



# TRANSPORTATION

## OPERATORS & CONTRACTORS HANDBOOK



Revised June 2025

# Transportation Handbook

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# WELCOME

Sturgeon Public Schools provides safe, dependable and efficient transportation for students. We operate 71 yellow school buses and transport over 3,000 students to and from school each day.

This guide was developed to provide knowledge of our transportation system, and to help assist bus operators and contractors. It also outlines important communication and expectations for Sturgeon Public Schools

Each school in Sturgeon Public Schools has a designated attendance area. Where a student lives determines their designated school. It also helps determine their eligibility for transportation.

Transportation is provided for students who reside within their school attendance area and live farther than 1.6 kilometers from their school for students from grades PreK to grade 6 and 2.0 kilometers from their school location for students from grades 7 to 12.

Bus routes are established through Transportation Services and may be altered with the assistance of bus operators to ensure safe and efficient transportation is provided for students.

# COMMUNICATION

At the beginning of each school year you will be provided a Bus Package. All required forms must be returned to Transportation Services by September 20th.

## THE REQUIRED FORMS INCLUDE:

- BUS STOP TIME SCHEDULE
- BUS ROUTE INFORMATION FORM
- BUS TURNAROUND FORM
- ROUTE ASSESSMENT CHECKLIST



If you receive information from a family that a student is no longer riding on your bus, please inform Transportation Services as soon as possible.

If there is a student who wants to register for Transportation Service, please have them complete the Transportation Online Application, or direct them to Transportation Services. Do not allow students on your bus that are not registered.

All bus operators are required to report all driving violations acquired by any vehicle operated both personal and company.

Two-way radios are to be used to enhance effective communication; radios must always be kept on. All buses are to use their route number for radio identification.

# Policies & **PROCEDURES**

The policies and procedures listed below are for your review, please note there are other policies and procedures that reflect Transportation Services operationally. Please feel free to visit [sturgeon.ab.ca](http://sturgeon.ab.ca) to see all the Division policies.



**Policy 17: Inclement Weather**

**Policy 18: Student Transportation Services**

**AP550: Contract Bus Service**

**AP555: Suspension of School Bus Operator**

**AP565: School Bus Safety**

**AP570: School Bus Crash Response Procedures**

**AP575: Suspension of School Bus Privileges (Misconduct)**

## **Transportation Rules & Regulations**

Please ensure that you are familiar with the transportation rules and regulations and that they are being enforced on your bus to ensure safe transportation.





# Route INFORMATION

## TEST RUN

It is recommended that you complete a test run of your route before school begins. This will give you the opportunity to become familiar with the route and resolve any problems before you start loading students. If you find a problem with the scheduling of the route, notify Transportation Services.

## PRIVATE PROPERTY

Buses are not to enter private property unless approved through Transportation Services.

## BACKING UP

Never back up the bus on school grounds or at loading or unloading stops adjacent to such school grounds. If you must back up the bus be sure there is a responsible person at the rear of the bus to assist you.

## SPARES

When a spare bus operator is operating your bus, you are responsible to notify Transportation Services prior to the run commencing.

## LATE RIDERS

If you are on schedule, do not wait for late students. Before leaving the area, be sure that no children are running towards the stop.

## DELAYS

Alert Transportation Services if your route is delayed more than 5 minutes. The website will be updated which will notify parents and school locations.

## LIMITED VISIBILITY

If you have stop locations on a primary or secondary highway and you encounter extreme limited visibility (due to heavy fog, smoke, or snow) do not stop to load or unload students.

**ROUTE CHANGES** Stop locations and routes are not to be changed. We value the bus operator's input for stop locations and route design, please contact Transportation Services with any suggestions.



# School INFORMATION



## **PRE-K & KINDERGARTEN**

Pre-K & kindergarten students have alternating schedules and may not be riding during the first week of school.



## **SMOKING**

Sturgeon Public Schools prohibits smoking on all sites.



## **TRANSFERS**

At non-supervised transfer sites, the transporting bus must wait for the receiving bus.



## **IDLING**

To reduce emissions and noise at our schools please ensure you reduce your idle times in accordance with weather conditions so as not to affect vehicle safety and reasonable passenger comfort.

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# Transportation Services Contact INFORMATION



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**AMY KOLESAR**

**Transportation Services, Manager**

7:00- 3:30

[amy.kolesar@sturgeon.ab.ca](mailto:amy.kolesar@sturgeon.ab.ca)

780-939-4341 ext 1238

780-220-5306 (After Hours for Emergencies)



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**DONNA CHUBB**

**Transportation Services, Advisor**

8:00- 4:00

[donna.chubb@sturgeon.ab.ca](mailto:donna.chubb@sturgeon.ab.ca)

780-939-4341 ext 1242

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**Transportation Services, General**  
[spsdtransportation@sturgeon.ab.ca](mailto:spsdtransportation@sturgeon.ab.ca)