



Administrative Procedure 8080

Transportation Eligibility

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

[Transportation to Other Than Designated Schools](#)

Form Cross Reference:

[Guardian's Guarantee of Indemnity](#)

Legal/Regulatory Reference:

[The Public Schools Act](#) (Section 43-47)

[Manitoba Education Administrative Handbook for Schools](#) (section T3)

Date Adopted: October 2011

Amended: May 2019

The Brandon School Division shall provide transportation or funds in lieu of transportation for those students designated as eligible students for transportation services under The Public Schools Act.

- Students eligible for transportation are:
 - Grades K-8 students living within the City of Brandon who have more than 1.6 kilometers to walk to their designated school or live outside the City of Brandon limits;
 - Grades 9-12 students living within the City of Brandon and having more than 2.4 kilometers to walk to the assigned school attended, or live outside the City of Brandon limits, shall be provided with school bus transportation service.
- The Division shall provide transportation service to eligible transported students living within the boundaries of the City as defined in Manitoba Regulations by one of the following methods, the choice of which shall be at the sole discretion of the Division:
 - by school bus; or
 - by semi-annual payment to the parents/guardians of such eligible transported students of an allowance in lieu of transportation said allowance to be in an amount equivalent to the provincial grant calculated on a monthly basis for each month that said student shows satisfactory attendance. Verification of Provincial funding for the student must be completed by the Division prior to any payments.

- Students designated as eligible students regardless of location and the distance from school include students having special needs as determined by Provincial guidelines. Certificate by a duly qualified medical practitioner may be required.

From time to time, the Superintendent/CEO or designate may approve transportation for designated students.

Transportation of Brandon School Division Pupils Electing to Exercise School of Choice

Brandon School Division pupils who exercise school of choice within the Division may be eligible for transport by school division buses only if:

- The pupil is eligible for transportation support under Provincial Regulation and/or transportation service under Division administrative procedures and there is space available on the bus; and;
- The pupil's school of choice is a designated school for school bus transportation service and no change is required in the existing bus route; or;
- The pupil's school of choice is not a school designated for school bus transportation, and the pupil's parents sign a Guardian's Guarantee of Indemnity form accepting responsibility for the pupil while walking to/from a designated school bus drop off/pickup point and the school of choice.

Brandon School Division pupils who choose to attend school in another Division may request consideration for transportation services. When such approvals are given, the existing route(s) will not be altered so as to transport the pupil outside the boundaries of the Brandon Division, but, where existing bus routing and timing permits, may be transported to a transfer point where a bus from the receiving division can be met and the pupil can transfer safely without unreasonable delay for the other pupils. Such arrangements shall be subject to the agreement of both school divisions on all associated matters including space availability, timing, convenience to other pupils and financial support for the costs incurred.

Parents of eligible transportable pupils who choose to transport their own children to a school of choice may apply to the receiving Division for an allowance in lieu of transportation. Payment of such an allowance shall be at the discretion of the Division or as required by Regulation. Generally, such grants will be available only when the school of choice is the closer school and the receiving Division declines to provide transportation by school bus.

Transportation of Pupils from Other School Divisions Electing to Exercise School of Choice

Non-resident pupils who exercise school of choice to attend a school in the Division may be eligible for transportation on Brandon School Division buses only if:

- the pupil is eligible for transportation support under Provincial Regulations and/or transportation service under Division administrative procedures and there is space available on the bus; and;
- the pupil's school of choice in the Brandon School Division is closer than the pupil's home school, is a designated school for school bus transportation service and no change is required in the existing bus route; or
- arrangements satisfactory to the Brandon School Division can be made for the pupil(s) to be picked up/dropped off at any agreed upon location or at a transfer point if there is space on the bus and where said arrangement can be made safely without unreasonable delay for the other pupils on the bus. Such arrangements shall be subject to the agreement of both school divisions on all associated matters including space availability, timing, convenience to other pupils, and financial support for costs incurred in the form of a fee charged to the parents as established from time to time. Said pick-up/drop-off point may be outside the boundaries of the Brandon School Division if the foregoing conditions are met.

Parents of pupils whose school of choice in the Brandon School Division is closer to their residence than a designated school in their home division by road route and who do not receive transportation on a Brandon School Division bus may apply to the Brandon Division for an allowance in lieu of transportation. The Division may pay such an allowance provided the circumstances meet the requirement for a grant in lieu from the province under Regulation.