

# TRANSPORTATION APPLICATION—FEE-FOR-SERVICE (FORM B) (2024–25)



Please fill out one form per child.

Date to begin busing: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of a student otherwise ineligible for school bus transportation under board policy, request transportation for my child on a fee-for-service basis as follows:

School bus transportation is requested for: \_\_\_\_\_  
*Name of student*

Home address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Babysitter address (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student #: \_\_\_\_\_

I have read the division's conditions and fully accept these conditions as well as the responsibility for payment of this fee-for-service transportation.

\_\_\_\_\_  
Parent/student signature

## RELEVANT MEDICAL INFORMATION

Please check if your child has any conditions that could require intervention during transportation:

Life-threatening allergy to: \_\_\_\_\_  Other (please indicate): \_\_\_\_\_  
 Diabetes  Seizure disorder  Asthma

## FOR DEPARTMENT USE ONLY

Request approved: \_\_\_\_\_ Pickup bus: \_\_\_\_\_

Request denied: \_\_\_\_\_ Transfer to: \_\_\_\_\_

Transfer bus: \_\_\_\_\_

Take home bus: \_\_\_\_\_

Completed by: \_\_\_\_\_ Busing start date: \_\_\_\_\_

### FOR OFFICE USE ONLY

\_\_\_\_\_ -JUNE \_\_\_\_\_  
\$ \_\_\_\_\_ /mth X \_\_\_\_\_ = \$ \_\_\_\_\_

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Please ensure you have enclosed one of the following:

- Full payment dated September 1 of the school year for which you are applying.
- Direct debit authorization is the preferred payment method, processed the 1st of every month starting September 1 to June of the school year.
- Ten post-dated cheques (dated the 1st of each month beginning with September 1).

Your application will not be processed unless full payment OR post-dated cheques are enclosed, OR a direct debit authorization is attached. Cheques are payable to RETSD.

Cheques or preauthorized payments returned by your bank will result in suspension of service.

If your application is not accepted, full payment or post-dated cheques will be returned, or direct debit authorization cancelled. If you need to cancel transportation services, a written notification of cancellation of the service must be received five business days prior to processing the next direct debit or post-dated cheque. No refund of a partial month will be made.

## SCHEDULE OF COSTS FOR FEE-FOR-SERVICE—2024–25

Number of Children	Rate
First child	\$808.50 per year @ \$80.85 per month
Second (and subsequent) child/children	\$404.25 per year @ \$40.42 per month

**Please note:** Fee-for-service payments are based on a yearly rate divided by 10 months (September–June); therefore, winter and spring breaks are not discounted.

**THIS FEE-FOR-SERVICE DOES NOT QUALIFY AS A DEDUCTION UNDER THE INCOME TAX ACT.**

## DIRECT DEBIT AUTHORIZATION

Upon receipt of this form, the monthly transportation fee will be withdrawn from my bank account on the first business banking day of each month for the duration of the application.

My consent also acknowledges that I understand participation in direct debit authorization will terminate in June or with the cancellation of service.

Please check the option that applies to your situation:

- I have attached the required voided cheque or deposit slip.
- I have already consented to make direct debit payments in a prior year and my banking information has not changed.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

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## FEE-FOR-SERVICE CONDITIONS

Transportation service on unallocated seats may be provided on a **fee-for-service basis** under the following conditions and order of priority to kindergarten–Grade 12 students who, under board policy, do not qualify for school bus transportation.

Applications for fee-for-service transportation (September–June annually) are to be submitted to the:

**RETSO Transportation Department**  
2057 Camsell Ave.  
East St. Paul, MB R2E 1G2  
Fax: 204.663.7731  
Email: [transportationfee@retsd.mb.ca](mailto:transportationfee@retsd.mb.ca)

Applications must be submitted by June 30 of each school year. Applications received after June 30 will be reviewed on an individual basis. Access to fee-for-service transportation services will be determined on an annual basis.

1. Transportation service will be provided in accordance with River East Transcona School Division Policy EEA and EEA-R ([www.retsd.mb.ca/page/114/transportation](http://www.retsd.mb.ca/page/114/transportation)).
2. Available seats will be allocated on a progressive, grade-level basis beginning with kindergarten with priority to youngest and furthest.
3. Bus routes will not be altered, nor new stops added. All buses will be loaded to a maximum of 95 per cent of their capacity as determined by the director of transportation. Once capacity is reached, no further applications will be processed.
4. In the event that students eligible in accordance with division policy apply subsequent to the first day of school, space allocated on a fee-for-service basis will be withdrawn in reverse order of priority; that is, oldest and closest first. Parent(s)/guardian(s) will be required to make alternate arrangements within seven days' notice.
5. Transportation **will not be provided** for those students who live less than one kilometre from their designated school.
6. Non-payment of transportation fees will result in suspension of service.