

## SCHOOL DISTRICT NO. 10 (ARROW LAKES)

### Protocol 680.1 – Student Transportation – Bus Registration

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#### *School Bus Registration*

- 1.1 To apply for school bus transportation, the student's parent or guardian must submit a Bus Registration form each school year here: [www.SD10.bc.ca/BusRegistration](http://www.SD10.bc.ca/BusRegistration).
- 1.2 The transportation of a student to an out-of-catchment school or program is the responsibility of the student's parent or guardian. A student may ride on a bus going to an out-of-catchment school on a space-available basis and only if bus routing permits arrival to the out-of-catchment school at the scheduled time.
- 1.3 If space on a school bus is determined to be available, applications for school bus transportation will be accepted in the following order of priority:
  - 1.3.1 Firstly, any students in attending their catchment school, who attended the school in the prior year or continuing to the secondary school from the elementary school within its catchment.
  - 1.3.2 Secondly, new students residing within the catchment of a school.
  - 1.3.3 Thirdly, student residing outside of the school's catchment who have siblings that attended the school in the previous year.
  - 1.3.4 Fourthly, new students residing outside of the catchment for a school.
  - 1.3.5 Fifthly, new non-district students who will drive to a bus route within the district.
- 1.4 Applications received in any of the above categories between 9:00AM on the first school day in February each year and by 3:00PM on the last school day in June (the "Enrolment Deadline) each year will be considered equally.
- 1.5 Space on buses may be held in reserve until after school start-up to accommodate in-catchment students. If there are more applications for school bus transportation in one of the above categories than there are spaces made available, a lottery will be

held to determine which applications from within that category will be accepted. A second lottery may be held as needed if additional spaces are made available after school start-up.

- 1.6 Applications for school bus transportation received in any of the above categories after the Enrolment Deadline of 3:00PM on the last school day of May each year will be considered on a first-come-first-served basis.
- 1.7 For any applications not accepted due to no space being made available, a priority waitlist will be kept and maintained until the last day school day in May each year.

*Processing of Accepted Bus Registrations*

- 1.8 Bussing registration information for each student will be entered into MyEducation by the school.
- 1.9 All bus registration forms will be sent to the District Office, to the attention of the Manager of Operations & Transportation.