

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 550 – Bussing Service</b>	
Related LCSD AP's		
Form(s)	F 551.1 – Bussing Field Trip Request Form	
References:	<i>The Education Act, 1995 Sections 85, 87, 194, 195, 196, 197</i> <i>The Education Regulations, 2019 section 50</i> <i>The Highways and Transportation Act</i> <i>The Traffic Safety Act</i>	
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### Background

The Division provides bussing services within the City of Lloydminster boundaries, as an extension of services to students. Transportation services are determined according to the resources available to the Division. Transportation service is a privilege to students and families willing to adhere to behavioral expectations.

The Division designates areas wherein students will be bused to specific schools. The bussing boundaries may change from time to time, as deemed necessary by the Division, to balance student numbers within Division schools.

### Procedures

1. The entire City of Lloydminster will be considered a single bussing area for the purpose of French Immersion Programming. Therefore, French Immersion students will be deemed to reside in the bussing area designated for French Immersion regardless of where they live in the City of Lloydminster. Student's who meet the criteria for bussing as defined for a given school year, will be eligible to receive bussing service.
2. Parents who wish to have their children attend school, in a bussing area other than the one where the family resides, shall make a written request to the Director. The written request must confirm that the parents accept responsibility for transporting their children to a school in another bussing area.
3. Students residing within the defined bussing boundaries will be eligible for bussing. Elementary parents will be notified of the pickup time and location by the Transportation Supervisor, before bussing service is initiated.
4. Procedures for Special Transportation Request, (family resides within the bussing boundaries) are designed to accommodate students with specific cognitive or physical disability needs, and families with extreme extenuating personal circumstances. The family may make a written request to the Transportation Supervisor. The letter of request must clarify the specific cognitive or physical

disability need or explain the extreme extenuating personal circumstances that require consideration. The Division will review with the school principal regarding extreme extenuating circumstances that are forwarded by the parent. The parent shall be notified of the decision regarding the requested service as soon as reasonably possible.

5. In all circumstances where parents request new service, or modification to the current bussing service being provided, a minimum of three (3) working days notice shall be required; thereby allowing adequate time for bussing personnel to make the necessary arrangements. The provision of notice is imperative to ensure student safety is maintained whenever scheduling adjustments are requested.
6. Students who exhibit inappropriate conduct on the bus are subject to disciplinary action, by school administration, and may have their bussing privileges discontinued for a period of time or for the remainder of the school year dependent upon the nature and seriousness of the incident. Parents will be notified when student conduct warrants disciplinary action as per AP551 and as documented in an incident report.
7. Bussing Field Trip Request Forms 551-1 shall be submitted to the Transportation Supervisor two weeks in advance to ensure availability of busses and drivers.