



## TRANSPORTATION 4 – Non-Resident/Non-Attendance Area Busing Request

Date: June 30, 2004    Revised: April 12, 2013    Responsible Administrator: Manager, Transportation Services

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### **1.0 RATIONALE**

Resident and non-resident students who choose to attend a school other than their designated school assume responsibility for their transportation to school; however, school of choice busing services may be made available.

### **2.0 PROCESS**

The Manager, Transportation Services will be responsible for maintaining and updating this process in consultation with the Secretary Treasurer.

### **3.0 GUIDELINES**

- 3.1    Transportation requests for non-resident students are to be directed to the Manager, Transportation Services, who will determine transportation availability. Upon determination, the Manager, Transportation Services shall advise the school and the parent.
  
- 3.2    Transportation requests for non-attendance area students are to be submitted in writing before action can be taken. All requests are to be submitted to the Associate Superintendent of Student Services who will consult with direction to the Manager, Transportation Services as to transportation availability, if needed.
  
- 3.3    Sturgeon School Division will correspond with the resident school jurisdiction and request a transportation agreement for non-resident students whenever feasible and possible. A standard format, for requiring transportation agreements, shall be directed to the resident school jurisdiction yearly.

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References:    *Board Policy:    D/II/4 - Non-Resident Students  
   I/8 - Non-Resident Student Transportation*