



AP 8.02

Category: Students

Student Transportation

BACKGROUND & RATIONALE

The *Education Act* and the corresponding Regulation address the issue of student transportation to and from the school the student attends. However, a board may enter into an agreement with the parent of a student under which the parent of the student provides the transportation to and from school. The CAPE Charter Board does not provide transportation and therefore enters into an agreement with the parent of a student under which the parent of the student provides the transportation to and from school. In exchange, the CAPE Charter Board provides compensation to the parent.

DEFINITIONS

1. **Contractual agreement** - a legally binding agreement between two parties.
2. **Management** - the conducting or supervising of something, transportation.
3. **Supervision** - the act or function of overseeing something or somebody.

PROCEDURE

4. The CAPE Charter Board does not provide transportation for students to and from school.
5. Therefore, the CAPE Charter Board enters into a contractual agreement with the parents/guardians of the students to ensure students are transported to and from school.
6. The main clauses of this contract are:
 - 6.1 the parent/guardian agrees to assume responsibility for transporting the student to and from school at the designated times;
 - 6.2 the CAPE Charter Board agrees to apply for the transportation grant on behalf of the parent/guardian;
 - 6.3 the CAPE Charter Board agrees to transfer the transportation grant to the parent/guardian, if the student is eligible to receive the grant.
 - 6.4 the CAPE Board reserves the right to withhold a percentage of the grant from the total transfer indicated above to the parent(s)/guardian(s) to cover administration costs.
7. The CAPE Charter Board abides by the *Education Act* and the *Transportation Regulation* regarding eligibility of students to receive transportation funding.
8. The CAPE Charter Board reviews and/or revises the transportation contract yearly, usually in May, as part of budget considerations.

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9. The CAPE Charter Board entrusts the management and supervision of the transportation file to the Secretary-Treasurer.
10. The Transportation contract and related parent/guardian letters are released in the very early part of September and are to be returned no later than September 30th of the academic year.
11. Once returned, the Secretary-Treasurer or its designate reviews all contracts and compiles the APPLICATION FROM CHARTER SCHOOL TRANSPORTATION to Alberta Education by the stated deadline.
12. Once all transportation funds are received, the Secretary-Treasurer is to issue transportation refund cheques to the parents of eligible students, usually by mid-August of the academic year.
13. The amount of the transportation refund is based on the transportation funding allocation (urban vs rural) and the withholding of the administration fee.
14. Refund cheques are to be mailed or can be requested be picked in person from the Secretary-Treasurer or designate.
15. In the event of a family move, it is the responsibility of the parent/guardian to provide the Secretary-Treasurer with a forwarding address so that the transportation refund can be forwarded.
16. In the event that no such forwarding address is available or the mail is returned to sender, the CAPE Charter Board will deem to have made a reasonable effort to refund the parent/guardian and no further action will be deemed necessary.
17. Any dispute or disagreement between parents and the CAPE Charter Board shall be addressed as follows:
 - 17.1 The parent/guardian is to bring the matter to the attention of the Secretary-Treasurer in writing. The Secretary-Treasurer is charged with the responsibility of addressing the issue within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome;
 - 17.2 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, parent/guardian is to bring the matter to the attention of the Superintendent, in writing. The Superintendent is charged with resolving the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome;

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- 17.3 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, parent/guardian is to bring the matter to the attention of CAPE Charter Board for review and resolution. The CAPE Charter Board will address the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.
18. The CAPE Charter Board is not under any liability to the parent of a student or to a student for negligence arising out of the student's being conveyed to and from a school user the agreement between the board and the parent.

References:

Education Act

School Transportation Regulation 102/2017

Education Grant Regulation AR 120 2008

CAPE Policy 8.09

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