

Background

The Education Act directs School Boards to provide transportation to students subject to regulations made by the Minister of Education. The Division will endeavor to provide transportation to as many students as financially possible under the current Alberta Education regulations and funding framework.

Procedures

1. Students eligible for transportation will be identified as being:
 - 1.1. Elementary school students (Grade 1 to Grade 6) who live 1.0 kilometers or more from the school in their attendance zone (2025/2026 school year)
 - 1.1.1. Starting the 2026/27 school year, elementary school students (Grade 1 to Grade 6) who live 1.6 kilometers or more from the school in their attendance zone.
 - 1.2. Middle school and high school students (Grade 7 to Grade 12) who live 2.0 kilometers or more from the school in their attendance zone.
 - 1.3. Kindergarten students – one-way transportation for those who live 1.0 kilometers or more from the school in their attendance zone. Transportation will be provided to one of the two following options:
 - 1.3.1. Morning only: to school if attending morning only Kindergarten or
 - 1.3.2. Afternoon only: transportation to home if attending afternoon only Kindergarten.
 - 1.3.3. There are no mid-day bus routes.
 - 1.4. Specialized education students directed to attend Division programming outside their attendance zone, as determined by the Associate Superintendent of Learning Services.
 - 1.5. Students who are registered in a Division-wide program from all Division attendance zones regardless of their designated school boundary.
 - 1.5.1. Division-wide programming is defined as:
 - 1.5.1.1. French Immersion: École St. John Paul II School, St. Mary's School, and Monsignor McCoy High School.

1.5.1.2. Sports Academy: Notre Dame Academy

1.5.1.3. Fine Arts Academy: St. Mary's School

1.5.2. Students must be registered in one of these programs to be eligible for transportation if they live outside of their attendance zone.

1.6. Early Learning pre-school aged children who qualify for PUF may be eligible for provisions for transportation, such as parent provided contracts, may be arranged, subject to eligibility.

2. Students who are eligible for school bus transportation must be registered to ride annually.

2.1. Parents/guardians will need to register their child/children through the online bus registration form, or by contacting the Division Transportation Coordinator when the online registration is closed.

2.1.1. School bus registration forms will open in February along with school registration forms and will close on June 30th of each year.

2.2. School bus information to register and routes can be found on the Medicine Hat Catholic Board of Education's main website.

3. School of Choice

3.1. Parents/Guardians are responsible for the transportation of those students attending a school of choice.

4. It will be the practice of the Division to allow students who do not qualify for provincial transportation grant funding to ride a school bus if space on an existing bus on an existing route allows.

4.1. It will be the practice of the Division if there is space available on an existing school bus serving the student's school of choice, the student may access the school bus at an existing stop.

4.2. Priority for non-eligible students will be determined on the basis of distance from the school, with preference given to younger students.

4.3. In the event there is space available, the student will be considered a courtesy rider. If during the school year, there is no longer space on the bus, all courtesy riders will be directed to cease riding that particular bus. Communication will be sent to the parents from the Division Transportation Coordinator giving adequate notice prior to the student(s) being directed to cease riding.

Definition of courtesy riders on a bus: The provision of transportation to a student who does not meet the eligibility requirements for busing in accordance with the Alberta Education Transportation Funding Manual.

5. The Division will transport a student to school from one place of residence (see Education Act Section 273). Eligible residence will be determined by the address the school submits to Alberta Education
6. Where it is determined by the Division that third party transportation is not feasible, the Division may enter into an agreement with a parent whereby the parent would provide transportation and be paid for the service.
7. Students living outside of the Division boundary are not eligible for transportation. Due to safety concerns, it is not the practice of the Division to allow parents to drop off their children at a location inside the Division boundary in order to receive transportation. However, if certain conditions or guidelines are followed, the Superintendent of Schools may provide permission on an annual basis to allow a student to be transported to/from an approved existing stop location within the Division boundary.
 - 7.1. The following conditions and guidelines must be followed:
 - 7.1.1. Request for non – resident student living outside of division boundary form and contingency plan must be completed and returned to the Division Transportation Coordinator no later than August 15th of each school year. Forms are available by contacting the Division Transportation Coordinator directly.
 - 7.1.2. Factors that will determine if the request will be granted for the school year will include the following:
 - 7.1.2.1. Division satisfaction with emergency plan
 - 7.1.2.2. Age of student
 - 7.1.2.3. Location of bus stop
 - 7.1.2.4. Availability of space on bus
 - 7.1.2.5. Other operational needs on a case-by-case basis
 - 7.1.3. If approved, parents will be required to sign an agreement outlining the conditions prior to commencing the arrangement. The arrangement is for the current year and parents/guardians must reapply annually and the arrangement may be cancelled at any time by either party.
8. Redcliff and Dunmore designated students will have transportation provided to a designated school of attendance.
9. It is the parents' responsibility for their child's safety and conduct while walking to, from and waiting at a designated bus stop. The School Division's responsibility begins when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, or until released to the parent/guardian.



- 9.1. No student in kindergarten will be released by the bus driver at the student's designated stop without an approved person (such as parent / guardian/ older sibling/ caregiver) being at the drop off point to ensure safety of the student.
10. The following rules of conduct shall apply to all students being transported by school bus to and from school:
- 10.1. Students riding in a school bus shall be under the immediate authority of the driver who shall report all cases of student misconduct to the principal of the school.
- 10.2. The school bus is an extension of the school and as such the school principal is responsible for the discipline of students.
- 10.3. It is expected that the students will follow not only specific bus rules but those rules and regulations that the principal has established at the school.

Please refer to:

10.3.1 [Student Conduct on School Buses](#)

10.3.2 [FAQ's](#)

11. Students have the responsibility for the following:
- 11.1. Be at the designated stop five minutes prior to the scheduled arrival of the bus
- 11.2. Dress properly for inclement weather
- 11.3. Assembled in an orderly fashion
12. School shall investigate all reported misconducts.
- 12.1. The school bus is an extension of the classroom.
- 12.2. The discipline of the student is the responsibility of the school administration.
- 12.3. All reported student misconduct shall be investigated by school administration.
- 12.4. As appropriate, school administration may discipline the student which may include any of the following:
- 12.4.1. Assigned seating for a period of time.
- 12.4.2. Suspension from riding the bus from one day to the remainder of the year.

12.4.2.1. If a bus suspension is being considered in excess of 3 days, the administrator shall consult with the Superintendent and the Secretary Treasurer before issuing the suspension.

12.4.2.2. The parent will be solely responsible for transporting the student to and from school for any bus suspension with no financial recovery.

12.4.2.3. A return from suspension may be allowed if the principal is satisfied that there is assurance from the parent and the student that the required conduct will be followed.

12.4.3. In-School suspension in accordance with the Division policies and the Education Act.

12.4.4. Out of School suspension in accordance with the Division policies and the Education Act.

12.4.5. Expulsion in accordance with the Division policies and the Education Act.

12.5 Report to the transportation carrier, the outcome of the investigation and any disciplinary actions taken.

13. The Division will communicate bus route information and student conduct on school buses information to parents of students as necessary.

13.1. Messaging on conduct on school buses will be sent to all parents with students registered on a bus at the beginning of each school year.

14. Bus Zones / Bus Stops / Route Design

14.1. School bus zones at the school are established through the Division Transportation Coordinator and the Facilities and Operations Supervisor in consultation with the school principal.

14.2. School bus stops on the routes are established through the transportation carrier in consultation with the Division Transportation Coordinator and the carriers Safety Officer.

14.3. Route designs are established through the transportation carrier in consultation with the Division Transportation Coordinator


14.4. The above items will be established using the following principles:

14.4.1. student and pedestrian safety for loading and unloading

14.4.2. bus schedules, trip duration, and school bell times

14.4.3. reasonable concerns expressed by the community

14.4.4. overall efficiency

Reference: Section 4, 4.1, 33, 36, 37, 59, 59.1, 52, 53, 222, 225 Education Act Traffic Safety Act Student Transportation Regulation	Approved: 
	Date Approved: August 2006
	Reviewed or Revised: August 2025

Note: References shall be updated as required and do not require additional approval