



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EAAAB – STUDENT TRANSPORTATION FOR PROGRAM NOT OFFERED

Programs Not Offered in Rolling River School Division

In lieu of school bus transportation, a student who is resident in the Rolling River School Division and who is approved to enroll and attend school in another School Division because he/she is enrolled in a program of study that is not offered in the Rolling River School Division, may be paid a mileage allowance equivalent to the annual transportation grant paid by Manitoba Education.

The allowance will be pro-rated to a monthly fee to be paid on a monthly basis subject to the following conditions:

- the student continues to reside in the Rolling River School Division,
- the program is a public-school program recognized by Manitoba Education and is not offered in the Rolling River School Division,
- the student attends over 50% of the recognized program courses each month, and
- the student does not receive school bus service from the receiving Division.

A student will not be eligible for this allowance if he/she takes up permanent residence out of the Division at any time during the school year.

Programs Not Offered in a Student's Catchment School

In lieu of school bus transportation, a student who is resident in the Rolling River School Division and who is approved to enroll and attend school in another catchment area within the Rolling River School Division, because he/she is enrolled in a program of study that is not offered in his/her resident catchment area, may be paid a mileage allowance. This daily allowance will be equivalent to the projected cost of vehicle fuel per day from the student's primary residence to the closest school bus route stop for the out-of-catchment area school to be attended.

The allowance will be calculated based on 50% of the Professional Development mileage rate (reference Policy DLC Employee Travel/Expense Reimbursement) for the total round-trip kilometers from the student's residence to the closet school bus route stop for the out of catchment area school to be attended.

The allowance will be paid on a monthly basis subject to the following conditions:

- the student continues to reside in the Rolling River School Division
- the program of study that the student is attending is not offered in his/her resident catchment area school and
- the student attends over 50% of the recognized program courses each month based on actual number of days attended per month.

The Division Administration staff will administer the approval and payment of transportation allowances for students attending a Program Not Offered in the Division or within a catchment area of the Division according to the following procedures:

1. The Secretary-Treasurer, prior to consideration of a request for a transportation allowance, must receive a completed School of Choice form indicating the acceptance of a student to a Program Not Offered in the Division or resident catchment area school.
2. A Program Not Offered refers to a complete program of study recognized by Manitoba Education with defined graduation requirements set by Manitoba Education.
3. The Division will notify a student/parent(s) of eligibility to apply for a transportation allowance following confirmation from the receiving Division or school that the student is enrolled and attending the applicable program of study.
4. In the case of a program attended outside of the Rolling River School Division, the receiving Division must also confirm that the receiving Division is not transporting the student. An eligible student / parent(s) will be required to confirm in writing that the student meets the eligibility criteria. (refer to Appendix attached).

Date Adopted: October 24, 1991

Date Revised: November 3, 2005

Date Reaffirmed: October 21, 2009

Date Revised: January 29, 2014

Date Reaffirmed: January 17, 2018

Date Reaffirmed: October 5, 2022



Rolling River School Division

TRANSPORTATION ALLOWANCE LETTER

Date

Address

Dear _____,

This will acknowledge receipt of correspondence confirming enrollment of your child, _____, in the _____ Division / School for the 20_____/20_____ school year, in a program not offered in the Rolling River School Division / resident catchment area. Please be advised that you are eligible to receive a transportation allowance from the Rolling River School Division because:

- you are resident in the Rolling River School Division and
- the program your child is attending is not offered in the Rolling River School Division or your resident school catchment area and
- your child does not receive school bus service from the _____ Division.

The allowance for the 20_____/20_____ school year is _____ per month per child or _____ for two or more children from the same residence.

Please complete the bottom portion of this letter, sign and date and return the letter to my attention to confirm that your child meets the above criteria, and the Rolling River School Division will initiate payment of the travel allowance effective September 20_____.

Please be advised that the payment of a transportation allowance is approved subject to verification of a student's continued enrollment in the program in the _____ Division / School. Following annual verification that a student is enrolled in a program not offered in the Rolling River School Division / the resident catchment area school, the transportation allowance is payable subject to attendance of more than 50% of possible school days each month. Following receipt of attendance reports from _____ Division/School each month, the allowance will be paid to your attention.

Please call me, (867-2754 ext. 226), if you have any questions.

Yours truly,

Secretary-Treasurer

I _____ confirm that my child _____
is attending _____ school for the _____

school year and that I qualify to receive a transportation allowance as per the criteria set forth above.

Signature

Date