STEM COLLEGIATE EDMONTON
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STEM COLLEGIATE
TRANSPORTATION MANUAL

GENERAL INFORMATION

STEM Collegiate has a student transportation contract with First Student, a company providing yellow bus service to several schools.

The distance from the child's house to the nearest stop varies from student to student. Some are within walking distance (200-900 meters) and other are over 2 km, so families may want to drive their child to their nearest stop or arrange for a family member or friend to do so.

Important Contact Information

First Student Dispatch: **825-410-5981**

FirstView Customer Support: **1-888-889-8920** or support@myfirstview.com

STEM Collegiate (transportation concerns): transportation@stemcollegiate.ca

YELLOW BUS FEES

This year's transportation fees have not yet been finalized. For reference, the annual fee to ride a STEM Collegiate yellow bus in the previous school year was $1,500.

STEM Collegiate receives a transportation grant from Alberta Education for students who reside more than 2 km from the school and are registered for busing as of September 30. This grant is applied directly to offset transportation costs, with the remaining balance covered by parents.

- Public Charter Schools must set transportation fees on a break-even basis.
- Transportation fees are calculated based on the student's primary residence only.
- Stops cannot be created from parental work locations or homes of relatives.
- Charter Schools cannot waive or reduce bus fees under any circumstances.

BUS FEE PAYMENT

Families must indicate, on the Transportation Registration Form, how they would like to pay the balance of the yellow bus fee after the $200 deposit is deducted.

- **Option 1:** The balance paid, in full, by **September 30.**
- **Option 2**: The balance paid in in three equal payments on
  - **September 30,**
  - **November 30,**
  - and **January 31.**
- **Option 3:** The balance of paid equally over monthly installments concluding in May (contact fees@stemcollegiate.ca to make payment arrangements)

Bus registrations received after the September 30 government transportation grant application deadline are subject to additional fee of $1500 to cover the full cost of service. Based on the payment option selected, the transportation fee will be added to each online account mid-September.

CANCELLATIONS & REFUNDS

Parents may choose to cancel their use of the transportation service. All cancellation requests must be received, in writing via email at transportation@stemcollegiate.ca.

Cancellation emails must include the students full name, bus route they ride, and when they will stop riding the bus. Refund amounts will vary depending on when the parent applied for the service. Cancellation refunds will be provided after an administrative fee of $50 is deducted. The $200 deposit prior to the start of the school year is non-refundable.

Refund Amounts

- Prior to the start of the school year: Full refund of fees paid, less a $50 administration fee. Refund does not include $200 the non-refundable deposit.
- September 1 to January 31: 50% of fees paid, less a $50 administration fee.
    - Refund does not include $200 non-refundable deposit.
- After January 31: **No Refund**

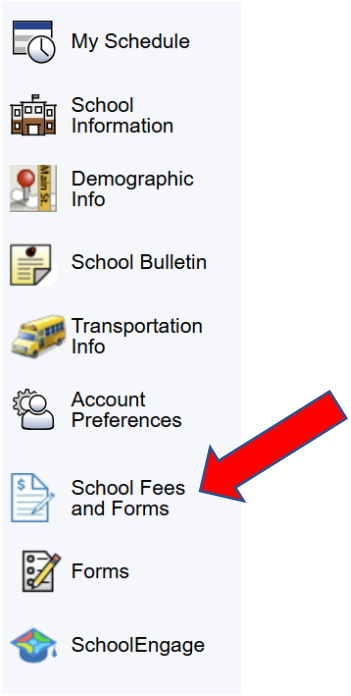
STEM Collegiate has a contract with our bus company, First Student, and our per rider fees are calculated based on confirmed transportation registration numbers.

Alberta Charter Schools are not permitted to subsidize unpaid transportation fees with waivers. STEM Collegiate is responsible for ensuring that daily yellow bus service is provided on a cost-recovery basis.

Families with outstanding school resource or transportation (bus) fees as of March 15 will not be eligible to register for the upcoming school year or access yellow bus service.

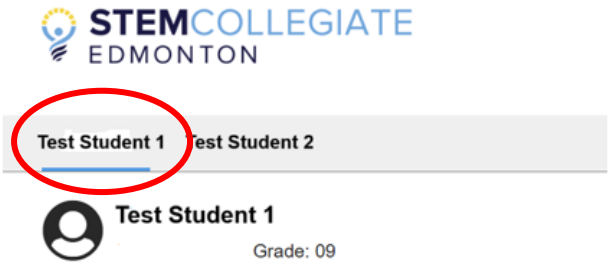
HOW TO REGISTER FOR A BUS

STEM Collegiate families can access the bussing form by logging into the parent PowerSchool portal on a PC. Use the login information provided to access your account.

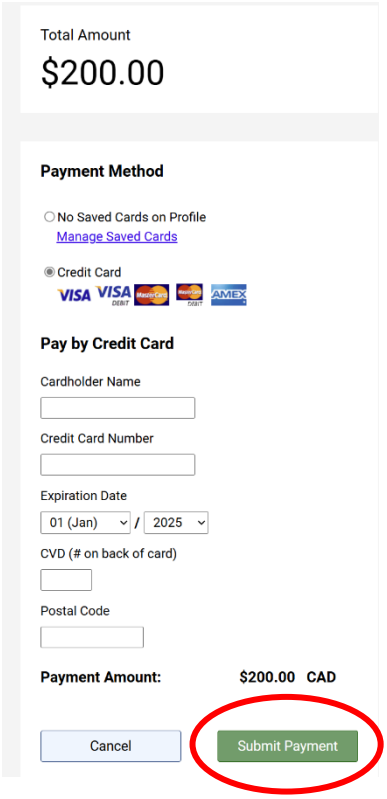


Select the School Fees and Forms from the Navigation pane on the left-hand side of the screen.

Click on the student's name in the top grey bar to select the applicable fees or forms for that student. You will need to complete for every student.



The bussing form will be under the New Items section for that student. Once information has been completed, select 'Add to Cart' button at the bottom right side of the page.



Follow the steps on the payment page and select Submit Payment only once. You will receive a confirmation email for your purchase.

ROUTES & STOPS

Creating Bus Routes and Bus Stops

All bus routes are determined in the spring based on the number of students that register for transportation. Students who reside within 2 km of STEM Collegiate are not eligible for transportation services. STEM Collegiate, in consultation with First Student, strives to keep route distances within 60min to 90min ride each way. Given the large geographic area our routes cover within the city of Edmonton, that is not always possible. We do our best to set these routes each spring with First Student. Community stops are created to service as many families in one area as possible and to minimize route travel time. These community stops may result in the need for parents who so choose to drive their children to the bus stop. It is impossible to provide door-to-door or end-of-the-block stops due to the distance the buses must travel. Some communities are not serviced due to travel time, accessibility, or lack of ridership to warrant a route. Stops are not necessarily created for every community in which a rider resides.

There are some neighborhoods which First Student will not provide service to due to limited ridership or accessibility. These families will need to access the nearest neighbouring community stop. The stop for that community will be based on the number of students who ride the bus and be most viable access point for all families living in an area. STEM Collegiate does not have a maximum walk/drive distance between home and the bus stop.

Bus service outside the City of Edmonton is not provided. Parents are welcome, however, to drive their children to an existing stop within city limits.

If a student has more than one address they will be riding from, please contact transportation@stemcollegiate.ca. After confirming bus capacity, students with two addresses can access an existing stop if they need transportation from their secondary residence.

No new bus stops will be added during the school year.

Changes to a Bus Route

First Student will not make any changes to bus stops until the end of September unless there are significant safety concerns. At that time, First Student will examine the routes for timing and efficiency and will adjust accordingly. All inquiries for changes to existing stops must be directed in writing to transportation@stemcollegiate.ca.

Route/stop change requests will only be considered for stops with safety concerns. New stops will not be created by nature of being "enroute" (e.g. the bus drives by the house).

If the location or walk distance to the nearest stop is not satisfactory, families can:

1. Email transportation@stemcollegiate.ca to share the concern with their closest stop to see if it can be changed. Not all stops change requests can be accommodated. Request will be granted on a case-by-case basis.
2. Drive their child to another existing stop on any STEM Collegiate bus route, by emailing transportation@stemcollegiate.ca to let us know which stop location/route their child will be accessing.
3. Withdraw from yellow bus service and determine an alternative way for their child to get to and from school each day (i.e., Edmonton transit, driving their child, finding a STEM Collegiate family to carpool with).

NOTE: STEM Collegiate does not have a dedicated transit route with Edmonton Transit. Edmonton Transit Services offers a discounted Youth Monthly Pass and subsidized passes based on certain eligibility criteria.
https://www.edmonton.ca/ets/subsidized-transit

GPS TRACKING

FirstView 1.0

With FirstView, parents and caregivers can download the secure, easy-to-use vehicle tracking mobile app that will allow you to stay easily connected with your student(s) daily trips.

- See the real-time vehicle location via GPS and track its progress.
- Easy access to vehicle details as well as updates regarding any changes.
- Receive distance notification alerts when the vehicle is near.
- Set-up family members and caregivers to receive trip email alerts.
- Dedicated customer support team for all app-related questions.

Step 1: Download the free, easy-to-use mobile app, which is available on both iOS and Android devices. Search for app name: FirstView 1.0

Step 2: Set up your FirstView 1.0 mobile app profile. You'll be asked to provide:

- The 5-character District Code: **I7P0K**
- Your student's first and last name
- Your student's route number

Step 3: Once you have added your student, set-up and receive distance notifications in app, via push notification, or via email. A distance notification is an alert you'll receive when the vehicle is near your student's stop location. To set this up within the FirstView app, go to Settings > Notifications > Manage Distance Notifications.

Step 4: Next, you can have yourself and/or other family members and caregivers receive daily trip email alerts. To set this up within the FirstView app, go to Settings > Notifications > Manage Recipients.

Step 5: Once you have added your student(s), set-up distance notifications, and signed up family members with email alerts, begin tracking your student's daily trips!

STUDENT CONDUCT

STEM Collegiate Students are expected to always adhere to Student Code of Conduct while riding the bus:

STEM Collegiate Student Code of Conduct

Students who are disruptive on the bus may lose the ability to ride the bus for a temporary time. Extremely unsafe behavior or on-going misconduct may result in a permanent suspension from the bus.

LATE REGISTRATIONS TO STEM COLLEGIATE

Yellow bus service may be available for students who register late, depending on existing route capacity and stop locations. New bus stops will not be added to accommodate late registrations.

Families must email transportation@stemcollegiate.ca to confirm availability of space on a bus and to receive information about existing stop locations.

Please allow time for requests to be reviewed. Once confirmed, updated route and stop information will be shared by school staff.

A $200 transportation deposit is required to secure a bus seat. Processing and confirmation may take up to 2–3 weeks.

OTHER INFORMATION

Large Items

Items too large to fit under the seats or held on the student's lap will not be allowed on the bus. STEM Collegiate reserves the right to deny large items based on capacity and seating space availability.

Food and Drink on the Bus

Allowing food or drink on the bus will be solely at the discretion of the bus driver. Decisions made by drivers regarding food and drink are completely supported by the school.

Requests for friends to ride the Bus

All requests for friends to ride a bus that they are not registered on must be submitted to the school office. Requests will only be granted if there is sufficient space on the bus. Students will not be allowed to ride a bus they are not registered on, without prior approval from the school, who will communicate this decision directly to First Student.

Parent Responsibilities & Expectations

It is the parent's responsibility to:

- Ensure your child is at their designated bus stop 5 minutes prior to the scheduled morning pick up time.
- Familiarize your child with the bus route and pickup and drop off locations.
- Review and discuss bus safety and expectations with your child.
- Discuss back up plans with your child if they miss the bus in the morning or afternoon.
- Have a back-up plan in the event of bus delays and/or route disruptions.