

When the **Secretary-Treasurer/Principal** deems it unreasonable to transport a resident student on a school bus, the parent and the Division may enter into a contract for the provision of the student transportation service. The Division will pay to the parent reimbursement at a rate to be established from time to time by the Division as per the following procedures.

Procedures

1. The Principal/Designate and the parent will meet to complete the ECACS SETT Framework for new students that require transportation provided by a parent and for any current students being transported by a parent who have had a change in their learning support needs.
2. The Principal/Designate and the parent will also complete Form 610-4 Transportation of Students with Diverse Learning and/or Physical Needs Application Form which will be submitted to the Division Office for approval by the Secretary-Treasurer each year the student requires transportation by a Parent.
3. Once Form 610-4 is approved then a Parent Provided Transportation Agreement will be sent out to the parents.
4. The Parent must submit to the Division Office the following:
 - 2.1 A signed Parent-Provided Transportation Agreement
 - 2.2 Proof of insurance, which must include a minimum of \$1,000,000 liability coverage; Form 610-1 – Insurance Coverage Form
 - 2.3 Photocopy of a valid Alberta operator's license (Class 4 required if agent); and
 - 2.4 'Driver Abstract Consent' waiver (authorizes the Central Office to obtain a driver abstract). Form 610-2 – Driver's Abstract Consent
5. The Division will pay the parent reimbursement only after a contract is in place and all documents have been submitted to the Division Office.
6. Payments will be for only those days on which the student transportation service was provided and that the student was in attendance at school.
7. Payments will be issued based upon the monthly completion of Form 610-3 - Parent-Agent Reimbursement Form and must be submitted by the person engaged to provide the transportation service. Student attendance records will be used by Central Office to verify claims.
8. Payments will be issued on a monthly basis provided that the records noted above have been received.
9. Parent Provided Rates are based on Alberta Education Transportation funding and

eligibility. The funding will be divided by the number of student specific instructional days for the school year to establish a day rate.

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Reference: Section 10, 59, 59.1, 53, 52, 222 Education Act
 Traffic Safety Act
 School Bus Operation Regulation
 Student Transportation Regulation 250/98 (Amended A.R. 197/2000)
 AP 560 - Battle River School Division #31
 AP 701.22 - Buffalo Trail School Division