



# MEMORANDUM

TRANSPORTATION DEPARTMENT

**Education Centre**

2651 Chinook Winds Drive S.W.

Airdrie, AB T4B 0B4

403.945.4000 p

403.945.4089 f

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**Date:** April 19<sup>th</sup>, 2018

**To:** All Schools

**From:** Audrey Bloxham, Director of Transportation

**Subject:** School Bus Registration Information for 2018/2019

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Please find attached, a letter for parents with information regarding how to register for school bus service.

This letter is being provided to all schools with transportation service. Please distribute this letter in your re-registration packages (or the like) or to any family looking for transportation registration information.

This letter should especially be distributed to families with students who:

- a. are advancing to their next level school and will no longer reside within walk distance of their school.
- b. are brand new to RVS and have not registered for bus service before.
- c. have moved outside of the walk distance area for their school and will now require service.

Thank you for your attention to this matter

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“We engage all learners through meaningful and challenging experiences, preparing them to understand, adapt and successfully contribute to our changing global community.”



TRANSPORTATION DEPARTMENT  
2651 Chinook Winds Drive SW  
Airdrie, AB T4B 0B4  
transportation@rockyview.ab.ca

## SCHOOL BUS REGISTRATION INFORMATION FOR THE 2018-2019 SCHOOL YEAR

The RVS Transportation Department arranges transportation for K-7 students who reside more than 1.5 km from their designated school and Gr. 8-12 students who reside more than 2 km from their designated school.

If a student is new to RVS or did not require school bus service for the 2017-2018 school year but will require transportation for 2018-2019, parents must register for transportation in one of the following ways:

**ONLINE –** visit our website at [www.rockyview.ab.ca/transportation](http://www.rockyview.ab.ca/transportation) and select 'Register Here' from the menu on the left hand side. ***\*\*\*ONLINE PORTAL WILL BE ACTIVE JULY 1<sup>ST</sup>, 2018\*\****

**BY MAIL –** Print an Application for School Bus Service form (AF5500-A) from our website at [www.rockyview.ab.ca/transportation](http://www.rockyview.ab.ca/transportation). Mail completed forms to:

Rocky View Schools  
Transportation Department  
2651 Chinook Winds Drive SW  
Airdrie AB T4B 0B4

**IN PERSON –** Office hours are 8:00am to 4:30pm, Monday to Friday at the Transportation Counter, situated within the RVS Education Centre located at 2651 Chinook Winds Drive in Airdrie, AB. Your permanent electronic bus pass will be issued at the counter. Please note that during late August and early September, there are generally line-ups and wait times can be in excess of one hour.

***\*\*\*We cannot guarantee that late registrations will ensure passes arrive before the start of school\*\*\****

To ensure receipt of the bus passes prior to school start-up, the application form MUST be received in our office prior to July 31, 2018. Any application forms that are received after July 31, 2018 will be processed in the order they are received and a bus pass will be mailed out. Bus Drivers are aware of these timelines and students will be given an adequate grace period where they will be permitted to ride while waiting for their bus pass to arrive in the mail.

**Route information will be provided to all registered families, via email, after the 15<sup>th</sup> of August, 2018.**

**Urban students** – those residing *within* the city/town limits of Airdrie, Chestermere or Cochrane – can also locate school bus schedules and urban route information on our website at [www.rockyview.ab.ca/transportation/urbanbusroutes](http://www.rockyview.ab.ca/transportation/urbanbusroutes) after August 15<sup>th</sup>, 2018

**Rural students** – those residing *outside* of the city/town limits of Airdrie, Chestermere or Cochrane - will be contacted directly by their bus driver, a day to two prior to the first day of school, to confirm stop location and pick-up times.

For additional information please visit our website at [www.rockyview.ab.ca/transportation](http://www.rockyview.ab.ca/transportation)  
For questions or concerns please email us at [transportation@rockyview.ab.ca](mailto:transportation@rockyview.ab.ca)