

## TRANSPORTATION ASSISTANCE

### Background

Where students live outside the walk limits and transportation is not provided within 4.0 km of the students' residence, parents or guardians are eligible to apply for financial assistance to transport their children to the closer of the nearest bus stop or the school by either land or water, pursuant to Ministry of Education guidelines.

### Procedure

1. Parents or guardians wishing to be considered for transportation assistance must submit a completed application for transportation assistance form (SD72 Form 382-1) to the secretary-treasurer's office no later than September 30 of each school year. Back dated applications for prior school years will not be accepted.
2. Upon processing, parents or guardians will receive a letter from the school board office indicating whether transportation assistance has been approved.
3. Approvals are granted for the current school year only, and for as long as the application conditions remain the same; parents or guardians must reapply for subsequent school years.
4. Approved transportation assistance is paid at \$0.20/km by car or \$0.30/km by boat. For each additional student being transported, an additional \$0.30/per one-way trip by car or \$0.45/per one-way trip by boat will be paid. Transportation assistance is paid to a maximum of \$10 per day by car and \$15 per day by boat, regardless of the number of students being transported.
5. Payment is made for each day that school is session, minus any days that the student was absent in the month.
6. The payment of transportation assistance to students travelling to school by boat is contingent on the wearing of life jackets approved by the Canadian Coast Guard.
7. Once approved for transportation assistance, parents or guardians are required to submit a completed transportation assistance report (SD72 Form 382-2) at the beginning of each month to their child's school office. The school office provides the number of days that school was in session for the month and any dates that the student(s) was absent from school. After all sections have been completed and the principal has signed the transportation assistance report, the school office is to forward the report to accounts payable at the school board office.
8. Payment cheques will be issued after the 15<sup>th</sup> of the month.
9. Parents or guardians are required to promptly notify the secretary-treasurer's office of any change in arrangements (i.e. – household move) that alters the conditions of the original application for transportation assistance.
10. Verified monthly transportation assistance reports must be submitted to the secretary-treasurer's office by the last day of school in June every year.

Related Forms: [SD72 Form 382-1 Application for Transportation Assistance](#)  
[SD72 Form 382-2 Monthly Transportation Assistance Report](#)