



## The Edmonton Society for Christian Education

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**FEES ARE  
SUBJECT TO CHANGE**

<b>Transportation Fee Schedule: 2011 - 2012</b>	<b>Yearly Fee</b>	<b>Monthly Fee (10 Months)</b>
One student in Kindergarten	\$530.00	\$53.00
One student in Grades 1 - 12	\$1,060.00	\$106.00
One student in K and one student in Grades 1-12	\$1,590.00	\$159.00
Two or more students in Grades 1 - 12	\$2,110.00	\$211.00
One student in K (half time)	\$320.00	\$32.00
One student in grades 1-12 (half time)	\$635.00	\$63.50
One student in K and one student in Grades 1-12 (half-time)	\$955.00	\$95.50
Two students in Grades 1 - 12 (half-time busing)	\$1,265.00	\$126.50
Three students in K-12 (half-time)	\$1,885.00	\$188.50
One Senior High student (three quarter time)	\$840.00	\$84.00
Maximum Family Fees	\$2,110.00	\$211.00

\*Three quarter time applies to **Senior High students only** who use the Northeast to Senior High school bus for only three quarters of the full route. i.e. Student uses the bus from Northeast to Senior High in the morning and back home in the afternoon. A student busing from Northeast to Senior High back to Northeast is considered half-time.

**\*\*Transportation is not available in all areas. Routes are reviewed and revised during July of each year using the processes and criteria detailed below. ESCE will try to accommodate as many transportation requests as possible, provided they are received prior to **April 15, 2011** but cannot guarantee that new applicants will receive busing. Please contact our Transportation Coordinator, at 780-408-7923, if you have any questions regarding the availability of busing. All arrangements will be confirmed in writing.**

### **School Bus Route Design and Application Processing Criteria:**

Each year the Transportation Committee goes through a major review and revision of routes as existing families leave or move and new families are added. The Committee recognizes that parents and students depend on reliable and predictable service and does its utmost to accommodate each new family while striving to minimize route changes that affect existing families. When a route changes and results in a material change\* for an existing family, the Committee will notify each affected family in writing and allow for sufficient time before implementing the change for the affected families to appeal the change, if desired.

Changes in bus routes may occur when:

- There is a change in bus driver
- Applications are received from new families (approximately 25% of ridership are new families each year)
- Current families relocate
- Graduating students leave the route
- Schools change their start time

Written notification of busing service and/or changes in busing service will be mailed by August 1<sup>st</sup>.

Once bus routes are designed, the Transportation Committee will minimize changes during the school year; however, where a material change\* is necessary, a 30 day notification will be given to all riders before the change takes effect.

All new requests for busing and all requests for changes in busing (stop locations, pick up or drop off times, etc.) will be evaluated using the following criteria. If a request is either denied or the Committee offers an alternative, the notification letter will explain, in reference to the criteria, why the request was denied or an alternative is being proposed.

### **Route Design Criteria:**

1. Safety of pick-up and drop-off points:
  - Buses will only stop at pick-up or drop-off points that are judged by the Committee to be safe.
  - **Parent Responsibilities:**
    - *Parents are responsible for the safety of their children until they board the yellow school bus at the designated pick-up point, and after the bus drops them off at the designated drop-off point. If the child has an acting guardian, such as a babysitter or day-care, the parents must advise them of this responsibility.*
  - Turn-arounds (rural routes only) will be minimized (Note: turn-arounds are not allowed in the City).
  - Safety of traffic and road conditions will be evaluated (e.g. buses will not cross a 4 lane divided highway unless the median is sufficiently wide to allow the bus to stop between directions; buses will not stop on major roadways (e.g. Yellowhead Trail) or highways unless there is a safe pull-out.
2. Minimum road width – buses will not travel on roads less than 11 meters wide.
3. Time available on the route:
  - Routes should be a minimum of 60 minutes and a maximum of 80 minutes.
  - First pick up should be no earlier than 7:15 A.M.
4. Amount of room available on the bus for new riders.
5. Consideration will also be given to:
  - Age and number of children in the family;
  - Special needs (physical or mental) of student or parents;
  - The effect on other families already on the route when changing pick-up or drop-off points or times;
  - Availability of other options (e.g. City bus);
  - Consideration will be given to availability of a bus driver and location of the bus and, especially for rural routes, the most natural or efficient starting and ending points for the route;
  - The Committee expects that many of its decisions will impact the route for a number of years and will consider each request in that context.

### **Application & Notification Process:**

1. Applications for continuation of bus service or new service must be received by May 31<sup>st</sup> to ensure bus service when school begins. Applications received after May 31, if approved, might not receive service until October 1.
2. Applications for continuation of existing bus service, if received after June 30<sup>th</sup>, will be considered new applications and must go through the same process as other new applications. If the application is approved but involves a material change\* to the route (since the route will already have been re-designed) this addition or change will not be made until October 1, unless an appeal is received (either from the applicant or other parents on the route) which may further delay implementation of the change. Where an appeal is made, the Appeal Process will be followed. (see below)
3. Routes will be re-designed every July.
4. Written notification of busing service will be sent out by August 1<sup>st</sup>.
5. Applications for changes during the school year will take up to 60 days to process if the approval involves a major change to a route and up to 30 days to process if no major change is involved.

### **Appeal Process:**

1. All decisions and appeals are to be communicated in writing.
2. Appeals to busing decisions made in July must be received by the Executive Director no later than August 31<sup>st</sup>. Appeals to decisions made during the school year must be received by the Executive Director within 15 calendar days of the date of the decision letter.
3. The Executive Director will render a decision on each appeal within 15 calendar days of receipt.
4. The applicant may appeal the Executive Director's decision to the ESCE Board, care of the Board Chair, within 15 calendar days of the date of the Executive Director's decision letter.
5. The Board will render a decision to the applicant within 15 calendar days of receipt of the appeal.
6. The ESCE Board decision is final for the current year.

\* Material change is defined as a change in location of more than 1 block in the city or 0.5 km in the country and/or a change in time of more than 5 minutes.