



SCHOOL DISTRICT NO.10 (ARROW LAKES) PROTOCOL MANUAL

680.3 – Student Transportation – Transportation Assistance

1. Transportation Assistance Eligibility

- 1.1. Transportation assistance may be granted, in accordance with the “School Act”, to those parents who fulfil the required qualifications and are prepared to provide the students with transportation in order that they may attend school.
- 1.2. To qualify for transportation assistance a student must:
 - Live within the boundaries of the District.
 - Have no District student transportation services provided.
 - Live beyond 2.5 kilometers from the nearest bus stop.
- 1.3. Full responsibility for safe transportation of the student to and from school, and having the appropriate insurance coverage, rests with the student’s parent or guardian.

2. Transportation Assistance Application

- 2.1. To apply for transportation assistance, the student’s parent or guardian must submit a Transportation Assistance Application form (attached to this protocol) to their school each school year by September 30th.
- 2.2. Transportation Assistance Applications will be effective for the current school year only and will be based on the rates as determined by the District.
- 2.3. Transportation assistance will be paid for days in which the student is in attendance at school and parent transportation was provided.
- 2.4. Transportation assistance will be effective starting at the beginning of the month when the application has been submitted and will not be retroactive to the beginning of the school year.

3. Transportation Assistance Calculation

- 3.1. The amount of transportation assistance paid monthly, subject to the Maximum Daily Rate, is calculated as follows:
 - Transportation Distance x Trips (4) x District Rate per Kilometer x Number of School Days in Attendance

- 3.2. The Maximum Daily Rate is \$5.00 per school day, per family, for the school year.
- 3.3. The Transportation Distance is the distance from the student's residence to the closer of the student's catchment school or bus stop on a route to that school.
- The transportation distance shall be determined by the District. Where the residence location cannot be readily verified, the District may request additional information from the parent or guardian to establish the transportation distance.
- 3.4. There are four "Trips" per day: a trip each way in the morning and again in the afternoon.
- 3.5. The transportation assistance paid will be based on the rate per kilometer determined by the District.
- 3.6. The Number of School Days is the number of days the student attended school, and parent or guardian transportation was provided.

Application Form
Transportation Assistance

Name of Applicant:			
Mailing Address (for payment):			
Phone:		Email:	

Location	Address	1-way distance to residence*
Student's Residence:		
Nearest Bus Stop:		Km
Nearest School (Elem. or Sec. as applicable):		Km

*The transportation distance shall be determined by the District. Where the residence location cannot be readily verified, the District may request additional information from the parent or guardian to establish the transportation distance.

Student Name (to be transported)	Age	Grade	School

Parent/Guardian Authorization

I hereby agree to be responsible for the daily transportation of the above children to and from the school or appropriate school bus stop and further certify that this vehicle trip is primarily for the aforementioned transportation.

Applicant Signature:		Date:	
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Secretary-Treasurer Approval Signature:		Date of Commencement:	
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Apply to the Student's School annually by September 30th

Related Legislation and/or Other Documents: Policy 680 – Student Transportation, [The School Act](#)

Protocol No. 680.3

Distribution: External

Approved/Revised: October 23, 1984, May 31, 2016, March 7, 2017, June 16, 2020, April 18, 2023, September 11, 2023, September 9, 2024, October 16, 2025, September 8, 2026