



Administrative Procedure 8100

Transportation to Other Than Designated Schools

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

Administrative Procedures Cross Reference: [6020](#)

Form Cross Reference:

[Special Request for Enrollment](#)

[Provincial School of Choice Application](#)

[Application for Admission – Non-Resident](#)

[Request for Transportation](#)

[Guardian's Guarantee of Indemnity](#)

Legal/Regulatory Reference:

[The Highway Traffic Act](#)

[The Public School Act](#)

Date Adopted: June 1985

Amended: May 2019

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:

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 Schools Act*. No students will be provided with transportation to schools other than designated transported schools. However, approval to walk between a designated transported 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*.

It is the intention of the Division that students eligible for transportation attend their designated schools.

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 Transportation Request Form and if required the *Guardian's Guarantee of Indemnity Form*.

These requests shall be considered subject to the following conditions:

- 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*.
- 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.
- 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.
- 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.
- All students receiving transportation services under this administrative procedure must be eligible for Transportation under Administrative Procedure 8080, Transportation Eligibility or as designated by the appropriate Assistant Superintendent to receive bus services.
- 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.

Procedures

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

NOTE: The application forms 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.

- In a case where a student is requesting authority to walk from a designated school:
 - Subject to the aforementioned conditions the Supervisor of Transportation will forward the partially completed *Guardian's Guarantee of Indemnity* to the Secretary-Treasurer.
 - The Secretary-Treasurer will complete *the Guardian's Guarantee of Indemnity* and forward the completed forms to the Supervisor of Transportation.
 - The completed form will be filed in the Secretary-Treasurer's office.
- In a case where a student is requesting authority to receive transportation from a designated school:
 - Subject to the aforementioned conditions, the Supervisor of Transportation will process the completed Transportation request form and contact the applicant upon completion.
- In a case where a student is requesting authority to both walk and receive transportation services from a designated school:
 - Subject to the aforementioned conditions, the Supervisor of Transportation will forward the *Guardian's Guarantee of Indemnity* to the Secretary-Treasurer.
 - The Secretary-Treasurer will complete the *Guardian's Guarantee of Indemnity* and forward the completed forms to the Supervisor of Transportation.
 - The completed *Guardian's Guarantee of Indemnity* form will be filed in the Secretary-Treasurer's Office.