

## **ALLOWANCE IN LIEU OF BUS SERVICE**

### **Background**

The Good Spirit School Division's preferred method of transportation service is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Transportation Manager will recommend special arrangements to the Chief Financial Officer (CFO) for approval.

### **Procedures**

1. Under exceptional circumstances, private vehicles may be used for regular transportation, in lieu of a bus, with prior approval from the Transportation Manager.
2. In these circumstances, an allowance may be paid based on the distance from the student's home to the school. Kilometers 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. If the bus is unavailable for four or more consecutive days, parents are eligible for reimbursement per loaded kilometer at Division approved rates; payment will begin on the fourth day. Parents/guardians are responsible for completing and submitting the Administrative Procedure Form 561-1 Allowance in Lieu of Bus Service to the Transportation Manager. 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.

### **Process**

1. The form will be sent to the Transportation Manager for verification of student attendance, the kilometers travelled and approval.
2. Parents will be contacted to confirm the information provided should any discrepancies in attendance or kilometers occur.
3. The approved form will be submitted to Accounts Payable for payment.

Legal Reference: Section 85, 156, 157, 158, 162, 194, 195, 196, 197 Education Act  
Form 561-1 Allowance in Lieu of Bus Service

Updated: March 2023