

## 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 online each year here: [forms.sd10.bc.ca/bus-registration](https://forms.sd10.bc.ca/bus-registration).
- 1.2 Applications for the subsequent school year received from the first school day of May to the last school day in June each year (the "Early Bus Registration Period") will be given priority consideration for the allocation of spaces on a bus route.
- 1.3 Applications received after the Early Bus Registration Period will be considered late registrations and will be considered on a first-come, first-serve basis.
- 1.4 Students are eligible for school bus transportation if the distance from the student's home to their catchment school exceeds a "walk limit" of 2.5 kilometers for Kindergarten to Grade 3 students, and 3.0 kilometers for Grade 4-12 students.
- 1.5 Student transportation 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 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.
- 1.6 Spaces on bus routes will be awarded to students in the following order of priority:
  - 1.6.1 Students travelling to their catchment school who attended the school in the prior year or are continuing to the secondary school from the elementary school within its catchment.
  - 1.6.2 New students travelling to their catchment school.
  - 1.6.3 Students travelling to an out-of-catchment school who attended that school in the prior year.

- 1.6.4 Students travelling to an out-of-catchment school, who have siblings that attended that school in the previous year.
- 1.6.5 Students travelling to an out-of-catchment school not identified in sections 1.3.3 and 1.3.4 above.
- 1.6.6 Students travelling to distributed learning classes, part-time or full-time (i.e. may ride the bus only some days).
- 1.6.7 Out-of-District students.
- 1.6.8 "Courtesy riders" do not fit into one of the above categories. Courtesy riders may be provided space on a bus at the discretion of the District. The parent or guardian of the Courtesy Rider must first submit a Bus Registration Form at <https://forms.sd10.bc.ca/bus-registration>, and then email their request to [Transportation@sd10.bc.ca](mailto:Transportation@sd10.bc.ca) for their request to be considered.

If applications exist in a category than spaces available, a lottery will be held to determine which student(s) are awarded a space on a bus route.

- 1.7 Notwithstanding Sections 1.2, 1.3 and 1.6 above, spaces on bus routes may be reserved until September 30<sup>th</sup> each year to accommodate in-catchment students registering after the Early Bus Registration Period. Once released, spaces on bus routes will be awarded in the priority order listed in Section 1.6.

#### *Award, Suspension and Revocation of Spaces on Bus Routes*

- 1.8 Once a space on a bus route is awarded to a student, that space is reserved for the student until the conclusion of the school year or the program for which they had required the bus transportation.
- 1.9 Students who are not awarded a bus seat will be placed on a priority waitlist.
- 1.10 School bus riding privileges may be suspended indefinitely if:
  - 1.10.1 The student is not riding the bus;
  - 1.10.2 The student has behavioural issues requiring disciplinary actions. For more information, see the Bus Transportation Code of Conduct.

### *Processing of Accepted Bus Registrations*

- 1.11 All bus registration applications are sent to the District Office, and bus registration decisions are made by the District. The District will share ridership information with each school.
- 1.12 For early applications received the District will notify the parent or guardian timely after the Early Bus Registration Period. For applications received after the Early Bus Registration Period through to the end of September, parents or guardians may not be notified until October.