Parent Provided Transportation
AP 70- 126

Although every effort is made to support bus transportation of students with special education needs living greater than 2.4 km from their designated school as our first choice, there are circumstances where that is not practical nor possible. In the event where a student with disabilities cannot ride a regular route school bus because of the severity of their disability, the Division will enter into a contractual arrangement with parents to provide that transportation.

1. Parents will forward their initial written request for parent-provided transportation to the Director of Student Services prior to September 30. Eligibility will be determined based on the judgement of the Director of Student Services and the Director of Transportation whether bus transportation is not the best option for the student. Students must live at least 2.4 km from the school.

2. For parent-provided transportation of students in grades 1-12:
   - Parent provided transportation eligibility will be reviewed annually in conjunction with Student Services and Transportation.
   - Agreements will be for a one-school year term. Parents must sign and return a parent provided transportation contract prior to October 15 of the current school year.
   - No claims will be paid until there is a signed contract in place for that school year.
   - Students must be registered and in attendance at a PHPS school by September 30.
   - Alberta Education requires that for parent-provided transportation, school jurisdictions must have signed agreements/contracts in place and on file by October 15. Parent provided transportation agreements may be considered in rare circumstances in which the child's condition changes after October 15.
   - The Division will reimburse parents at the kilometre rate included in Rates Annex 7, subject to authorization of the Director of Student Services.
   - Maximum reimbursement for transportation within the Division will be equal to the per student special transportation funding amount from Alberta Education. The maximum reimbursement for transportation outside the Division will be equal to the per student special transportation funding amount from Alberta Education, plus 20%.
   - Reimbursement will be calculated based on student attendance at school. Payment will be for distances travelled to and from school when the student is in the vehicle.
   - Payment will be the greater of the actual kilometre rate or a minimum of 10 km per round trip. Where the minimum per round trip applies, the maximum payable will not exceed 20 km daily.
   - Kilometres paid will only be for the distances travelled by the most direct route from the residence to the school and return. This distance will be calculated by the Transportation Department.
   - Depending upon the nature or the student's needs, the Director of Student Services may determine it is appropriate for one-way transportation on a school bus and one-way parent-provided transportation.

3. For parent-provided transportation of students in ECS, the Division will reimburse parents at the approved kilometre rate up to the maximum Alberta Education ECS Special Transportation grant rate.

4. If parents choose to use a third party to transport their child, they must notify the Director of Student Services that they are assuming full responsibility for the use of this person or service. Parents may request in writing that the third party is reimbursed directly.

5. Reimbursement for parent-provided transportation of students:
    - Will be processed on a monthly basis, based on school attendance.
    - Monthly reimbursement will be for a maximum of 10% the yearly amount.

6. Reimbursement for parent-provided transportation of ECS children:
    - Will be processed twice a year, in January and June.
    - The first reimbursement will be for 50% of the annual amount special transportation grant. The second payment will require a minimum of 50 days of attendance for the school year.

Reference
School Act – Section 51 & 52
Alberta Education Funding Manual - Section 1.23 & 1.25
Form 7-200 Parent Provided Transportation Approval