



# St. James–Assiniboia School Division

*Great Schools for Growing and Learning*

**J.M.T. Moffatt**  
Acting Superintendent

**C.M. Melville**  
Secretary-Treasurer / Chief Financial Officer

Dear Parents/Guardians,

## **RE: Transportation for the 2023-24 School Year**

### Purchase Seats

Please note that at this time there will be no purchase seats for the 2023-24 school year.

- Your catchment school will update you in the fall if an opportunity to apply for purchase seats becomes available, based on individual routes.

### Applications for Transportation

- New bussed students must fill out the transportation form on the 2023-24 student registration form.
- Students who are currently on the bus in 2022-23 do not need to reapply for transportation on the 2023-24 registration form. Please notify your school office as soon as possible if there are changes to your bussing information for the new school year.

### To Be Met Designations

If you have chosen a “To Be Met” designation, please note that the below “To Be Met” guidelines are for the safety of our students.

- Your child must have an adult meet the child at the doors of the bus and identify themselves to the driver (this should be the same person on a daily basis). If the child is being picked up by another adult, the school principal must be notified in writing before the child will be released. The adult picking up the student must provide ID to the driver as well. Give at least 2 days notice when submitting the request. Emergency circumstances can be a verbal notice to the school, who will then notify Transportation of the situation.
- The bus driver will not be taking verbal or written requests.
- If the child is not met at the bus doors, they will be returned to the school.
- If you would like the “To Be Met” designation removed, please contact your school for the deletion paperwork.

Thank you for your continued cooperation.