



1.0 PURPOSE AND PHILOSOPHY

The Red River Valley School Division (RRVSD) Board of Trustees are committed to providing safe, efficient and equitable transportation services to eligible students residing within the division. This administrative procedure defines student eligibility categories based on residency and enrollment status, and outlines the criteria for applying for open bussing seats on established transportation routes. The Transportation Supervisor will be responsible for setting all divisional bus routes.

2.0 DEFINITIONS

Designate School: The specific school assigned to a student by RRVSD based on their primary residential address within division boundaries. In the case of joint custody, it is the responsibility of the parents to decide on the student's primary address to determine their Designate School. *Refer to Administrative Procedure G4: Designate School.*

Designated Stop: A specific, pre-determined location approved by the school division where a student is authorized to board or disembark the school bus. These locations are strategically chosen to prioritize student safety, maximize visibility, avoid hazardous traffic areas, and maximize route efficiency.

Program Not Offered: Under Sub-section 41(5) of Manitoba's [The Public Schools Act](#), school divisions must allow students to attend a school in another division if their home division does not offer a recognized program they need (such as French Immersion, Français, or specialized vocational programs).

Schools of Choice: A school within RRVSD or in another school division that a student chooses to attend rather than their Designate School, subject to provincial guidelines and division capacity. Students attending their Designate School have priority over students applying from outside the catchment. Transportation in the context of Schools of Choice is the responsibility of the parents, barring grandfathered arrangements or courtesy seat availability (*see 6.0 Application for Courtesy Seating*).

3.0 ELIGIBILITY DETERMINATION & ROUTING PROCEDURES

RRVSD provides school transportation to its eligible students to their Designate Schools while respecting, as much as possible, a duration of 60 minutes or less for its school routes. Eligibility for transportation is determined by the student's primary legal address.

Cross Reference: Board Policy #20: Transportation; Administrative Procedure G4: Designate School; Administrative Procedure H2: Dispute Resolution

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Parents are requested to contact the school administration directly for any temporary bus change requests. However, the administration will not authorize requests for reasons such as parties, sleepovers, etc.

Distances have been calculated by the Transportation Department using the authorized student transportation software. Distance measurements are conducted in accordance with Manitoba's Public Schools Act and official operational guidelines established by the Manitoba Education Pupil Transportation Unit. Per these regulations, measurements calculate the shortest available public route starting at the driveway entrance on the public roadway (excluding private residential property) and ending at the main entrance of the designated school.

3.1 Transportation Eligibility Scenarios

Scenario A: Resides Within Division & Attends Designated School

- Rural Students: Fully eligible for division supplied transportation provided standard distance requirements are met.
- Town Students: Temporary winter town pickups are permanently discontinued effective September 2026. Year-round transportation is provided exclusively for Grades K-6 students living within town boundaries who reside more than 1.6 km from their school. Town students in Grades 7-12 do not automatically qualify for transportation.
- Service: Standard bus route pick-up and drop-off.

Scenario B: Resides Within Division & Attends as a School of Choice

- Eligibility: Transportation is not guaranteed. All existing transportation arrangements for Schools of Choice within-division families are grandfathered as of June 30, 2026. Younger siblings of grandfathered students entering the system, or transitioning from a feeder school to high school may access transportation on that existing route. Effective September 1, 2026, transportation will only be provided for new families to their designated school.
- Service: Students may access existing transportation routes subject to courtesy seating availability (*see 6.0 Application for Courtesy Seating*). Routes and bus stops will not be altered to accommodate Schools of Choice students.

Scenario C: Resides Outside Division & Attends as a School of Choice

- Eligibility: Transportation is not guaranteed. RRVSD will offer transportation within school division boundaries only, effective September 2027. This grants a one-year transition period for existing out-of-division students.
- Exceptions:
 - Cluster pickups will continue to be provided for out-of-division students residing in La Salle who attend Sanford Collegiate.

Cross Reference: Board Policy #20: Transportation; Administrative Procedure G4: Designate School; Administrative Procedure H2: Dispute Resolution

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- Effective September 2027, Oak Bluff Community School will be the designated pick-up and drop-off location for all out-of-division students attending the Starbuck Hockey Academy.
- Service: Non-exception out-of-division students may apply for a courtesy seat at an existing in-division route stop, subject to availability and division approval (*see 6.0 Application for Courtesy Seating*).

Scenario D: Resides Outside Division, Designated (closest) School is Within RRVSD

- Eligibility: Transportation is not guaranteed. Out-of-division student transportation remains a discretionary service that RRVSD is unable to maintain long-term. As such, bussing service for out-of-division border families will terminate as of September 2027. Families seeking an official boundary adjustment must direct their petitions to the Manitoba Board of Reference.
- Service: Out-of-division students may apply for a courtesy seat at an existing in-division route stop, subject to availability and division approval (*see 6.0 Application for Courtesy Seating*).
- Transportation In-Lieu: Eligible rural students are entitled to a provincial grant-in-lieu as per [Manitoba Education and Early Childhood Learning](#) if RRVSD is unable to provide transportation. This grant is claimed by the division and will be paid to the parent/guardian on a monthly basis.

Scenario E: Resides Outside Division & Attends as a Program Not Offered

- Eligibility: Transportation is not guaranteed. Eligible for division-provided transportation, subject to the discretion of the Transportation Department.
- Service: Cluster pick-ups may be offered for students attending due to programs not offered within their home division.

4.0 DESIGNATED STOP

Upon enrolment, parents/guardians must declare one stop at which they would like their eligible child(ren) picked up and dropped off each school day. In exceptional circumstances, parents/guardians may make an application to the Transportation Supervisor to have one additional stop approved for their child(ren).

- An application for an additional stop within division boundaries must be accompanied by a **consistent** schedule.
- In the interest of student safety, all requests for schedule changes must be submitted by email to the Transportation Supervisor. Bus drivers do not have the authority to make changes to their route.

Cross Reference: Board Policy #20: Transportation; Administrative Procedure G4: Designate School; Administrative Procedure H2: Dispute Resolution

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- Approval of an additional stop will take a minimum of two weeks. Applications must be received well in advance of the anticipated second stop requirement. Until such time as the additional stop is approved, the declared stop will be the pick-up and drop-off point for the affected child(ren).
- School buses are not to be used for the purposes of transportation to non-school related, regularly scheduled activities such as dance classes, music lessons, after school employment, etc.

5.0 BOUNDARY CHANGES

- **Division Boundary Changes:** When school division boundaries change, transportation will be extended to existing affected families.
- **Requesting a Boundary Change:** Decisions on boundary changes are handled by the Manitoba Board of Reference. Families interested in learning about the petition process or requesting an adjustment can find more information using the province's [Board of Reference Information Package](#).

6.0 APPLICATION FOR COURTESY SEATING (OPEN BUS SEATS)

For families requesting open seats, the following procedures apply:

- **Application:** Requests for courtesy seating will be accepted in writing starting May 16th of the current school year and will only be valid for the upcoming school year. To apply for courtesy seating, see Appendix A on page 5.
- **Allocation:** Courtesy seating may be granted following seat assignment (no later than October 1st), provided that 15% of the seats remain open on the bus for new registrations.
- For all other cases, courtesy seating may be granted after the start of the school year, if space remains available. If demand exceeds available capacity, families will be selected at the discretion of the Transportation Department.
- **Withdrawal of Service:** During the school year, courtesy seating may be withdrawn at any time in either of the following situations:
 - Seats are required for eligible students,
 - It is necessary to modify the bus route.

6.0 APPEALS

Appeal Process: Parents/Guardians who disagree with a decision made by the Transportation Department must submit a written appeal to the Superintendent & CEO. For further information, refer to *Administrative Procedure H2: Dispute Resolution*.

Cross Reference: Board Policy #20: Transportation; Administrative Procedure G4: Designate School; Administrative Procedure H2: Dispute Resolution

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**Appendix A: Courtesy Seating Application**

This form must be submitted to the RRVSD Transportation Department.

Student Information

Student Full Name	
Grade Level	
School Attending	
Physical Address / Legal Land Description	

Parent / Guardian Information

Parent / Guardian Name(s)	
Phone Number	
Email Address	

Request Category

☐	Scenario A: Resides Within Division & Attends Designated School
☐	Scenario B: In Division Schools of Choice
☐	Scenario C: Out of Division Schools of Choice
☐	Scenario D: Out of Division, Designated (closest) School is Within RRVSD
Rationale: _____	

Parent / Guardian Acknowledgment

I understand and agree to the following terms:

1. Courtesy seat assignments are finalized after all regular bus routes are established at the end of September.
2. Courtesy bussing privileges are assigned for the current school year only and may be revoked if route capacity changes.
3. Transportation will only be provided from an existing, designated RRVSD bus stop.

Parent / Guardian Signature: _____ Date: _____

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