4. Go to your seat and sit down. Students may be assigned to a specific seat.
5. Small items may be carried onto the bus which must be carried on your lap. If the driver thinks an item will block the aisle or seat it will not be allowed.
6. Do not bring items that could cause harm. Examples include alcohol, animals, bikes, drugs, explosive items, glass, sports sticks of any type, fishing rods, laser pointers, lighters, matches, scooters, skateboards, skates without safety bags, skis, ski poles, strong-smelling sprays or liquids, tobacco products, and weapons (real or fake). The driver has the authority to deny or secure objects of concern.
7. Students with instruments that are larger than what can be contained within a small trumpet or small saxophone case will be required to ride on a specific "Band Instrument" Bus Route, as per Transport Canada Guidelines for safety. Please contact your school band teacher or the Transportation Department for specific pick-up and drop-off locations and times.

### **On the Bus**

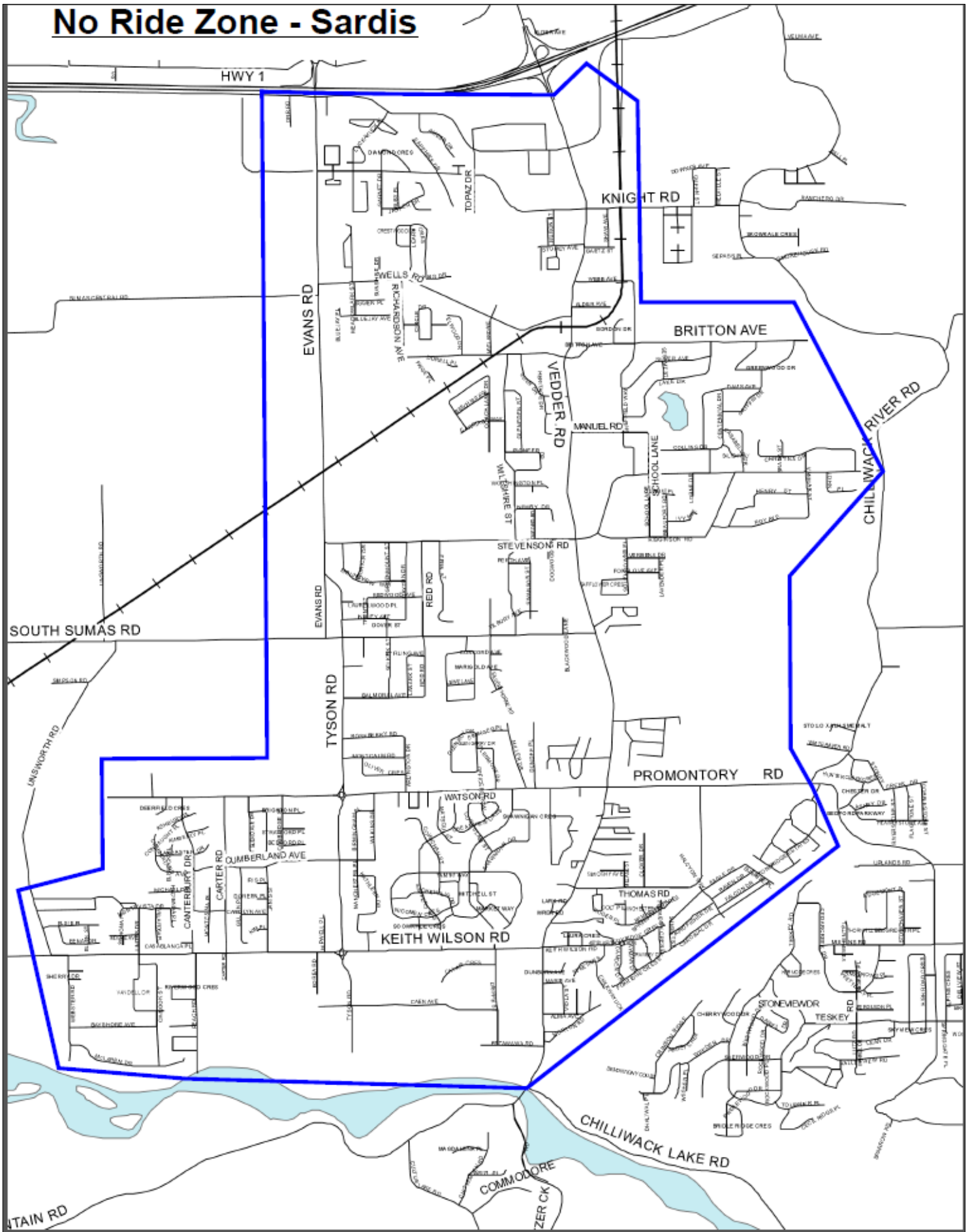
1. Follow the bus driver's instructions.
2. Sit facing forward with your back against the seat. Keep your legs, feet, and personal belongings out of the aisle. Do not sit sideways or turn around in your seat.
3. Put your backpack or book bag on your lap.
4. Keep your belongings inside your backpack or book bag.
5. Use the garbage can, not the floor.
6. Do not put anything outside the window. This includes your hands and head.
7. Use a quiet voice when talking to other riders.
8. Do not eat or drink on the bus.

### **Leaving the Bus**

1. Cross at a marked street crossing or intersection where possible.
2. If there is no marked street crossing, walk 3 meters in front of the bus and wait for the bus driver's signal to cross.  
**Do not cross behind the bus.**
3. See the safety brochure "CROSSING THE ROAD SAFELY" on the school district website.

**RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

# No Ride Zone - Sardis



# No Ride Zone - Chilliwack

