

**Transportation Department  
Wolf Creek Public Schools  
School Busing - Parent Handbook**

**2025-2026**



**Wolf Creek Public Schools**  
*Creating Success For All Learners*

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## Objective

The primary objective of Wolf Creek Public Schools Transportation Services is to ensure that students are transported to and from school safely. Student safety depends significantly on appropriate behavior while riding the bus. To support this, general rules are established to set clear expectations for student conduct and to help ensure a safe and respectful environment on all school buses.

The school bus is considered an extension of the classroom, and as such, students are expected to follow the same standards of conduct they would in school. The bus driver, whose main focus is driving the bus and the road, is also responsible for maintaining order and safety on the bus and must be treated with respect, cooperation, and consideration by all students.

Drivers are required to implement the rules set by Wolf Creek Public Schools, the Alberta Education Act, and applicable federal and provincial transportation laws. From the moment students board the bus to the time they are dropped off—whether on the way to school or on the return trip home, they are under the immediate supervision and authority of the bus driver.

The following sections outline key information and expectations related to safe student transportation. Your cooperation in reviewing these expectations with your child(ren) is greatly appreciated and will contribute to a safer, more efficient school transportation experience for everyone.

## Purpose

This Student Transportation Parent Handbook was developed to assist in understanding Wolf Creek Public Schools (WCPS) busing system.

The Education Act (Act) provides that a school board shall, in accordance with the regulation, provide for the transportation of a student who:

- Resides within the attendance area of the school in which the student is enrolled.
- Resides within the division boundary
- Resides at a distance greater than the distances outlined in the Province of Alberta's Education Act.

The Act allows the School Division to levy a fee for transportation services if a family requires busing and lives inside of the prescribed distances or if a family lives outside of the Wolf Creek boundary. For fees and further information pertaining to recent changes to the distances outlined in the Education Act, please visit:

<https://www.wolfcreek.ab.ca/departments/transportation/bus-status-page2>

## Regulations

The school bus service provided by Wolf Creek Public Schools (known as the Division) is regulated by the *Education Act and Student Transportation Regulation*, the *Traffic Safety Act*, the rules of the road and other pertinent legislation struck to provide guidance for order and safety. The actual service levels are determined by the Board. The Board is responsible to set the guidelines and directs the Superintendent in all matters of educational services. The Board has established policies to define the directions given; and the Superintendent maintains administrative procedures reflective of the operational direction of the Board.

The Transportation Department works within this policy and procedure framework. The Generally Accepted Practices and Procedures for busing within the Division has been recorded in the Driver's Handbook for their reference. This document forms the basis of our transportation program.

## Rural Students

There are no fees for Rural students unless categorized as Cross Boundary busing. If an urban student lives less than the distances outlined by Alberta Education, they may fall into a "User Pay" category. To view current user pay busing fees please visit <https://www.wolfcreek.ab.ca/departments/transportation/bus-status-page2>

Students living within the defined boundaries of the Division have access to the transportation system as required under the *School Act*. In previous years, to be eligible for busing services, students must live 2.4 kilometers or further from their designated school. The Government of Alberta has recently updated the eligibility distances. Please refer to the *Education Act* for upcoming changes to these distances for the 2025-2026 school year. Wolf Creek Public Schools reserves the right to accommodate new distance regulations for the upcoming school year where capacity permits. Special arrangements may be made for students with exceptional requirements.

Alberta Education Act student eligibility changes for the 2025-2026 school year are as follows:

- Students ages K-6 and live 1.6 km or further from their designated school, will qualify for free busing.
- Students ages 7-12 and live 2 km or further from their designated school, will qualify for free busing.

Rural students will be picked up/dropped off at their home residence or a predetermined collection point. Except where the parent, or legal guardian has made a special application under the guidelines of [Administrative Procedure 560 - General Transportation of Students](#). (Conditions apply).

## School Boundaries

School attendance boundaries are established by the Board as required under the *Education Act*. Students are transported to their designated school within the attendance boundaries that they reside in.

### School of Choice

Under the *Education Act*, parents have the freedom to choose a school other than the designated school of attendance for their students. If a family decides to attend a school other than the Division's designated school, the Board is not required to provide transportation for the student to the school of choice. Students may still access division buses **as a Cross Boundary Student**; however, these rules must be followed:

1. The student must be accepted at their school of choice.
2. The student must meet the school bus at an existing designated bus stop as determined by the Transportation department operating within the attendance area for the chosen school. **(Note: this location may change should the route change)**
3. There must be room on the bus; and
4. The student must apply by submitting an on-line busing application through School Engage\Parent Portal and state that they are requesting cross boundary transportation. **Cross Boundary Busing carries an application fee which is set by the Board and reviewed annually.** Once the application is received and processed you will be required to submit the application fee for the application to go forward. You will then be sent a Cross Boundary Agreement to sign. Once this is signed and fees submitted the student will be eligible to access busing.

## Urban Students

Urban (town) students who live in the towns of Lacombe, Blackfalds or Ponoka **MUST** re-register each year. If it is determined your home is located in a user pay area or ineligible for free busing, students will not be permitted to ride until the busing application has been approved, and busing is paid for or payment arrangements have been made all addresses are checked and verified. There is a transportation fee for urban students who live less than the eligible distances outlined.

Urban students may be categorized as eligible if they are K-6 aged students and live 1.6 kms or 7-12 aged students and live 2.0 kms or more and considered ineligible otherwise.

Alberta Education Act student eligibility changes for the 2025-2026 school year are as follows:

- Students aged K-6 and live 1.6 km or further from their designated school, qualify for free busing.
- Students aged 7-12 and live 2 km or further from their designated school, qualify for free busing.

Please refer to the Alberta Education Act for more on upcoming changes to these distances for the 2025-2026 school year. Special arrangements may be made for students with exceptional requirements.

## Eligible Students

Current eligible students will be registered first at no cost to the student. Application deadline for eligible students to be guaranteed a seat on the bus is **June 15** of the previous school year.

**Please Note:** Online registration is mandatory for busing applications.

## Non-Eligible Students

For students living closer than 1.6 kms aged K-6 and 2.0 kms, aged 7-12 (non-eligible) from their designated school in the Towns of Blackfalds, Ponoka and the City of Lacombe, the Board provides an in-town busing service on a “user pay system”. Once all eligible registered students have been placed on a bus, non-eligible students may have an opportunity for a seat on the bus. All requests are placed on a waitlist and requests are processed accordingly:

Rode Last Year – Greatest to shortest distance home to school - Grades K-6. The same criteria apply for the Grades 7-12. Please note: All K-6 students would be offered seats before any Gr 7-12 students.

Again, please refer to the Education Act for more on the upcoming changes to these distances for the start of 2025-2026 school year. Wolf Creek Public Schools reserves the right to accommodate new distance regulations for the upcoming school year where capacity permits. Special arrangements may be made for students with exceptional requirements.

Please note, fees apply for non-eligible students (user pay). This fee must be paid in full, or payment plan arrangements made through Rycor Student Fees system (at the beginning of the school term only) as approved by the Board. These fees or payment plans must be made or set up prior to the student riding the bus. New students arriving during the school year, requiring user-pay services, may receive a prorated fee. Please visit the Transportation Services webpage on the Wolf Creek Public Schools website or contact Transportation Services for details.

WCPS can only provide transportation to one registered bus stop. **Multiple location pickups and drop-offs are not permitted.**

## Medical Alerts for Drivers

Parents of students with special requirements and needs should inform the driver, the school as well as the Inclusive Learning Services Department at the WCPS Division office of the student's needs. Medical conditions, allergies, or other concerns should be relayed directly to the driver. Parents should provide the driver with all relevant details that could affect the ride to and from school. Please do not assume that the driver has important information about your child unless you have instructed them yourself. This information about your child will be kept confidential and will only be used to inform the drivers of your child's particular bus.

# Rules for Riding a School Bus

## Responsibilities

### Responsibilities of the Student

To ensure their safety, students are expected to follow the rules outlined in the Rules of Conduct. These rules will be enforced by the bus operator, and **we request that parent(s) and/or guardians review the rules of conduct with their children.**

### Responsibilities of Students.

- Respect and obey the bus operator at all times.
- Be seated promptly and safely in your assigned seat for the duration of the ride.
- Be at the designated bus stop five minutes prior to the school bus arrival. The times indicated by the bus operator are departure times, not arrival times. The bus cannot wait for you.
- Maintain respect for public and private property while waiting at the school bus stop. Line up properly as the bus is coming to a stop.
- Go promptly to your school bus after school dismissal. School buses shall wait for ten minutes after dismissal for loading. Students who are consistently late and hold up the school bus shall be reported to the principal.
- Follow rules of classroom conduct, with the allowance of ordinary quiet conversation.
- Take responsibility for your personal property (books, backpacks, electronic devices, etc.).
- Do not bring animals on the school bus. Only certified and registered guide animals are permitted on the school bus.
- Cross in front of the bus only when it is safe to do so and under the guidance of the bus operator. Only cross in front of the bus upon exiting if you live on the opposite side of the road.
- Dress adequately for current and anticipated weather conditions.
- Exit the bus only at your designated stop.

- Treat the bus with respect and refrain from engaging in the following activities while riding the school bus. Engaging in these activities may result in disciplinary actions. The degree of seriousness of the offences listed below may warrant immediate suspension and referral to Police Services.
  - Endangering safety
  - Failing to follow the bus operator's instructions
  - Possessing, using or carrying potentially dangerous items (guns, knives, etc.)
  - Displaying disruptive behaviors (yell, scream, bully, push, spit, fight, hit, profane gesture or language)
  - Consuming any food or beverages while on board (unless medically required)
  - Having tobacco, lighters, vaping products or e-cigarettes or other smoking items
  - Possessing or using controlled substances (alcohol, drugs, tobacco, vaping products etc.)
  - Vandalism of any form is acceptable
  - Using any device, including cell phones, to record video while riding the bus
  - Playing any electronic devices without earphones and/or earbuds
  - Extending any part of the body out of the windows
  - Throwing objects on the bus and/or out the window
  - Engaging in unnecessary distracting conversation with the bus operator

### **Responsibilities of the Parents/Guardians.**

- Ensure that your child(ren) are dressed properly for current or anticipated weather conditions. The temperatures on a school bus can drop dramatically in the event of mechanical problems.
- Help keep students safe before they board the bus in the morning and after they disembark in the afternoon. It is recommended that a parent or caregiver drop students off and supervise at the bus stop in the morning, and be at the stop to take custody of your student(s) after they are dropped off in the afternoon. Daycare providers are required to meet students in their care at the bus stop.
- Contact Transportation Services if your student is not riding the bus in the afternoon, as the bus operator is otherwise held responsible for taking home every student he/she picks up in the morning. Drivers are not permitted to use a cell phone during their bus route and will not be able to accept text messages or phone calls during this time.

- Contact Transportation Services a minimum of 24 hours in advance to request your student(s) ride a different school bus (i.e. emergency situations only). Approval will be based on space and availability. ***Students will not be permitted on the bus without prior permission.***
- Collaborate with your principal and bus operator in order to correct any problems your student may be causing on the bus.
- Notify Transportation Services when you no longer require bus service, or when a change in service is needed. User Pay families will receive a refund based on when they notify us of the last day of ridership.
- Review the regulations and rules of conduct with your child(ren) to ensure they understand safety on the bus.

**Please note: Any negotiations between the parents/guardians and the bus operator, requesting pick-up or drop off at any location other than the designated stop assigned by Transportation Services, is strictly prohibited.**

#### **Responsibilities of the Bus Operator.**

- Post "Code of Conduct" posters at the front and back of the bus.
- Develop seating plans and assign students seats
- Assist any student who may be experiencing problems getting on and off the bus.
- Never enter private property, except for Special Needs Transportation or by way of written agreement. Approval is needed if a student becomes physically handicapped on a regular route, or a relevant safety concern arises.
- Check to ensure that no students are at the stop or running towards the stop before departing the bus stop.
- Check the bus after completion of the route or field trip for any students, damage and/or lost articles. Maintain a clean bus. Post "Empty" signs as required.
- Only pick up or drop off students at designated stops assigned by Transportation Services. Any negotiations between the parent(s) and/or guardian(s) and the bus operator requesting pick-up or drop-off at any location other than the designated stop

assigned by Transportation Services is strictly prohibited.

- Refrain from using a cell phone. Bus drivers are not permitted to use their cell phone during their bus route - even when stopped. An exception will only be made for emergencies when dispatch cannot be reached.

## **Discipline**

The bus is an extension of the school, so ultimately, student discipline is the responsibility of the school administration (Principal and Assistant Principals) with the assistance of the bus driver.

The driver's primary focus is to transport students from home to school safely. Should incidents or behavior occur on the bus the driver will deal with them as they arise. Drivers are provided with training and guidance and have a great deal of experience and expertise in getting students to behave on the bus. Occasionally, drivers face situations where encouragement of proper student behaviour is not successful. In these cases, the driver will usually request assistance from the parents. Parental support is very helpful in dealing with behaviour modification. If the phone call home is not effective in dealing with the situation, the driver will start to record incidents formally and seek the school administrator's support through the use of the **Student Conduct Report**.

## **Student Conduct Report**

The Student Conduct Report details the behaviour, and the students involved. The report is given to the school administration (Principal) who is responsible for student discipline. The Principal will take whatever action they deem necessary to correct the student's behavior so that the bus remains a safe place for all students as well as the driver.

The principal will provide a response in writing to the Transportation Department on the Conduct Report. Transportation management will relay the principal's action advice to the driver. In most cases, the principal and the driver will communicate directly with respect to the punitive portion of the disciplinary action process.

**The principal has the authority under the *Education Act* to remove a student from the bus for up to five days.** Repeated misconduct detrimental to the safety of other passengers or the driver may result in expulsion from the bus.

## **Registration**

***All transportation registrations must be completed within School Engage***

All registration forms are accessible through your PowerSchool Parent Portal. Please use School Engage to submit an application for school bus transportation.

Register your student(s) online as early as possible to ensure your request is received in time for transportation services to take effect.

Please refer to Wolf Creek Public Schools Bus Registration webpage for help with busing.  
<https://www.wolfcreek.ab.ca/departments/transportation/bus-status-page2>

## **Grade Advancement**

For **Rural Students**, if you are already registered for busing and your child will continue at their designated school, your child will be automatically grade advanced each year and you are not required to re-register your child or children for busing.

For **Urban Students (Blackfalds, Ponoka & City of Lacombe)**, online registration is required each year. This is also required for Blackfalds to Lacombe high school students who are not currently registered for busing in the Blackfalds area.

**Urban STAR Catholic students also need to reapply each year.**

## **Pick Up Times**

At the start of the school year, the driver will contact each family and inform them of their morning pick up time. The bus routes will be reviewed for efficiencies throughout the months of September and October. The pickup times will be finalized by the drivers as quickly as possible. However, adjustments can occur throughout the year due to changes in the route if ridership changes or other factors. Instances when a route is changed and impacts the pickup/drop off times, the driver will notify the parents of any changes.

## **Late For the Assigned Pick Up**

Students are expected to be at the stop, **ready to board the bus 5 minutes before their assigned pick-up time**. If your child/children are late, you must have a contingency plan to get them to school. The driver will leave your stop at the assigned time. (If everyone on the bus were late by one minute the bus would arrive approximately 30 minutes late). **Please be on time**. Also, have a contingency plan in place in case the bus does not arrive. (For example, in the event that a bus may have some mechanical difficulty mid-route and cannot complete their pickups, parents should have a backup plan on what to do if the bus does not arrive.

## **Drop Off Times**

Generally speaking, drop-off times need to be somewhat flexible. Routes can be shortened due to student absences in the afternoon. This may get your child home early. Plan or establish a contingency plan for this situation. This can also work oppositely as the bus could incur delays on the route and the child may be dropped off slightly later than usual.

## **Cross Boundary Students – Drop Off**

Younger cross boundary students will not be dropped off at their designated location if there is no one there to meet the student at the assigned drop off time. Drivers will communicate with Transportation Services and may be instructed to return students to the school at the end of their route if parents and emergency contact are not available. If the school is closed and the principal cannot be located, and parents or emergency contact are still not communicating, as a last resort, they may be asked deliver the student(s) to the local RCMP detachment.

Please keep your bus driver's phone number handy for emergency situations and have a backup plan available. Discuss this plan with your children.

## **Bus Route Status Online**

To keep updated as to whether your child's bus may be running late or cancelled please visit the [Bus Status](#) webpage on the Division's website to view its status. You may also download our "Bus Status 4" app for your phone to receive notifications and the status of your child's bus.



- The Bus Status are linked on your child's school website as well.
- The Bus Status will be updated online as they become available.
- Reasons for a bus status update can include, but are not limited to the following reasons.
  - mechanical issues, poor roads, or visibility, held up at a train crossing, bus getting stuck, etc.
- Delay times indicated are based on an approximate time frame and may vary depending on the circumstances.

Download our

# Bus Status App



BEGIN TRACKING YOUR CHILD'S

BUS STATUS IN **5** SIMPLE STEPS

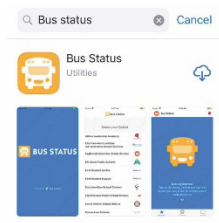
## 1. Search

Search "Bus Status" on the App Store or in Google Play, or simply use the QR codes below.



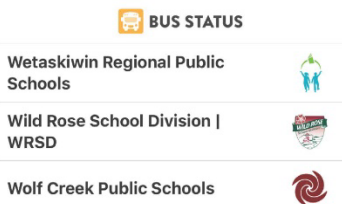
## 2. Download

Download the **Bus Status** app by Box Clever



## 3. Open & Select

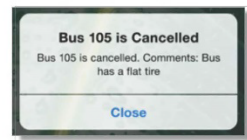
Open the app and select Wolf Creek Public Schools



## 4. All Buses

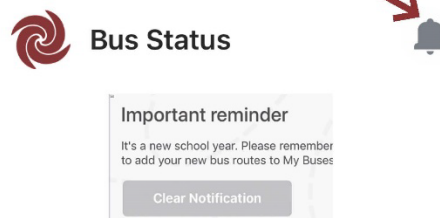
Open all buses at the bottom of the screen and then star to add your child's school buses.

**You'll get notifications when one of your buses is Delayed, Canceled or Early.**



## 5. Tap the Bell

Tap the Bell icon to see general notifications.



### **Driveway Conditions**

It is the responsibility of the family to ensure that family pets are kept away and clear of where the bus pulls up to load/unload students and in cases of in-yard drop-offs and pickups that the driveway is clear and maintained.

### **Seat Assignment**

The driver has the sole responsibility to develop a seating plan and each student shall sit in the assigned seat. Students have the responsibility to accept the seat specifically assigned by the driver. Students will sit in their assigned seat at all times unless authorized by the driver. Sometimes due to behavior issues drivers will move students to different seats in an attempt to resolve the issue.

### **Use of Personal Mobile Device and Electronic Devices**

Students are not permitted to use their electronic or personal mobile devices to take pictures or video while riding the school bus.

Students are not permitted to play music or sound on an electronic device or cell phone without earphones while on the bus. This is to ensure the sound does not affect other passengers nor interfere with the driver's ability to communicate with the students on the bus.

Additionally, please refer to [AP 145, Use of Personal Mobile Devices and Social Media](#)

### **Proper Winter Attire**

All students riding on a school bus during the winter months are required to be prepared for unexpected severe weather conditions. Students must carry with them appropriate winter footwear, outerwear, headwear and gloves/mitts.

### **Temporary or Emergency Transportation on School Bus**

This is limited to Wolf Creek School Division bus users and is only to be used as a last resort for emergency situations. The student must be a registered bus user, and space has to be available on that bus. The trip MUST be authorized by the Transportation Office working in conjunction with the school administration. After careful consideration of the circumstances, a decision will be made, and the necessary parties informed, and route totals adjusted.

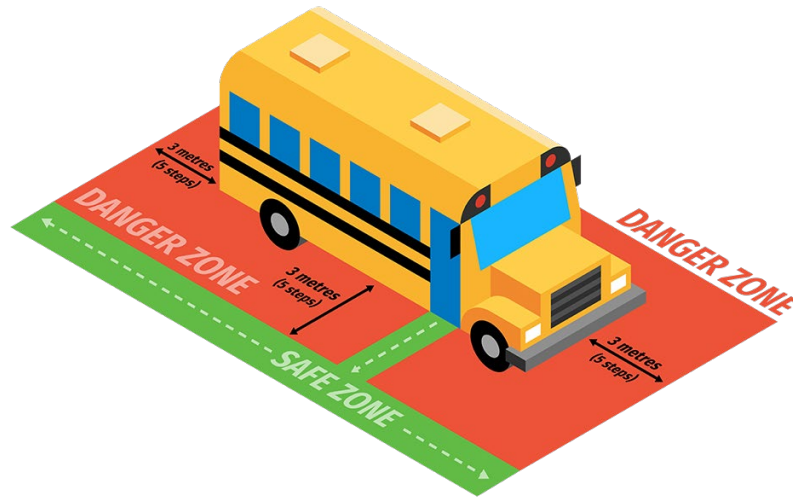
### **Video Surveillance**

Many Wolf Creek School buses are equipped with video surveillance equipment. The equipment is being used as a measure to enhance the safety and security of individuals and property of Wolf Creek School Division No 72. The equipment records both audio and video images, if you have any questions regarding the use of cameras, etc. please contact Transportation Services at 403-785-0726. You may also refer to Admin Procedure 182 on the Transportation website.

## School Bus Loading and Unloading

The most dangerous part of the school bus ride is getting on and off the school bus. The loading and unloading areas are called the “Danger Zone”.

The “Danger Zone” is the area on all sides of the bus where children are in the most danger of not being seen by the driver (three meters in front, three meters on either side of the bus, and three meters behind are all areas where a child may be in the driver’s blind spot). **It only takes a second to lose sight of a student if a driver becomes distracted by students on board the bus.**



When training our bus drivers, we stress the importance of safe loading and unloading procedures. This is where our drivers need to be fully focused and cannot be distracted by students or parents. This is not the time to have a conversation with the driver. If parents need to communicate with the driver, please do so at a different time.

It is important to have parents understand that drivers need their cooperation to be fully focused at this time, by not parking in and staying away from the loading and unloading zones. **Please park well away from loading zones at all times.**

It is also important to instruct students in the proper procedure for loading and unloading.

- Be cautious when carrying loose papers or books which might drop near the bus – we encourage students to use a book bag.
- Be aware of the dangers of clothing, book bag, backpack, and jacket strings/straps that could become entangled in the doorway of the school bus.
- Wait in an orderly fashion safely back from roadway or pick-up zone. Students need to be at their stop five minutes early. The time you have been given for departure is the time the bus departs from your stop.
- Board the bus in single file; use the handrail so you don't trip on the steps.
- Sit down right away, so you don't fall when the bus starts moving.
- Sit back in your seat, face forward and keep your feet to the front.

- Keep the aisle clear of feet, backpacks, books, etc.
- Talk quietly in order that you do not distract the driver. Remember, it's the driver's responsibility to keep you safe!
- Keep your head, arms, and hands inside the bus, not out the window.
- Never throw things in the bus or out the window.
- Wait for the bus to come to a complete stop and the doors to open before you leave your seat.
- After leaving the bus, take five giant steps away from the bus so you are out of the Danger Zone and in a safe spot.
- If you need to cross in front of the bus, make sure you look at the driver for a signal that it is okay for you to cross the roadway.

## **Frequently Asked Questions**

### **1. Can I bring a friend home on the bus?**

- a. Guest Riders are not allowed on the bus

### **2. What is allowed on the bus as a carry on by the students?**

According to the Highway Traffic Act, there are restrictions as to what may be brought on a bus. The School Board has adopted Administrative Procedure 562 . It outlines that hockey sticks, lacrosse sticks, large band equipment etc. cannot be brought on the bus. Skis, poles and snowboards as well as skateboards and the like would definitely fall into the items that cannot be transported on WCPS school buses. Other items would include large school projects, animals, firearms or weapons, explosives, flammable materials or substances. Items cannot block the aisle or emergency exits. Skates are permitted provided that blade guards protect the blades, and they are carried in a heavy tote bag and stored under the students' seat.

- a. Students are only allowed to bring materials on the school bus that will fit comfortably onto their lap; this would include a reasonable number of books, supplies or personal items. It is important to recognize that these materials should be contained in a backpack, but if that is not possible, they should be limited to a number that the student can easily control.
- b. The backpack that the student brings onto the bus, and that sits on their lap, should be of a reasonable size. Our guidelines would require that it be a maximum size of 10" by 13" by 22". The purpose of these measurements is to ensure that a backpack or "storage item" does not intrude on another student's space, extend into the aisle or go over the height of the seat in front of them.
- c. The student is also allowed to bring one additional item onto the bus that can fit comfortably under the seat that they occupy. This item cannot hinder another student's foot space, nor intrude into the aisle.

- d. The Transportation Department will enforce the rules based on a commonsense approach. If the item cannot fit and be secured on the student's lap or under the seat, that item will not be allowed to be transported on the bus. The driver will send the student back to the school or to their home to make arrangements to have these items transported. If the item is questionable about it becoming a projectile while in transit, it will be refused. Do not expect **large school projects** to be allowed on the bus; these must meet the same size regulations as all other items. Be prepared to transport these items separately in your own vehicle.
- e. For further information, refer to the **Student's Responsibility Card**.

### **3. What should I do if my child complains about another student or a situation on the bus?**

As a parent, the first action should be to contact the driver and discuss what you know about the incident. There is a possibility that the driver knows about it and is in the process of dealing with the issue. However, the driver may not know about the issue and so should be made aware of it. The successful resolution of any busing problem will come from effective communication.

The driver will involve the school at the appropriate time if necessary. Many issues have a way of working themselves out as the drivers are very resourceful in this regard. The schools will expect the driver to have tried solutions already and to have contacted the parents before the issue is brought forward. The exception to this rule is for serious incidents where the appropriate persons including the Principal and Transportation management may be called into the situation immediately.

All issues are considered important and will be dealt with seriously and in a professional manner. Parents should feel free to discuss busing issues with school administrators.

### **4. How will I find out if the bus route is cancelled?**

The Division will make an announcement regarding school closures due to weather by 6:30 a.m. on the day that closure is warranted. The Division sends drivers out to test conditions starting at 4:30 a.m. on days that weather is bad. The information gathered is compiled and a decision is made regarding the necessity of a school closure.

If buses do not run, schools may be closed. The only exception to this closure rule would be during diploma examinations or in conditions where improvement is expected throughout the day (i.e. such as early morning fog). Some weather delays will force the cancellation of buses in the morning but allow the students to safely get to school on their own and be transported home in the afternoon.

School closure announcements are carried on: CFCW, CHED, CKGY, ZED 99, CKJR, Big105 & The Drive, Cruz FM, CKJR, Sunny 94, Kraze101, Global/ITV, and the school and district websites.

**PowerSchool Announcement\ BrightArrow auto dialer messages are also sent out via phone, text or e-mail depending on what preferences you have arranged at your child's school.**

Our new “**Bus Status**” app can also be downloaded and set up to send out notifications of bus status.

Parents should have a contingency plan in the event that buses do not operate, and schools are closed.

Please refer to: [AP 132 - CLOSURE OF SCHOOLS DUE TO INCLEMENT WEATHER](#) for more information concerning inclement weather school and bus cancellations.

#### **5. What should I do if my child will not be riding the bus?**

Inform your child’s bus driver or contact the relevant bus shop to have them contact the driver by radio.

Have your student tell the driver beforehand or phone the driver yourself.

This is a courtesy that the drivers really appreciate.

Do not assume that the school will contact the driver.

Bus shop phone numbers are located on the last page of this document.

#### **6. What is the appeal process?**

Parents can appeal decisions made by Transportation Department personnel. The appeal should go to the Transportation Manager first and then to the Secretary Treasurer if the matter is not resolved with the Transportation Manager.

#### **7. What special training do WCPS drivers have?**

Wolf Creek Public School drivers are some of the best trained drivers in Canada. All drivers must provide a valid current driver’s abstract yearly, along with a clean criminal record check and child intervention check before they can be considered to drive for the Division. All drivers possess a minimum of a valid Class 2 driver’s license, along with the Alberta ‘S’ Endorsement (school bus driver improvement program) and or M.E.L.T certification prior to being allowed to drive a school bus.

Drivers attend professional development seminars each year. Drivers are required to maintain current First Aid, CPR certificates, and yearly medicals. Drivers have a practical assessment of their driving skills once every two (2) years. The Division has driver trainers that provide support and answer any safety or driving questions. Occasionally, the Transportation Manager or Division training personnel may also ride along with drivers, to observe the driver or to evaluate the route as necessary.

#### **8. How do I become a school bus driver with Wolf Creek Public Schools?**

Present your resume to the Transportation department at A, 4900-54th Street, Ponoka, AB T4J 1N8 or by email to [transportation@wolfcreek.ab.ca](mailto:transportation@wolfcreek.ab.ca)

Whenever possible, spare bus drivers are trained on a route before they are required to drive that route alone. Drivers start as a spare driver and work their way into a regular route. Any qualified driver can apply for a full-time route when it is posted as being available.

**9. What happens when there is no bus driver available to drive the bus?**

Regular route driving positions are adequately filled at present. If regular route drivers become sick or disabled, spare drivers are used to fill these positions. We are actively recruiting and training drivers to take over or fill in for regular route drivers. Depending on the area, the number of spare drivers is low. If there are no qualified drivers available to drive, some runs may have to be combined, cancelled or may run late. Drivers have been instructed that they must contact parents on their routes; this information will also be posted on our website. Parents are advised to have a contingency plan in place so that their students do not miss school.

**10. What happens if weather conditions, especially fog, create a unique situation in our division?**

When conditions are such that the safety of students becomes jeopardized, the school bus driver may omit a pick-up stop. The driver would then radio the relevant shop/office in case parents call the shop looking for information. The bus status will also be posted on the Division website and the **Bus Status APP**. The driver may also contact the parents to make alternate arrangements.

**11. How do I contact the Transportation Department?**

The Division's phone system allows access without long distance charges from most locations within the Division.

**Bus Shops**

**Lacombe County** area 403-782-3729

**Ponoka County** area 403-783-3617

E-mail inquiries can be made to [transportation@wolfcreek.ab.ca](mailto:transportation@wolfcreek.ab.ca)

## Transportation Services – Contact Information

Contact	E-mail	Telephone Numbers
<b>Division Office Reception</b>		403 783 3473
<b>Transportation Office</b>	transportation@wolfcreek.ab.ca	403 785-0726 (Direct)
<b>Betty Clark</b> Director of Transportation	betty.clark@wolfcreek.ab.ca	403 785-0726
<b>Rod Mercer</b> Assistant Transportation Manager	rod.mercer@wolfcreek.ab.ca	403 785-0726
<b>Ponoka Shop</b>		403 783-3617
<b>Lacombe Shop</b>		403-782-3729

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