

## **STUDENT TRANSPORTATION**

### **How many students do we transport daily?**

The School Division transports approximately 3600 students daily.

### **Who approves bus routes?**

Bus routes and/or changes to bus routes can only be approved by the Assistant Manager – Administrative Services or by the Manager - Corporate Services. In their absence the Superintendent - Administrative Services may be contacted.

### **Who do I call for bus tickets?**

Call Gay Hoffman (7024) and she will send tickets out to you. You may call for children, student and/or adult tickets. Student and adult tickets strictly relate to Special Needs students and their teachers or teacher assistants.

### **When do I refer inquiries from the public to Administrative Services?**

You may refer any inquiry from the public.

### **Do I need to send a list of Kindergarten students if they are being transported by cab to or from school?**

Yes, this list is needed for reports that go to Saskatchewan Learning.

### **Should I notify you of any change of address of children being transported by cab or parent?**

Yes, this information is important so we can check billings at the end of each month. Any address change for special needs students will not be accepted by the cab companies with approval from the Assistant Manager – Administrative Services or their designate.

### **When do I send in bus ticket money collected?**

The money from bus ticket sales should be deposited in with your school based funds and coded to account 1-2-14-175-531-503 on the School Based Funds Deposit Reconciliation form.

Please continue to send Gay Hoffman your completed Elementary School Transportation Assistance Program form in December and June. These forms are found on the web under Administrative Services – Forms – Accounts Payable – Forms AP8 and AP10.