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## ADMINISTRATIVE PROCEDURE 613 TRANSPORTATION – REGISTRATION AND FEES

### FEE FOR SERVICE

Registration Fees help support the costs of continuing service and safety enhancements and may be charged depending on the date of registration as indicated below.

Date of Registration	Fee
February 1 <sup>st</sup> to May 31 <sup>st</sup>	\$0 – Fee Waived
June 1 <sup>st</sup> to June 30 <sup>th</sup>	\$50.00
After July 1 <sup>st</sup>	\$75.00

Courtesy riders must pay for Transportation; this service may be provided for registered riders to and from schools and special routes approved by the Superintendent. Eligible Courtesy riders will be charged \$295.00 per child to a maximum of \$590.00 per family provided there are seats available on an existing bus route.

These rates will be adjusted annually effective July 1 based on the Canadian Consumer Price Index (CPI). The adjustment is calculated using the average BC CPI for the past 12 months, ending in December, without any seasonal changes applied (Stats Canada Report name: preceding 12-month rate for BC, all items, monthly, not seasonally adjusted). Half rates will not be considered for one-way trips or partial weeks as seats are reserved on a yearly basis for registered riders. This fee does not include a bus ride home due to early closure for students living out of the school catchment area.

First Nations students living on-reserve are exempt from all bussing fees through the [Joint First Nation Student Transportation Plan](#).

### REGISTRATION

All riders must register each year when registrations open in February, and students must be registered no later than the end of July for the following school year. **Registrations after July 31<sup>st</sup> may not be able to be accommodated.** Priority will be given to riders who have paid the registration fee or have an approved fee exemption. Parents/guardians/caregivers are requested to register their children on-line at <https://www.sd33.bc.ca/transportation-department> or by following the links on the School District website: [www.sd33.bc.ca](http://www.sd33.bc.ca).

Computers are available for parents/guardians/caregivers at the school and the [School Board Office](#). Registration by telephone will be accepted in exceptional circumstances.

**Payment** – Fees may be paid securely by credit card online (*recommended*); or by cash, debit or credit card at the Transportation Department at 44877 Yale Road.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



**Fee Exemptions** – Certain Overflow Students and Students with Disabilities or Diverse Abilities may be exempt from user fees. Students attending a District Alternate program and First Nation students living on-reserve are exempt from user fees.

## **BUS PASSES**

All student riders must carry a valid photo ID bus pass and present it to the bus driver to ride a bus. Bus passes are produced and distributed by the Transportation Department.

## **LOSS OF BUS PASS**

Lost bus passes must be replaced. Bus passes will be reproduced by the Transportation Department for a \$10.00 processing fee.

## **REFUNDS**

If a fee-paying rider discontinues using the transportation service prior to May 30<sup>th</sup> of any year, a prorated refund will be issued upon request and in the month following the return of the bus pass to the Transportation Department.

## **TRANSPORTATION ASSISTANCE**

Funding is available to parents/guardians/caregivers if the Transportation Department cannot meet transportation requirements for regular riders. This assistance is provided at a rate of 30¢ per kilometer to a maximum of \$15 per day plus \$1 for each additional child. Walk limits apply.

## **RESPONSIBILITIES**

1. **Transportation:** Registration, issue bus passes, process point-of-sale refunds, and produce rider lists when required.
2. **Financial Services:** Process non-point-of-sale refunds.
3. **Secretary Treasurer:** Oversee the policy.