

### APPLICATION & ROUTE PROCEDURES

The transportation application must be signed and returned to the Society Office to be eligible for transportation services.

- Route planning begins in June based on applications received. Preliminary routes are assessed by the committee in early August with final approval shortly after.
- Approved route review with drivers is conducted the week prior to school starting. Families will be notified by their driver, as well as in an email from the Transportation Coordinator
- **Transfer only** is available for families who have students at both campuses and are **not** users of full-time or kindergarten transportation service. (See School Fee Schedule)
- Special bus passes will be issued on a case-by-case basis at the approval of the transportation coordinator.
- Any changes in address must be reported to the Society Office one month prior to moving. Service to the new address will be considered case-by-case and based on the conditions listed below.
- Any other requests outside of full-time, kindergarten or transfer must be directed to the Society Office in writing.
- Approval of requests (address change or other) are conditional to the following:
  1. Established full-time route families
  2. Route and route schedule (City/town communal stops can range up to approx. 500m from home)
  3. Availability (open seats)
  4. Payment of full-time transportation fees (See School Fee Schedule)

\*Conditions of requests are based on the geographic area, resources available, and costs associated with expanding routes beyond current capacity.

### TRANSPORTATION CANCELLATION

On days of inclement weather or unsafe road conditions, buses may run behind the scheduled times or be cancelled. If a route is up to 20 minutes behind, those remaining on the route will be notified by a call or text. If all transportation services are cancelled, as determined by the Transportation Committee, both campuses of ICS will not conduct classes.

Families will be notified by an automated phone message and/or text from the school division, an email will be sent from school administration, and a social media notification may be posted.

- In the case of cancelled transportation and ICS not conducting classes, each campus will be open for the morning to ensure students from families that missed the notifications will be kept safe until arrangements can be made to have the students picked up .

If road conditions are deemed not favourable or safe, individual routes may be cancelled at the discretion of the driver. A phone call or text message will follow to update on the status of the route.

- In this case of an individual route being cancelled, it will be up to the families on the route to determine if they bring students in to the school.

### RESPONSIBILITIES



#### Parents and/or guardians

- Parents and/or guardians are responsible for students until they board the bus at the designated location and time.
- Know the information and rules of riding an ICS bus. See Bus Safety Rules (next page)
- Have students dressed appropriately
- Have students ready 5 minutes prior to the scheduled time.
- Scheduled pick up time is leave time.
- Must notify the **driver** when a student is not riding.
- Must notify the **school** when a student is not riding.

#### Drivers

- Driving safely
- Driving on time, weather conditions permitting
- Notifying parents and/or guardians of changes, planned or unexpected to the route schedule
- Discipline in accordance to the Bus Safety Rules



#### Students

- Follow the ICS School Bus Safety Rules
- Arrive at bus stop 5 minutes prior to scheduled time

### CONTACT INFORMATION

**Transportation Coordinator:** [transportation@immanuelcs.ca](mailto:transportation@immanuelcs.ca)  
**Society Office:** (403) 327-4223 | [business@immanuelcs.ca](mailto:business@immanuelcs.ca)  
**Website:** [www.societyforchristianeducation.org](http://www.societyforchristianeducation.org)