

Applying for Transportation

Procedure 201

Last Review: 5/27/2026

Statement

As per the Student Transportation Policy section 1.0 –*Applying for Transportation*, students must be authorized to use the school bus and can only use transportation as it is assigned to them. Authorization is provided to each student based on information provided in their transportation application. Applying for the bus is a separate process from registering for school. Only enrolled students will receive transportation, but eligible students do not need to be enrolled before they apply for transportation. Any application will override the previous one on file.

The online and printable forms can be found on triboard.ca/apply. In some circumstances, the school or school board may apply for transportation on behalf of the student/family.

In cases of joint custody or caregiving, transportation may be offered to an alternate address if it meets the eligibility requirements in the Student Transportation Policy section 2.0 –*Eligibility Distances* or section 3.0 –*Courtesy Riders*. It is the responsibility of school administration to ensure students with an alternate address are placed on the right bus when leaving the school. The alternating schedule should be held at the school and organized in such a way that it poses minimal risk of the child being placed on the wrong bus or getting off at the wrong stop.

Unauthorized students are not permitted on the bus. On occasions where an unauthorized student may require transportation (i.e., to work on an assignment with a classmate directly after school) the school may supply a temporary Tri-Board Bus Pass for one day or up to one week. The bus pass permits the student to ride the bus to a specified, existing bus stop and will only be approved by Tri-Board if there is space available on the bus. No bus will be rerouted, and no bus stops will be added through the Bus Pass process. Parents/guardians must advise the school office in writing of the temporary request prior to the date required.

Procedure

A transportation application form must be submitted for each student requiring transportation. One application per student can be held on file per school year and any alternative addresses must be submitted on one form. Once processed in BusPlanner, the information will be available in the Student/Parent, School, and Operator Portals on BusPlanner Web. Families must create an account to view their transportation details or can request them from the school.

Application Forms

Application forms can be found on triboard.ca or at the school. Depending on the student's requirements, different forms will need to be submitted.

Regular and French Immersion Transportation Application

This application is online and reserved for students with addresses that meet the eligibility requirements.

Special Education Transportation Application

This form must be approved by Educational/Student services for students recognized by the school board as needing specialized transportation.

Elective Learning Program Transportation Application

For students who are in an elective learning program, but who are ineligible for busing based on the eligibility requirements, this form can be submitted. Transportation will be approved with the same conditions identified in Student Transportation Policy section 3.0 –*Courtesy Transportation*.

Temporary Transportation for Students in Extenuating Circumstances Application

This form is for students facing extenuating circumstances who require temporary busing. This form must be signed by the principal of the school. If accommodation will require additional cost, Tri-Board will seek approval from the school board.

Courtesy Transportation Application.

This form is online and can be submitted for students with addresses that do not meet the eligibility requirements. Transportation will be approved with the same conditions identified in Student Transportation Policy section 3.0 –*Courtesy Transportation*.

Processing Applications

An application is processed by the Transportation Planner responsible for the applicable school using BusPlanner, Tri-Board's route planning software.

Based on the type of application and the information provided, the Transportation Planner will assign the student to the most appropriate bus route(s).

Once the application is processed, the information will be provided to families and schools via BusPlanner Web. Families will be able to view the information after 12:00pm (noon) on the Thursday before transportation is effective. Route updates occur weekly on Monday, or Tuesday if it is a holiday.

Priority

All applications are processed as they are received. Regular/French Immersion and Special Education applications are processed as soon as possible (unless a future start date is selected). Courtesy and Elective Learning Program applications submitted for a new school year may not be processed for the first several weeks of school to ensure all eligible students are processed first.