



**SD70 Alberni Valley - New School Bus Registration**

September 18<sup>th</sup>, 2023

School District 70 Pacific Rim is committed to providing better safety and security to the students while they are commuting from school to home or vice-versa. As such SD70 is implementing a student bus pass system. All Alberni Valley School District 70 Pacific Rim students (Kindergarten to Grade 12) who ride a bus to and from school daily, must be registered (on-line) and obtain a bus pass card to be considered eligible for school bus service.

The key reason for this requirement is student safety. The new system will allow tracking of students as they embark and disembark our buses providing up to date information on their location. Additionally, it is mandatory for the School District to adhere to all laws and regulations that apply to the operation of a school bus. The BC Motor Vehicle Act states that the District shall establish and maintain an accurate and up to date list of students riding the bus. To date this has been done by producing hard copy ridership lists where the new system will provide up to date, current information on student location at all times while riding the bus.

After obtaining a bus pass card, students will be required to scan their card getting on and off the bus each time they ride. Using a bus pass confirms to the bus driver that the student is registered and authorized to ride the bus. It will also enable us to have an accurate record of all students on the bus in case of emergency and will allow us to monitor the number of students riding the bus so that we can maximize bus route efficiencies and provide opportunities for more students to ride where space is available.

Registration for school bus service will begin on September 18<sup>th</sup>, 2023 and it is expected that all students will be registered and will have received a bus pass card prior to October 31<sup>st</sup>, 2023. It is mandatory that all students who ride a bus to and/or from school will be registered and have a bus pass card. Students who are not registered and have a bus pass card by November 15<sup>th</sup>, 2023 may be denied bus transportation. Registration will be required for each school year.

Please note that this change in registering for the school bus does not mean that bus routes are expanding. If you are unsure of your child's eligibility to ride the school bus, please contact the Transportation Department at 250-720-2772.

Registrations will be done through the School District 70 website:

<https://www.sd70.bc.ca/page/1817/bus-routes>



## Transportation Department Bus Pass Card and Registration Process: Q and A

### Q1: My child requires bus transportation, how do I register?

1. Register online.
2. If you require assistance in completing the registration form, contact your school secretary or the Transportation Department.

### Q2: How do I register online?

1. Go to the web address <https://www.sd70.bc.ca/page/1817/bus-routes> and follow the instructions attached to this letter:
2. You will require your student's **MyEdBC/student number** to register. Many students in Grade 6 – 12 will know their number. For all other students, check their Report Card for the number, contact your school or the Transportation Department –by email [dprevost@sd70.bc.ca](mailto:dprevost@sd70.bc.ca) or call 250-720-2772.
3. Ensure that all information is completed as accurately as possible.
4. If you have an email address on file with the school, you must use the same one to request transportation services.
5. To keep your student as safe as possible, please provide detailed medical information (where applicable) and as much Emergency Contact Information as possible.

### Q3: I have more than one child that requires bussing?

1. You will need to complete a registration page for each child that requires bus service. The Registration page that will retain the family information entered, making it easier to register more than one student. At the bottom of the registration page, there is a box that can be checked to register additional students: *I want to apply for more than one child: remember me*

### Q4: Do I have to register my child every year?

1. Yes. All families must complete an online registration form each year authorizing them to ride the bus. In future years (starting for the 2024/25 school year), registrations will be due by June 30<sup>th</sup>.

### Q5: After registering, how does my student receive the bus pass card?

1. Once the registration process has been properly completed, bus pass cards will be made and then handed out by the bus drivers.

### Q6: What happens if my student loses the bus pass card?

1. If a card is lost or damaged so it will not function, a \$10 per card replacement fee will be charged. The lost card should be reported to your student's bus driver who will make arrangements for a replacement card.



## 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 - <https://www.sd70.bc.ca/page/1817/bus-routes>.

**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.

**SD70 PACIFIC RIM**

# Busing Registration

### Student Information

**Please Note:**

- This registration form is for the **2023/2024 school year ONLY**.
- Student Number: It is your responsibility to ensure the student number is correct. Incorrect or fictitious numbers cannot be processed.

|                   |   |                  |   |
|-------------------|---|------------------|---|
| Student #:        | <input type="text" value="Please obtain from school (not PEN)"/>      | Gender:          | <input type="text"/>  |
| Usual First Name: | <input type="text" value="First Name as it will appear on bus pass"/> | Usual Last Name: | <input type="text" value="Last Name as it will appear on bus pass"/>                                      |
| Primary Phone #:  | <input type="text"/>  | Birth Date:      | <input type="text" value="MONTH"/> / <input type="text" value="DAY"/> / <input type="text" value="YEAR"/> |
| School:           | <input type="text"/>  | Grade:           | <input type="text"/>  |
| Medical Alert?    | <input type="text"/>  | Medical Notes:   | <input type="text"/>  |

### Home Address Information

|           |  |              |                      |
|-----------|--|--------------|----------------------|
| Address:  | <input type="text" value="Street #"/> - <input type="text" value="Street Name"/> | City:        | <input type="text"/> |
| Province: | <input type="text" value="BC"/>  | Postal Code: | <input type="text"/> |

AM:  PM:



## School District 70 Pacific Rim

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

**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.

**Sign off and submit**

By checking this box I confirm I am the legal parent/guardian of the above student:

I want to apply for more than one child: remember me:

[Submit >>](#)

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:

www.awinfosys.com

Busing registration submitted.

[OK](#)

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:

**SD70 PACIFIC RIM**

## Busing Registration

Your Request has been submitted and you will receive a confirmation email shortly. If you do not receive one, please check your junk and spam email. You may now safely close this window.

If you would like to submit another registration please click [HERE](#)

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



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**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](mailto: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.