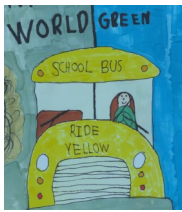


## SCHOOL BUS SAFETY

Students in kindergarten to grade 6 learn about school bus safety with safety consultant Cindy House from Safely on Board. All students practice school bus emergency evacuations with their bus drivers. All BTPS buses use strobe lights to increase the visibility of the school bus.



## LARGE ITEMS ON BUS



The bus aisle and exits must be kept clear at all times. Animals, sharp, large or items of a dangerous or objectionable nature **MUST** be transported by other means. Large band instruments and sports equipment such as skate boards, hockey/lacrosse sticks, hockey bags, curling brooms, baseball bats, skis, etc. are not allowed on the bus. Small band instruments and skates in a properly secured bag (i.e. not plastic) with skate guards will be transported on school buses. Items no larger than 13" x 13" x 23" can be carried on the school bus. This applies to regular bus runs. Exceptions must be approved by the Director of Transportation. As per Section 23(2) of the Commercial Vehicle Safety Regulation and/or the National Safety Code they can become projectile items.

Students will not be permitted on the bus with their large items. Parents are responsible to transport such items to school and back home even if they are required for a class or program.

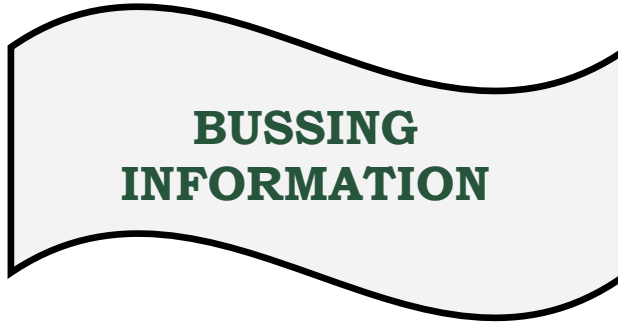
## ONLINE TRANSPORTATION OPERATIONS CONCERN/COMPLAINT FORM

The Transportation Department has an [Online Transportation Operations Concern/Complaint form](#) and it can be found on our website on the Transportation Department page. If you have a concern or complaint regarding transportation operations, please complete the online form and we will address your concerns promptly.



1041 – 10A Street  
Wainwright, Alberta T9W 2R4  
(780) 842-6144 Main Reception  
(780) 806-2051 Director of Transportation  
(780) 806-2052  
General Inquiries/  
Registrations

[www.btps.ca](http://www.btps.ca)



## 2023-2024 SCHOOL YEAR



Our bus contractors are in need of spare bus drivers. If you are interested in driving a school bus, please call our office and we can get you in touch with a bus contractor in your area. You can also visit our website on our [Careers](#) page.

**STUDENT SAFETY IS OUR GOAL**

## REGISTRATION

The link for the online transportation registration site forms is <https://sites.google.com/a/btps.ca/btps-transportation-registrations/>. Some bus services may not be available online, but can be found on the Transportation Department page at <https://www.btps.ca/departments/transportation>. All students must be registered and accepted into a school before bussing will be provided.

If you have any questions, or need assistance, please email [transportation@btps.ca](mailto:transportation@btps.ca) or call 780-842-6144.

### Important Deadlines:

May 1, 2023 — All Boundary Exemption & Cross Jurisdictional Bussing Requests are due

June 15, 2023 — All intown and ineligible registrations due

## STUDENT INFORMATION

Transportation funding received for your child is based on your resident address. The Transportation Department receives this information from the school's student information system. Please ensure that the school has your child's current demographic information (i.e. physical/municipal address, mailing address, phone numbers, email, etc.) The school should also be informed of any joint custody situations as they have transportation funding implications as a child is only funded from one residence.

## ALBERTA EDUCATION FUNDING

The Board develops and administers policies and procedures based on the *Education Act*, the associated transportation regulations and its obligations under the National Safety Code. The 2023-2024 school year transportation planning will be based on current student enrollments, but we need parents/guardians to know that we could be facing some major changes in the area of school bus transportation. Increased costs to fuel insurance, parts, etc. have had an impact on our bus contractors. We are also experiencing bus driver shortages with the mandatory MELT program. The MELT program mandates that someone interested in driving a school bus will now have to go through 53.5 hours of formal training at a licensed training school before they can take their Class 2 License Driver's Test. BTPS is now a licensed driver training school, but unfortunately we can not afford to employ a fulltime driving instructor and the cost of one driver is expected to be around \$5000 (including first aid training). Local school bus contractors continue to be impacted by increased maintenance and operational costs. Some families have felt this impact with an increase in bus cancellations due to no spare driver or bus maintenance issues. The only way to address funding shortfalls is to cut runs or charge fees. BTPS continues to monitor bus routes for cost efficiencies and reasonable ride times for students.

## BUSSING TO SCHOOL OF CHOICE

When students attend a school other than the one they have been directed to attend, transportation becomes the parent's/guardian's responsibility. A child's designated school is the school that lies within the transportation service area in which they reside. The Board may however make transportation service area boundary exemption bussing available to students provided that the following are met:

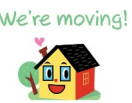
- The student has been accepted and registered at their school of choice
- The Boundary Exemption Application Form has been signed and completed by the parent and submitted to the Transportation Office by **May 1st**
- There is space available on the bus
- There is no diversion from regular routing
- Parents accept responsibility to meet the bus at a designated stop on route
- **Fees have been paid (if applicable)**
- Boundary exemption students will not be permitted to ride until the above criteria have been met
- On-route requests must be approved by the Director of Transportation and off-route requests must be approved by the Board of Trustees. Some requests may require prior approval from the other jurisdiction.

Transportation service area boundary exemptions are available on a first come first serve basis. Transportation privileges may be revoked at any time if space availability becomes an issue, because priority is given to the eligible students in that designated transportation service area. The Board has the right to charge a fee for this service as transportation to a school of choice is not mandated under the *Education Act*. To apply for service, parents of BTPS resident students must complete a Transportation Service Area Boundary Exemption Request form ([701.8AP exhibit 1](#)) or a Cross-Jurisdictional Boundary Exemption Request form if they live outside the jurisdiction ([708.8.1AP exhibit 1](#)). All requests must be in by May 1, 2023. Failure to register does not remove the right of BTPS to revoke transportation service if space in the program or on the bus becomes an issue.

**NOTE:** School of Choice also includes students who live outside of a Catholic Establishment, but choose to attend a Catholic School.

## MOVING OR BUILDING

If you are looking at purchasing a house check for the designated school in the area. If you are building a house in a rural area be advised that bus service will be provided to your gate (where private lane meets the municipal road). BTPS is not obligated to provide door service and long ride times may prohibit private property/door service. Supervision to, from and at the bus stop is the responsibility of the parent/guardian.



## PAYRIDE (IN-TOWN) BUSSING - FOR THE 2023-2024 SCHOOL YEAR

Payride (In-town) Bussing in Wainwright, Vermilion and Kitscoty is reviewed on an annual basis. Any changes to the current service is determined by the number of registrants and it is offered on a first come first serve basis. Additional buses will not be added. You may be placed on a waiting list until space is available. You must register annually regardless if you are eligible for transportation funding.

**FEES:** please see website at [www.btps.ca](http://www.btps.ca)

All in-town students will be required to register **annually by June 15th** by completing an application form on a per family basis. This includes families using transportation from a caregiver's residence within the towns of Wainwright, Vermilion, and Kitscoty. Application forms must be completed online at [www.btps.ca](http://www.btps.ca). **Fees are payable at the time of registration and may be submitted to the school with payment of cash or postdated cheques.**

BTPS also has online payment available for school and transportation fees. Please visit the website of your youngest child's school, select the parent section of the website and then select, pay fees. Non-resident students, including Private ECS, are now able to pay online, however, the location is on the [Transportation Department](#) page of the BTPS website.

You can also pay by e-transfer to [vivian.locher@btps.ca](mailto:vivian.locher@btps.ca). Please make sure your child's name, school and service is in the message.

**Payment must be received before bussing begins.** If the payment plan on the application form is not suitable for your family, please contact our office at [transportation@btps.ca](mailto:transportation@btps.ca) for other payment options. Payment plans must be in place by December 15, 2023 or service will be suspended. In-town bussing will only be offered for September through June and will not be pro-rated unless you are new to the area. Unpaid fees will be sent to collections June 1st and privileges will be revoked for the next school year.



**Help keep our children safe. Please assist our drivers and report any violators to the R.C.M.P.**

## TRANSPORTATION ELIGIBILITY

**Ineligible passengers are defined as those students residing less than 2.4 km by roadway or public right of way from their designated school.** All ineligible passengers are required to pay a fee.

**Eligible passengers are defined as those students residing 2.4 km or more by roadway or public right of way from their designated school.** Eligible passengers registered on one bus, riding on another bus to a second location will also be required to pay a fee. Alberta Education only funds transportation to one residence per student. The funded residence will be the one indicated as the primary residence in the student's demographic information at the school.

The new *Education Act* allows Boards to charge fees for eligible passengers to cover operating deficits.

## TRANSPORTATION TO A SECOND PRIMARY RESIDENCE

All parents/guardians requesting transportation to a second primary residence (i.e. joint custody, farm/cabin) must complete the Transportation to a Second Primary Residence application form ([701.2AP Exhibit 6](#)). Bussing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue. The second residence must be in the student's designated transportation (attendance) service area and along an existing bus route. Payment must be made before service is provided.

## TRANSPORTATION TO CAREGIVER

All parents/guardians requesting transportation to a caregiver (i.e. grandparent, work place, childcare, etc.) must complete the Transportation to Caregiver application form (Rural [701.21AP Exhibit 1](#) or Intown [701.2AP Exhibit 4](#)). Bussing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue. The Caregiver's residence must be in the student's designated transportation (attendance) service area. There will be no deviation off route to accommodate such arrangements. Payment must be made before service is provided.

Children attending a preschool or day-care attached to a public or catholic school where buses already pick up and drop off students are not eligible for school bus transportation. Students who are registered in an ECS (kindergarten/PUF) program at a school, but who do not attend full time, will only be provided bus service during the days they are registered to attend school. For example, an ECS (kindergarten) student who is a registered student in a school would only be able to ride the bus on those days he/she is scheduled to attend the ECS program. All students must have an Alberta School Number (ASN) to be able to ride the bus to and/or from school. A student must be 5 years of age by December 31, 2023 to attend kindergarten in September 2023.

## TEMPORARY SCHOOL BUS SERVICE

Temporary School Bus Service Forms ([701.21AP Exhibit 2](#)) must be filled out and given to the bus driver prior to bringing additional passengers on the bus (i.e. friends, birthday parties, relatives, etc.) to confirm space availability and parent/guardian (sending and receiving) permission. This is a privilege and the school bus is not a taxi service. Please be respectful and give drivers enough notice (half a day) to plan for additional students.

## BUS STOPS AND ROUTES

Bus routes are established to serve all resident students in the safest and most time efficient manner possible, within the constraints of the transportation budget. Bus routes are designed with the understanding that many factors such as population density, location of schools, geographic features, availability and condition of roads all impinge on route design and distance. It is not possible to have every student on last in the morning and off first after school. Although it may only take parents 10 to 20 minutes to drive students to school, buses must pick up many students, cross railway tracks, and may have numerous stops and/or turnarounds, which adds time to the bus route. Routes will be designed to provide maximum efficiency and changed as required throughout the year. Parents will be notified if their child's bus route will be affected.

In rural areas, bus drivers and parents should be in contact to confirm pick up and drop off times. Students are expected to be at their stop **prior** to their scheduled pick up time. Consistent tardiness will not be tolerated and will be reported to the school principal for discipline and/or possible suspension of school bus services. Bus drivers are permitted to leave after the scheduled pick up time has elapsed in order to maintain their schedule.

## SCHOOL BUS RULES

Many young lives depend on the bus drivers being able to give their full attention to watching the road. Distractions, disturbances, and misbehavior make the bus driver's job difficult. Students riding on the bus must remember that they are responsible for their conduct. Refer to the School Bus Rules and Regulations handout from your driver and review them with your child. **Please sign and return this form to your bus driver.** Continued violation of any of these rules may lead to the loss of riding privileges ([701.7AP](#)). Some buses are monitored by video camera. If children have never ridden on a bus or if the route is new, parents/guardians should make sure their children know where to get on and off the bus. When leaving the bus, students must obey the instructions of the bus driver. Supervision of students to and from the bus stop, and at the bus stop is the responsibility of the parents/guardians. It is parent/guardian responsibility to ensure there is someone to receive young children (10 and under) after their bus ride. Bus drivers cannot deviate from their schedule to be looking for parents/guardians or late students. **Buses may be monitored by video**



## cameras. BUSSING AND YOUR CHILD

If problems on a school bus occur, parents should initially contact the driver of their child's school bus. Most problems can be resolved between the driver, the parents/guardians, and the students. If the situation is not resolved, talk to the principal of the school your child attends. If your child is suspended, expelled, or withdrawn from school he/she will not be permitted to ride the bus. It is of utmost importance that parents/guardians inform their bus driver when their child(ren) will not be riding on the bus. **Bus drivers by law have a duty to report actual or suspected child abuse, neglect or danger to self or others.**

## BUS CANCELLATIONS—COLD WEATHER

The BTPS Inclement Weather [701.11AP](#) and [701.12AP](#) includes a -40°C clause. If the temperature with or without a wind-chill factor reaches -40°C buses will not run. The temperature will be read at 6:00 p.m. the night before and based on the next day projected temperatures (with windchill) between 6:00-9:00 a.m. for the morning run and from 3:00-5:00 p.m. for the afternoon run. **Regardless of the temperature, students should always wear or carry with them appropriate winter attire when riding the school bus.**

On mornings when weather conditions are poor, parents will be advised by their bus driver and/or by an emergency announcement regarding bus cancellations on the [BTPS website](#). Parental cooperation is essential when using the fan out system during inclement weather or emergency situations. Parents are asked to provide the school with a current home, cell, email and/or business telephone number, and to advise their bus driver of an alternative drop off place that is on route for emergency situations.

## YARD SERVICE AND TURNAROUNDS

The Board commits to provide transportation service along Provincial Highways and Municipal Roads, and to establish bus stops at safe points along designated routes. Door service is not a requirement under the *Education Act*. It will be parental responsibility to have their children meet the bus at one of these safe points. If a parent requests private property/door service for any reason (i.e. safety, distance, etc.) there will be a charge. This may include essential private property pickups/drop offs where the total distance travelled on private property is over 250 m. **202Non-essential private property pick ups (Paid Yard Service) will not be available on bus routes where the first student on the bus route rides 75 minutes or longer.** Payment must be made before service will begin. Snow removal and private road maintenance are the responsibility of the landowner.

