

TRANSPORTATION - ALTERNATE ARRANGEMENTS

Background

The Division believes that, in order to be consistent and have all persons aware of the whereabouts of students at all times, students must board and disembark from the school bus at the same location each day, unless specific conditions have been met.

Procedures

1. Procedures apply to all Division routes, excluding the urban routes within the City of Camrose.
2. Alternate arrangement requests for student transportation include:
 - 2.1 Drop off or pick up at a location other than a student's residence (or usual point of pick-up or drop-off) on the same route;
 - 2.2 Drop off or pick up at a location other than a student's residence (or usual point of pick-up or drop-off) on a different route; or
 - 2.3 Request for an extra passenger.
3. Under no circumstances shall the school bus carry more students than the manufacturer's rated capacity will permit.
4. Care shall be taken to ensure that matters relative to the custody of a child are taken into consideration.
5. **Short-term (one morning and/or one night) requests:**
 - 5.1 May be granted at the discretion of the bus driver.
 - 5.2 May permit any Division student to ride the school bus providing that the student embarks/disembarks at an existing stop along the route and providing there is room on the bus in question,
 - 5.3 Requests may be made by the student, parent/guardian or a responsible adult.
 - 5.4 Any student who is given permission to ride on a school bus in such circumstances is subject to all existing rules and regulations.
6. **Longer term (more than one day) requests:**
 - 6.1 Must be made in writing by a parent/guardian, by completing Form 553-1 "Transportation - Alternate Arrangement Request" (available from the school or online).
 - 6.2 Forward the request to the Director of Transportation well in advance of the expected date of the commencement of service.
 - 6.3 The Director of Transportation must give approval prior to commencing any alternate service.
 - 6.4 Without the consent of the Director of Transportation, a bus driver is not approved to offer alternate student transportation service for a period beyond one day in length.

7. Transfer site (feeder school):

- 7.1 By signing Form 553-1 the parent/guardian agrees to “save harmless” the Division regarding all areas noted on this form.
- 7.1 Students are expected to ride the rural route to the transfer site.
- 7.2 Students then transfer to the “shuttle” bus for the remainder of the trip.
- 7.3 If parents/guardians wish to permit their student to disembark from their rural route and proceed to the designated school in a private vehicle, Form 553-1 “Transportation - Alternate Arrangement Request” (available from the school or online) must be completed and approved by the Director of Transportation.

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)

Forms: 553-1 Transportation - Alternate Arrangement Request

Amended: October 2016