

 SD 70 Busing Registration Instructions for Parents

**Step 1:** Go to the SD 70 Busing Registration website by clicking the link provided on the School District 70 Web Site.

**Step 2:** Correctly fill out all required fields in the online form. (There are more fields than displayed below.) Greyed areas indicate a drop-down menu. Student numbers can be obtained on the student’s report card or by calling your student’s school or the Transportation Department – 250-720-2772.

Please ensure that all information is correct including the Contact and Medical Notes information.



**Step 3:** Once finished, scroll to the bottom of the screen. You must check the box to confirm you are the parent/guardian to be able to submit the form. By default, the “remember me” box is checked. If you have multiple children to register, leave that box checked. Click on the submit button.



If any required fields were not filled out, a window will popup letting you know which field(s) were left blank. Simply fill them out and submit again.

You should see the following popup:

Your browser should open a new window displaying the completed registration form with your child’s information. You can print that form for your records or print it to a pdf file and save it on your computer. Close that window when done.

The Busing Registration website will now show the following message:



Click on the highlighted HERE area if you need to register another child for busing.

**Step 4:** Repeat the process for all children that need to be registered for busing. If you kept the “remember me” box checked when you submitted the first child, then the new busing registration form will already have your generic family information (address, parent name, phone numbers, etc.) populated in the fields. Simply enter the new child’s specific information, check the parent/guardian box, click submit, etc.

**Step 5:** Check your email. You should receive an email letting you know that your busing request has been received. If you don’t see the email, check your junk or spam folders.

Any questions can be directed to our Transportation Department by email at dprevost@sd70.bc.ca or by phone at 250-720-2772. Please be patient while waiting for a response during our high-volume periods (September/October). All enquiries will be responded to as soon as possible. Thank you for your patience!

Please be aware that registration and use of Bus Pass Cards is mandatory for all students utilizing daily school bus services to and from school. Registration will be required for each school year.