ADMINISTRATIVE PROCEDURE 613 TRANSPORTATION – REGISTRATION AND FEES

Purpose

This Administrative Procedure sets out the requirements for registering for school bus transportation, the fees charged for the service, and the conditions under which fees may be exempted or refunded.

Fees

Registration Fee

The Chilliwack School District (the "District") will charge an annual registration fee to help support the costs of continuing service and safety enhancements. The registration fee applies to all riders.

Date of Registration	Fee
February 1st to May 31st	$0 – Fee Waived
After June 1st	$75.00

Transportation Fees for Courtesy Riders

Student riders are classified as either Regular or Courtesy Riders. Please see Administrative Procedure 610: Transportation – Eligibility, Conditions and Registration for more information.

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.

Transportation fees apply to Courtesy Riders and are charged in addition to the registration fee. For the 2026–2027 school year, the transportation fees are:

- $315 for 1 student.
- $630 for two or more students from the same family.

Half rates are not available for one-way trips or partial weeks, as seats are reserved annually for registered riders. Transportation will not be provided to Courtesy Riders who live outside their school catchment area in the event of an early closure.

Transportation fees will be adjusted annually, based on the Canadian Consumer Price Index (CPI).

- The adjustment is calculated using the average BC CPI for the past 12 months, ending in December, without any seasonal changes applied (Stats Canada Report name: preceding 12-month rate for BC, all items, monthly, not seasonally adjusted).

Fee Exemptions

The following students are exempt from user fees:

- First Nation students living on-reserve. (Joint First Nation Student Transportation Plan)
- Students attending a District Alternate program.

The following students may be exempt from user fees:

- Overflow Students (If an overflow student requires busing to and from school, they must select a busing school).
- Students with Disabilities or Diverse Abilities. (Administrative Procedure 612: Transportation – Students with Disabilities or Diverse Abilities)

Registration

All riders must register each year when registrations open in February, and students must be registered no later than the end of July for the following school year.

- **Registrations received after July 31st may not be able to be accommodated.**

Priority will be given to riders who have paid the registration fee or have an approved fee exemption. Parents, guardians, and caregivers are requested to register their children online at https://www.sd33.bc.ca/transportation-department.

Computers are available for parents, guardians, or caregivers at the school and the School District Office. Registration by telephone will be accepted in exceptional circumstances.

Please note the following:

- A $10.00 Withdrawal fee will apply to any processed bus registrations that are cancelled after August 31st.
- A student's bus registration may be cancelled by the Transportation Department if the student does not actively use the bus service for a period of one month. In such cases, a $10.00 withdrawal fee will be applied to the student's school account.

- The Transportation Department must be notified if the absence is temporary to avoid bus registration cancellation.

Payment

Fees may be paid securely by credit card online (*recommended*) or by cash, debit, or credit card at the Transportation Department at 44877 Yale Road.

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.

A copy of the "Approved Bussing Information" email can be used as a temporary pass until the student receives their actual pass.

A $10.00 replacement fee will be charged if parents or guardians request changes that require a new bus pass.

Loss of Bus Pass

Lost bus passes must be replaced. Bus passes will be reproduced by the Transportation Department for a $10.00 processing fee.

Refunds

If a fee-paying rider stops using transportation before May 30:

- A prorated refund may be issued upon request.
- The bus pass must be returned to the Transportation Department.
- The refund will be processed in the month following receipt of the bus pass.

Transportation Assistance

Funding is available to parents, guardians, or caregivers when the Transportation Department cannot meet the transportation needs of regular riders.

- This assistance is provided at a rate of 30¢ per kilometer to a maximum of $15 per day plus $1 for each additional child.

- Walk limits apply. (See Administrative Procedure 610: Transportation – Eligibility, Conditions and Registration for more information)

This does not include unforeseen cancelled bus routes due to shortages in bus drivers.

Responsibilities

1. **Transportation:** Registration, issue bus passes, process point-of-sale refunds, and produce rider lists when required.
2. **Financial Services:** Process non-point-of-sale refunds.
3. **Secretary Treasurer:** Oversee the Policy and Administrative Procedures.

Definitions

Please see Administrative Procedure 610: Transportation – Eligibility, Conditions and Registration for more information.

Regular Riders – There are four categories of students entitled to busing:

a) Rural riders – Students whose Primary Residence is beyond the walk limits and outside the no-ride zone of his/her catchment area school.

b) Overflow or alternate school riders – Students who are asked to attend a school outside their catchment due to lack of space or students assigned to a District Alternate Program.

c) Students with disabilities or diverse abilities – Students who are unable to walk to and from school due to physical or mental disabilities or diverse abilities.

d) Special program riders – Students attending special programs approved by the Board of Education (the "Board").

Courtesy Riders – There are two categories of students eligible for courtesy busing:

a) Conditional Riders – Students living outside the walk limits but within the no-ride zone and attending their catchment area school.

b) School of Choice Riders – Students attending a school other than their catchment school by choice (including French Immersion, Integrated Arts and Technology, and International Student Program)

References

- Policy 680: Student Transportation
- Administrative Procedure 610: Transportation – Eligibility, Conditions, and Registration
- Administrative Procedure 611: Transportation – Operating Instructions
- Administrative Procedure 612: Transportation – Students with Disabilities and Diverse Abilities