

## **CONVEYANCE ALLOWANCE**

### **Background**

The preferred method of transportation service delivery is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Superintendent of Learning and/or Transportation Manager will recommend special arrangements to the Chief Financial Officer for approval.

### **Procedures**

1. **Eligibility for Conveyance Allowance:**
  - 1.1 Conveyance allowance may be available to eligible students:
    - 1.1.1 Students warranting special consideration based on their particular special needs. Each case will be considered on its merits/unique situation/student's specific needs.
    - 1.1.2 French Immersion Program:
      - a. For students residing outside the Palliser Heights and Gravelbourg Schools catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.
      - b. The allowance will only be paid if the student(s) is transported on a school bus. If a student only rides the bus one way then the authorized amount paid will be one half of the daily rate.
  - 1.2 The daily rate of conveyance allowance is determined by the per kilometer amount established by the Board. The daily maximum limit for authorized conveyance allowance will not exceed \$50. Parents seeking conveyance allowance exceeding \$50 may submit a request for review by the Board.
  - 1.3 Applications for travel in previous years are not eligible and will not be approved.
  - 1.4 Eligibility for conveyance allowance is subject to approval on an annual basis. The approval may be subject to change or be discontinued if the original circumstances warranting the service have changed and/or a divisional assessment of service warrants discontinuation of service.
  - 1.5 The actual amount of conveyance allowance which will be paid monthly is calculated by multiplying the daily rate by the number of days in each calendar month on which the student, or at least one of the students in a family, was in attendance at school.
  - 1.6 Mileage must be driven in order to claim the allowance. Where carpooling occurs, only the person doing the actual driving may make a

claim. If additional kilometers are required to pick up the second child those kilometers can be added to the claim.

- 1.7 Measuring: Measurement is from the residential property to the closest stop on current route. The distance from your residential property to the school or closest stop is measured by the shortest trafficable route over roads open for public use and will be measured using Bus Planner.
- 1.8 Only one conveyance allowance will be paid per family.
- 1.9 Conveyance allowance is only available from one address and to one school facility. This address must be the principal place of residence of the student's parent or guardian. For students under shared guardianship, parents must decide from which address they will apply for assistance.

## 2. Responsibility of Transportation Manager

- 2.1 All requests for students with special needs will be assessed by the Learning Department.
- 2.2 If approved, then the transportation manager will provide information about conveyance allowances, including the current per kilometer rate in effect, and a conveyance allowance form to the parent/guardian.
- 2.3 The transportation manager will obtain the monthly student attendance report from the school which confirms student attendance and it is also used to determine the number of days a parent/guardian is eligible to receive the allowance.
- 2.4 The completed conveyance allowance form is reviewed to ensure that the parent or guardian qualifies and to verify trip distance.

## 3. Responsibility of Parent

- 3.1 If a parent/guardian believes that they may be entitled to a conveyance allowance it is their responsibility to contact the Moose Jaw Transportation Office (306-694-8750 or email inquiry to [transportation@prairiesouth.ca](mailto:transportation@prairiesouth.ca)) to determine eligibility.
- 3.2 If approved, at month end, the parent/guardian submits a claim form to the Moose Jaw Transportation Office. The completed form can be emailed to [transportation@prairiesouth.ca](mailto:transportation@prairiesouth.ca).
- 3.3 Claims must be submitted by the 15<sup>th</sup> of the following month. Claims received after this date will not be eligible for reimbursement.

Reference: N/A  
Related: Board Policy 17  
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