

Allowance In Lieu of Bus Service

Background

Prairie South School Division's preferred method of transportation 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 Director of Education 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, beginning on the fifth day, parents are eligible for two round trips per day paid at the per kilometer conveyance allowance approved rate (AP 556 defines the conveyance allowance). Parents/Guardians are responsible for completing and submitting Form 557-1 *Allowance in Lieu of Bus Service* form to the Transportation Manager. This allowance does not apply to days when bus service is cancelled due to inclement weather.
4. Parents must complete the Electronic Funds Transfer (EFT) Form to receive payment. Payment requests must be submitted within 10 days from the end of the month they are claiming for.

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 approval form will be submitted to Accounts Payable for payment.

Reference: Section 85, 156, 157, 158, 162, 194, 195, 196, 197 Education Act
Form 557-1 Allowance In Lieu of Bus Service

June 3, 2025