



WINNIPEG SCHOOL DIVISION

FEE-FOR-SERVICE APPLICATION
SCHOOL YEAR
Grades N – 6 (No Noon Bussing Available)

I, _____, parent/guardian of a student otherwise ineligible for school bus transportation under Board Policy, request transportation for my child/children on a fee-for-service basis, as follows.

A

Please Print:
NAME OF STUDENT _____
Last First
SCHOOL _____ PROGRAM _____
GRADE _____ AM OR PM (if nursery or kindergarten only) _____
HOME ADDRESS _____
Apt. Street Number Street Name Postal Code
PHONE:
HOME _____ CELL _____ WORK _____
EMERGENCY PHONE _____ NAME _____
(We require at least 2 working phone numbers to process application)
RELEVANT MEDICAL INFORMATION _____

B

Please indicate if PICK UP is at:
HOME _____ CAREGIVER _____
Please indicate if DROP OFF is at:
HOME _____ CAREGIVER _____

If you are requesting pick up or drop off at a caregiver’s address please fill in below.

C

NAME OF CAREGIVER: _____
Last First
ADDRESS: _____
Apt. Street Number Postal Code
PHONE _____ EMERGENCY PHONE _____

SCHOOL USE ONLY – Please complete this section and fax to Transportation Department
Principal Signature: _____ Date Submitted: _____

FOR OFFICE/SCHOOL USE ONLY:
TRANSPORTATION FEE: _____ STATUS (Transportation Supervisor): _____
*****START DATE:** _____ **if payment received by:** _____
MET # _____
ROUTE IN: _____ **STOP LOCATION:** _____ **TIME:** _____
ROUTE OUT: _____ **STOP LOCATION:** _____ **TIME:** _____
AMOUNT PAID _____ **RECEIVED BY:** _____

PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE

A parent/guardian of a student, who, under Board Policy, does not qualify for school bus Transportation, may be transported on a fee basis under the following conditions:

“agreement by the parents that if the seat is required at a later date for a pupil who qualifies for transportation the parents/guardians would have to make other arrangements within seven (7) school days’ notice;

- (a) service would be offered in accord with the Courtesy Seat/Fee-for-Service criteria. Should the service be cancelled or withdrawn, parents will be responsible for alternate transportation arrangements;
- (b) buses would not be rerouted to accommodate such pupils and as such must be an existing stop on current bus routes

Completion of the application does not guarantee that transportation will be provided for your child. Once your application has been approved you will be notified by school of amount owing with possible start date. Full payment must be received in order to proceed with transportation (exact cash, cheque, money order, or VISA/MasterCard; do not send cash through the mail).

SCHEDULE OF COSTS FOR FEE-FOR-SERVICE

No. of Children	2- Way	1-Way
First child	\$700.00 per year (\$70.00 per month)	\$350.00 per year (\$35.00 per month)
Second (and subsequent) child/children	350.00 per year (\$35.00 per month)	\$175.00 per year (\$17.50 per month)

PAYMENT OPTIONS:

1. Exact Cash, 1 payment in full @ school
2. Cheque/money order or bank draft: 1 payment in full, payable to ***Winnipeg School Division.***
3. Interac/Visa/MasterCard, 1 payment in full – Payable by swiping card in person @ *Admin Bldg 1, 1577 Wall Street East, Wpg, MB R3E 2S5* ***Please note: Application form must accompany payment at Admin Bldg***

Bus fees will not be refunded or discounted if the bus is not taken or used the entire year; however, should the bus transportation be cancelled by Winnipeg School Division, a prorated refund will be made.

FEE-FOR-SERVICE DOES NOT QUALIFY AS A DEDUCTION UNDER THE INCOME TAX ACT.

No Invoices will be sent.

I HAVE READ THE DIVISION’S CONDITIONS/ GUIDELINES AND FULLY ACCEPT THESE CONDITIONS AS WELL AS THE RESPONSIBILITY FOR PAYMENT OF THIS FEE-FOR-SERVICE TRANSPORTATION.

Parent/Guardian Signature

Date

This personal information is being collected under the authority of The Public Schools Act and will be used for school bus transportation and accounting purposes. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act and The Person Health Information Act.

1. GENERAL

The Winnipeg School Division will provide for transportation services where required and subject to Division policy, the Public Schools Act and Regulations thereto, and the Highway Traffic Act.

2.4 Pupils requiring Courtesy Services and who meet eligibility criteria as outlined in section 6 may submit a Courtesy Service Application to the principal no later than September 30th of the current school year. The principal will initiate a request for transportation to determine seat availability in consultation with the transportation supervisor.

Accommodation for courtesy services is for the current school year only and will not carry over to the following school year.

If requested, courtesy services may be provided if all conditions are met, to pupils who, under Board Policy, do not qualify for school bus transportation subject to fees as determined by the Board of Trustees:

- a) Agreement by parents that if the seat is required at a later date for a pupil who qualifies for transportation, the parents/guardian would have to make other arrangements within seven (7) days' notice;
- b) Service will be based on seat availability on the bus
- c) No additional costs to the Division are incurred by having the student ride on the bus;
- d) Must be existing stops as buses will not be rerouted to accommodate pupils;
- e) No increase in route time as identified in the Public Schools Act;
- f) The passenger size and capacity of the buses will not be increased to accommodate pupils;
- g) Confirmation of service to be provided no later than October 31st.

***This policy would not apply to noon hour runs for Nursery and Kindergarten students.**

5. SAFETY

5.1 Parents/guardians shall be responsible to ensure the safety of children to and from the school bus pick-up/drop off point, until boarding the bus and disembarking the school bus to home.

6. COURTESY TRANSPORTATION

6.1 Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, requests for courtesy seats will only be granted for the benefit of the student.

6.2 School principals will initiate a Courtesy Service transportation request in consultation with the transportation supervisor to determine seat availability to non-eligible riders, who have submitted an application for courtesy transportation, based on the following criteria:

- Grade level – first priority based on grade and age (youngest to oldest)
- Distance from school (farthest to closest)
- Program needs of the student
- Family circumstance

6.3 Courtesy transportation may be withdrawn at any time for any of the following conditions:

- Seating is required for eligible students
- Altering the route is necessary to accommodate a qualifying student

6.4 Vacant seats would be confirmed no later than October 31st, of the current school year.

6.5 Accommodation for courtesy services is for the current school year only and will not carry over to the following school year.

6.6 Fees are paid in advance of service.

8. APPEAL PROCESS

- In cases where parents/guardians disagree with the denial of application of courtesy transportation, complaints can be referred to the Appeal Committee consisting of the Chief Superintendent or designate, Secretary-Treasurer, Director of appropriate schools and Board & Community Liaison Officer
- Appeals must be made in writing or email and directed to the attention of the Secretary-Treasurer. You may use the Appeals Form to submit your appeal or provide the information requested in an e-mail or letter. The form and any relevant supporting documentation may also be faxed to 204-783-0118.
- Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.
- The Appeal Committee will provide a complete explanation of the Transportation Policy.
- The Appeal Committee will review the appeal and provide a response in writing or email within fifteen (15) working days after receipt.
- The decision of the Appeal Committee is final.

QUESTIONS AND ANSWERS

If my child is not eligible according to WSD transportation policy, but has a special circumstance or exceptional situation, what alternatives is the division offering? If your Nursery to Grade 6 child is not eligible for WSD transportation, you may apply for a courtesy transportation seat. Please note that a courtesy seat is not guaranteed for the entire year and criteria have been established to determine who receives first access to courtesy transportation.

*Courtesy transportation, like eligible transportation, is only available to students from Nursery to Grade 6. It is **not** available to students from Grade 7 to 12.*

What criteria is courtesy transportation being based on?

- Grade level – first priority based on grade and age (youngest to oldest)
- Distance from school (farthest to closest)
- Program needs of the student
- Family circumstance

Does this apply to out of catchment (School of Choice) students living outside of Winnipeg School Division but attending a WSD School? The policy does not provide transportation for out of catchment (School of Choice) requests for students living outside of WSD boundaries.

How do I apply for courtesy transportation for my child? You may apply for courtesy transportation by completing the WSD Courtesy Seat Transportation Application and submitting it to your child's school principal. Each child requires a separate application.

What are the fees for courtesy transportation?

(See Fee Schedule)

Please note that fees must be paid prior to service commencing.

NSF cheques and delinquent payments will result in cancellation of the courtesy seat.

When will I know if my child has transportation? The WSD Transportation Department requires 7 to 10 days to process a courtesy transportation application. If a seat is available, you will be informed in a letter from WSD Transportation with information on the route and schedule and first day of pickup.

My child met all the criteria but did not get courtesy transportation – why? Courtesy transportation seats are not guaranteed for the school year as students who move into the division or onto a new bus route, who meet full eligibility requirements, will have precedence over a courtesy seat assignment. If a courtesy seat is available, it will be assigned to the student whose needs meet the most criteria. If you would like to have your application reconsidered, please speak to your school principal about submitting an appeal.

How much notice will you give me if my child is going to lose access to courtesy transportation? Unfortunately, there is often very little notice when a student who fully meets eligibility requirements needs that seat. We will do our best to provide some notice to the parent/guardian of a student using courtesy transportation, but the situation may change within a day or two, and it is the parent's/guardian's responsibility to ensure their child gets to school.

How will the transportation changes affect students in inclusive education programs? There are no changes for students in inclusive education programs.

Will students attending French Immersion programs still receive transportation? Students whose home is 1.6 kilometers or further from their designated catchment French Immersion School will continue to receive transportation *to their designated catchment school*.

Will my child be transported to the French Immersion school that we choose for them? If the nearest French Immersion school to your home is within 1.6 kilometers, but you choose to send your child to a school further away, transportation is **not** automatically provided but you can apply for a possible courtesy transportation seat.

Will a student receive transportation to a school of choice within the school division? If the student is eligible to be transported to the original designated school (ie. Lives further than 1.6 kilometers from their catchment area school), then the school division must provide transportation to that school.

What transportation is provided for my child if we live more than 1.6 kilometers from the designated school but they are in a daycare that is within 1.6 kilometers distance of the school? In this case, you may apply for a possible courtesy transportation seat. All applications will be subject to the criteria.

Per policy, transportation is only provided if **BOTH** home and daycare are 1.6 kilometers or greater from the student's designated school. For example:

- 1) A student living within 1.6 kilometers of their designated living school but attending school from a daycare that is further than 1.6 kilometers does not qualify for transportation.
- 2) A student living further than 1.6 kilometers of their designated school but attending school from a daycare that is within 1.6 kilometers does not qualify for transportation.