



Administrative Procedure 8100

Transportation to Other Than Designated Schools

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

Administrative Procedures Cross Reference:

Form Cross Reference:

[Guardian's Guarantee of Indemnity](#)

Legal/Regulatory Reference:

[The Highway Traffic Act](#)

[The Public School Act](#)

Date Adopted: June 1985

Date Amended: December 2017

The Brandon School Division shall provide transportation services to allow attendance at other than designated schools to eligible transported students as defined by Division Administrative Procedures or by the Manitoba Regulations under the following provisions:

STUDENTS KINDERGARTEN TO GRADE SIX

The Division has established school bus routes to designated schools in order to comply with the safety requirements regarding routes, loading zones, and the responsibilities of supervision of transported students as required by [The Highway Traffic Act](#) and [The Public School Act](#). No students will be provided with transportation to schools other than their designated home schools. However, approval to walk between the designated home school and another school may be granted through a [Guardian's Guarantee of Indemnity](#). A [Guardian's Guarantee of Indemnity](#) shall be approved by the Secretary-Treasurer only in such extenuating circumstances as a transfer of residence during the school year or because of such special agreements as exist between the Division and separate school boards. Personal choice of schools will not be regarded as an extenuating circumstance in the provision of a [Guardian's Guarantee of Indemnity](#).

STUDENTS GRADES SEVEN TO GRADE 12

The Division has established school bus routes to designated schools in order to ensure continued attendance for rural students at designated schools, to expedite pickup and drop off time requirements, and to comply with the safety requirements regarding routes, loading zones, and the responsibilities of supervision of transported students as required by the pertinent regulations. It is the intention of the Division that students eligible for transportation attend the designated schools.

Grades 7 to Grade 12 transported students who are registered in a school other than a designated school and who request transportation services and/or permission to walk between another school and the designated school, shall submit such request to the Supervisor of Transportation on the [Guardian's Guarantee of Indemnity](#).

These requests shall be considered subject to the following conditions:

1. No student will be authorized to walk between the designated school and another school unless permission is granted through a [Guardian's Guarantee of Indemnity](#).
2. Transportation services to allow attendance at other than designated schools will be provided only when there is sufficient accommodation space both in the receiving school and on the bus.
3. It shall be understood that the transportation service is subject to cancellation due to lack of space either in the receiving school or on the bus at any time during the school year.
4. When it is necessary, the Division retains the right to cancel transportation services. The services shall be cancelled on a "last come, first cancelled" basis.
5. All students receiving transportation services under this administrative procedure must be prepared to show the bus driver the student pass card provided.
6. Designated routes will not be changed to accommodate students receiving transportation services under this procedure nor will students be picked up or dropped off at other than the designated school locations. The Division shall not be responsible for students missing their buses as a result of taking advantage of this procedure.

Parents/Guardians of students receiving services under this procedure will be required to sign a statement of agreement with the terms of this procedure and, if required, a [Guardian's Guarantee of Indemnity](#).

1. Parents/guardians complete application form and make application to the Supervisor of Transportation, submitting completed form.

NOTE: The application form will be available from school offices, the Administration Office, or the office of the Supervisor of Transportation. The signature of the School Leader confirms that, at the time of application, there is accommodation space available for the applying student at the receiving school.

2. In a case where a student is requesting authority to walk from a designated school:
 - a) Subject to there being transportation facilities available, the Supervisor of Transportation will forward the application and a partially completed [Guardian's Guarantee of Indemnity](#) to the Secretary-Treasurer.

- b) The Secretary-Treasurer will complete the [Guardian's Guarantee of Indemnity](#) and forward the completed forms to the appropriate Assistant Superintendent for information.
 - c) The Secretary-Treasurer will advise the Supervisor of Transportation to provide the student concerned with a transportation pass card.
 - d) The completed forms will be filed in the Secretary-Treasurer's office.
3. In a case where a student is requesting authority to receive transportation from a designated school:
- a) Subject to there being transportation facilities available, the Supervisor of Transportation will forward the application form and the completed contract to the appropriate Assistant Superintendent for information.
4. In a case where a student is requesting authority to both walk and receive transportation services from a designated school:
- a) Subject to there being transportation facilities available, the Supervisor of Transportation will forward the application form and a partially completed contract and Guardian's Guarantee of Indemnity to the Secretary-Treasurer.
 - b) The Secretary-Treasurer will complete the Guardian's Guarantee of Indemnity and forward the completed forms to the appropriate Assistant Superintendent for information.
 - c) The Secretary-Treasurer will advise the Supervisor of Transportation to provide the student concerned with a transportation pass card.
 - d) The completed forms will be filed in the Secretary-Treasurer's Office.