



SEVEN OAKS
SCHOOL DIVISION
community begins here

SEVEN OAKS SCHOOL DIVISION Application for Transportation 2017 – 2018

Kindergarten
Student

AM _____
PM _____

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- Instructions:**
1. PLEASE PRINT your child's information on this form.
 2. COMPLETE A SEPARATE FORM FOR EACH STUDENT requiring transportation.
 3. Applications must be signed and dated by parents/guardians and those families with two or more children can return all applications to the school of the oldest student along with payment or Authorization Form, if applicable, by Friday, APRIL 28, 2017.

PICK UP AND RETURN LOCATIONS TO BE DETERMINED BY THE TRANSPORTATION DEPARTMENT.

Enrolled at (school name) _____ Grade _____

STUDENT NAME: _____

Parent/Guardian Names: _____

Home Address: _____ Postal Code: _____

Home Phone: _____ Parent/Guardian Work Numbers: _____

*(PLEASE COMPLETE ONLY IF DIFFERENT FROM THE HOME ADDRESS – example: daycare, babysitter)
Enrolment in feeder day care will be confirmed by the Transportation Department.*

Pick-up & Return Address _____

Daycare/Sitter Phone: _____

Emergency Contact: *Other than parent*

Name: _____ Phone: _____

Medical Information: *(Health, Epipen, inhaler etc.)*

Date: _____ Parent/Guardian Signature: _____

THE COMPLETED TRANSPORTATION APPLICATION FORM MUST BE RETURNED TO THE SCHOOL FIRST, APPROVED AND SIGNED BY THE ADMINISTRATION BEFORE IT IS SENT TO THE TRANSPORTATION OFFICE.

School Office Use Only

Language Program: Please specify _____

School of Choice

Catchment School

Non-Resident

Assigned/Designated School

Administrator's Signature _____

Student Services Use Only

Wheel Chair

Physical/Medical

Requires EA Assistance on Bus

Other

Special Education Co-ordinator's Signature _____

Board Office Use Only

Waiver Approved

Waiver Denied

Superintendent's Signature _____

Seven Oaks School Division Transportation Policies provides for:

- Transportation at no cost for students in grades K-3 whose most direct walking distance to an assigned school exceeds 1.2 km, including feeder daycares* that exceed 1.2 km from school. (*Feeder daycares are determined by the Seven Oaks School Division and listed on the Division website. www.7oaks.org – Public Documents – Policy Manual)
- Transportation at no cost for students in grades 4-6 whose most direct walking distance to an assigned school exceeds 1.6 km, including feeder daycares* that exceed 1.6 km from school.
- Transportation at no cost for students in grades K-12 living in R.M. of West St. Paul who live more than 1.6 km from their assigned school or (catchment) area school.
- Transportation will be provided to and from the neighbourhood bus stop as determined by the Seven Oaks School Division. No additional stops will be added.

If you have any questions, please feel free to contact your school principal.

Transportation on a user fee basis will be provided only if space is available on an existing bus route.

Rates for students applying for transportation on a user fee basis:

Single Student Rates

Grades K – 5 \$ 495.00
 Grades 6 – 8 \$ 560.00
 Grades 9 – 12 \$ 631.50*

Two or more students (Family Maximum)

Two or more K to Grade 5 \$ 890.00
 One K to 5 and one 6 to 8 \$ 955.00
 Two or more Grades 6 to 8 \$1,020.00
 One K to 5 and one 9 to 12 \$1,026.50
 One 6 to 8 and one 9 to 12 \$1,091.50
 Two or more Grades 9 to 12 \$1,263.00

Fees are determined by the grades of the two oldest students. The third student (in families of 3 or more) receives transportation for free using the Family Maximum fee schedule. (A discount, if applicable, is already removed from the Family Maximum.) * There are no discounts for Grade 9-12 students.

Please return applications for all family members requiring transportation to the school of the oldest student. If payment is required, we ask that full payment (exact cash, cheque, VISA/MasterCard form) or Pre-Authorized Debit Form (with void cheque) must be attached to the application to be considered for transportation.

PAYMENT OPTIONS:

PAYMENT IN FULL: at time of application

- Exact Cash (offices do not have change) can be made at school office and the Transportation Office
- One (1) Cheque (in full), (money order or bank draft) **made payable to: Seven Oaks School Division** dated no later than **August 31, 2017.**
- Visa/MasterCard – One (1) transaction (in full)
 - a) Authorization form completed, signed and attached to application **or**
 - b) Payable by swiping card in person at the Transportation Office
- Interac – One (1) transaction (in full) in person only at the Transportation Office

MONTHLY PAYMENTS: Pre- Authorized Debit Form completed and attached with a void cheque

- Pre-Authorized Debit (PAD): 10 equal monthly payments **1st payment due on September 15th** and then the **1st of every month from October to June**

10 days notice prior to the beginning of the month must be given when changing banking information

Cancellation of Bus Service/Refunds:

- If you are moving out of the division, closer to the school, or have obtained space in your school's day care and no longer require transportation, we would appreciate 10 days notice to cancel the bus prior to the first of the month. It is the responsibility of the parent to contact the Transportation Department. 204-338-7051
- Bus fees are based on one whole school year as we do not have winter bussing. (September to June). We will not refund or discount fees if the bus is not taken or used for the entire year.
- Should the bus assignment be cancelled by Seven Oaks School Division, a prorated refund will be made. No other refunds will be made.
- If the application is not accepted, the payment will be returned or Pre-Authorized Debit Form destroyed.

Payment of \$ _____ is attached to this form, **OR** is attached to the form of:

Student _____ School _____

Student _____ School _____

Student _____ School _____

Student _____ School _____

Transportation office use only. Payment made by:

Cash _____ (in full) Receipt No. _____

Cheque _____ (in full) Date _____

PAD _____ (form attached)

Interac _____ (in person)

Visa/MasterCard _____ (form attached) Authorization No. _____ or _____ (in person)