



MEMORANDUM

June 17, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair Aimee Hennig, Board Vice-Chair
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Policy Review Committee
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Operations Board Policy 11: Board Delegation of Authority Board Policy 18: Learning and Working in a Welcoming, Caring, Respectful and Safe Environment
ADDITIONAL REFERENCE	<i>Education Act: 4, 31-33</i> <i>School Transportation Regulation</i>
SUBJECT	REVISED BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 17: Student Transportation Services, as recommended by the Policy Review Committee and presented at the Regular Meeting of June 17, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On May 29, 2025, the Policy Review Committee reviewed Board Policy 17: Student Transportation Services (BP 17) and drafted a revised BP 17 with the following key changes:

- Updates to language to better reflect Alberta Legislation under the *Education Act*;
- Updates to format and language to add additional clarity; and
- Updates to committee terms of reference regarding:
 - Purpose;
 - powers and duties; and
 - membership.

On June 10, 2025, the Policy Review Committee presented the revised BP 17 at the Governance and Planning Session (GPS) for Board review and feedback.

On June 12, 2025 the Policy Review Committee finalized BP 17 Student Transportation Services for Board recommendation.

The Policy Committee would be pleased to respond to any questions.

LS:ly



Parkland School Division Board Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes in providing safe, caring and efficient transportation services for students. Annual transportation fees contribute to and enhance the level of service.

Specifically

1. The Board shall provide transportation services to resident ECS – Grade 12 students of Parkland School Division, in accordance with the *Education Act* and the *School Transportation Regulation*.
2. The Board shall provide transportation services to resident students of other school divisions and independent schools, where transportation services agreements exist.
3. The Board may provide transportation services to students attending a school other than their designated school.
4. The Board approves, on an annual basis, student transportation fees.
5. The Board prohibits the transfer of non-transportation funding into the transportation department budget.
6. The Board directs the Superintendent to maintain an Administrative Procedure outlining the following:
 - 6.1. Eligibility and access to transportation
 - 6.2. Provisions under which transportation services are provided to families
 - 6.3. Fee payment, refund and waiver processes
 - 6.4. Route planning
 - 6.5. Other operational processes related to Transportation Services
7. Safety
 - 7.1. School bus safety is a shared responsibility of school bus contractors and drivers, students, parents/guardians and the school.
 - 7.2. School buses are an extension of the school, and as such, students are expected to adhere to school and bus safety behaviour expectations, as well as the Parkland School Division Code of Conduct.

Reference:	Education Act:4,31-33 School Transportation Regulation	Approved:	(signature)
		Date Approved:	May, 2025
Cross-Reference:	Board Policy: 2,7,11,18	Reviewed or Revised:	May, 2025



Parkland School Division
Board Policy 17

STUDENT TRANSPORTATION SERVICES

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Specifically

1. The Board shall provide transportation services to resident ECS – Grade 12 students of Parkland School Division, in accordance with the *Education Act* and the *School Transportation Regulation*.
2. The Board shall provide transportation services to resident students of other school divisions and independent schools, where transportation services agreements exist.
3. The Board may provide transportation services to students attending a school other than their designated school.

~~4. Transportation Fees~~ The Board

4. approves, on an annual basis, student transportation fees.

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~~4.1.5. The Board will, on an annual basis, review and approve student transportation fees.~~ The Board prohibits the transfer of non-transportation funding into the transportation department budget.

~~5.6.~~ The Board directs the Superintendent to maintain an Administrative Procedure outlining the following:

~~5.1.6.1.~~ Eligibility and access to transportation

~~5.2.6.2.~~ Provisions under which transportation services are provided to families

~~5.3.6.3.~~ Fee payment, refund and waiver processes ~~and eligibility~~

~~5.4.6.4.~~ Route planning

~~5.5.6.5.~~ Other operational processes related to Transportation Services

~~6.7.~~ Safety

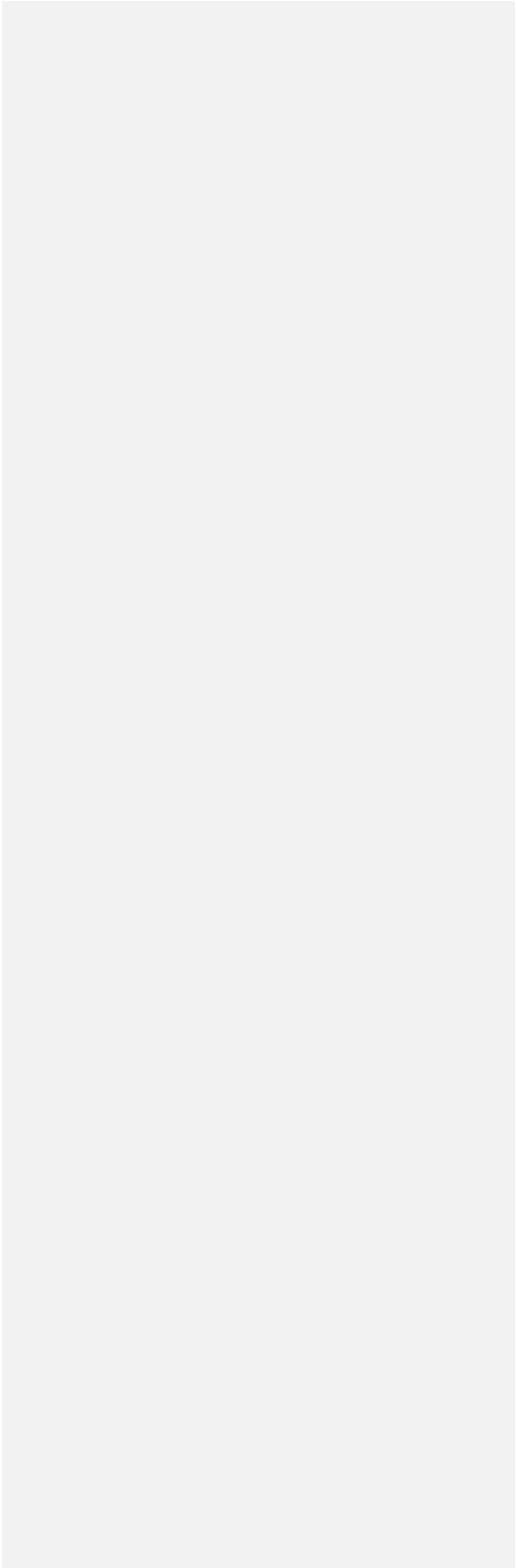
~~6.1.7.1.~~ School bus safety is a shared responsibility of school bus contractors and drivers, students, parents/guardians and the school.

~~6.2.7.2.~~ School buses are an extension of the school, and as such, students are expected to adhere to school and bus safety behaviour expectations, as well as the Parkland School Division Code of Conduct.

Reference:	Education Act:4,31-33 School Transportation Regulation	Approved:	(signature)
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		Date Approved:	May, 2025
Cross-Reference:	Board Policy: 2,7,11,18	Reviewed or Revised:	May, 2025






Parkland School Division Board Policy 17

STUDENT TRANSPORTATION

The Board believes in providing a safe, caring and efficient transportation service for students.

Specifically

1. The Board considers the contracting of bus services to be an acceptable way of providing student transportation. The Board is prepared to advertise bus service contracts through a competitive request for proposals.
2. The Board will approve school attendance areas for each school.
3. The Board acknowledges its responsibility to provide transportation to and from the designated school for all resident students eligible for such service. In fulfilling this commitment, the Board establishes the following criteria for all students:
 - 3.1. Transportation services shall be provided for students residing more than 2.4 kilometers from the designated school site.
 - 3.2. Transportation services may be provided if the distance is less than 2.4 kilometers and more than 0.9 kilometers from the school site.
4. The Board recognizes the *School Act* provides choice for parents in the matter of which school they may wish to have their children attend. When exercising such choice, parents accept responsibility for transportation.
 - 4.1. The Board may provide transportation to students who are attending a school other than their designated school; provided
 - 4.1.1. There is space available on the bus;
 - 4.1.2. The bus does not have to be diverted from the regular approved route; and
 - 4.1.3. That any applicable cross attendance area fees are paid.
 - 4.2. This policy shall apply to eligible passengers attending ECS through Grade 12.
5. When attendance areas are changed by the Board, students residing in an effected area who have been transferred from one attendance area to another as of the beginning of a new school year shall be permitted to attend their previous school for that year. The Board may make an extension to a transition year as a result of program or accommodation considerations.
6. The Board may establish optional attendance areas that service two (2) or more schools in which parents have a choice. The Board will establish specific conditions on how the cross attendance area fee would apply.

Reference:	School Act: 13, 45, 51-53, 60-61 Traffic Safety Act School Bus Operation Regulation Student Transportation Regulation 250/98 (Amended A.R. 102/2017)	Approved:	(signature) 
		Date Approved:	April, 2019
Cross-Reference:	Board Policy: 1 Admin Procedure: 505, 550-551	Reviewed or Revised:	April, 2019 March, 2017 September, 2010