

ALLOWANCE IN LIEU OF BUS SERVICE

Background

The Division preferred method of transportation service delivery is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Supervisor of Transportation will recommend special arrangements to the Chief Financial Officer for approval; these arrangements may include:

Provision of contracted service using a taxi cab or a private vehicle, or

Provision of a transportation allowance for parents who convey their children, at Board approved rates, in situations where students do not have a bus or alternative service to their designated school.

Procedures

1. Private vehicles may be used for regular transportation (in lieu of available bus) provided that parents and guardians may convey students.
2. The allowance is calculated based on the distance from the student's home to the school. Return mileage may be claimed where warranted. Mileage must be driven in order to claim the parent transportation allowance.
3. In situations where the school division operated bus is temporarily unable to run the regular route due to mechanical problems or lack of availability of a driver, parents are responsible for providing or arranging for transportation to and from the school. Parents are eligible for the per kilometer allowance at Board approved rates by completing and submitting the Administrative Procedure 558-1 Allowance in Lieu of Bus Service form. This allowance does not apply to days when bus service is cancelled due to inclement weather.
4. Payment requests must be submitted within the month for which travel occurs, or shortly thereafter where transportation is provided in the last week of the month.

Process

1. AP 558-1 Allowance in Lieu of Bus Service form will be completed and submitted to the school. The Principal will verify attendance and sign the form.
2. The form will be sent to the Transportation Department for verification of kilometers and approval.

3. The approved form will be submitted to Accounts Payable for payment.

Parents will be contacted to confirm the information provided should any discrepancies in attendance or kilometers occur.

Reference: Sections 85, 156, 157, 158, 162, 194, 195, 196, 197 Education Act
The School Division Administration Regulations 45, 49

Approved: August 6, 2026