Classical Academy
ALBERTA

Alberta Classical Academy

Transportation Handbook

Revised August 2026

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Welcome to the Alberta Classical Academy 2026-27 School Year.

This transportation document is meant to provide general guidance and information pertaining to busing. Campus administrators reserve the right to operationalize these guidelines as they see fit.

1. Bus Companies

ACA currently employs two bus companies to serve our various locations. They are listed as follows:

- **Calgary Bridgeland Campus**
  231 6 St. NE, Calgary, Alberta
  Office: (587) 943-6505
  Email: Office.Bridgeland@classicalacademy.ca

  Bus Provider: Southland Transportation
  Dispatch: (403) 876-7268
  Bus Notifications: My Bus Stop
  District Code: CCA1WEYSHQ

- **Calgary Currie Campus**
  2452 Battleford Ave. SW, Calgary, Alberta
  Office: (403) 906-1800
  Email: Office.Currie@classicalacademy.ca

  Bus Provider: First Student Transportation
  Dispatch: (403) 531-3900
  Bus Notifications: First View
  District code: B2Y3T

- **Edmonton Eastgate Campus**
  3720 76TH AVE NW, Edmonton, Alberta
  Office: (587) 686-7616
  Email: Office.Edmonton@classicalacademy.ca

  Bus Provider: First Student Transportation
  Dispatch: (825) 410-5958
  Bus Notifications: First View
  District code: H6M4C

APP INFORMATION:

It is **highly recommended** that you sign up for the bus notification app that is listed above as they will inform you of bus delays and have a GPS tracking system for your child's bus route.

If you need to phone the bus contractors, **please avoid calling during the AM and/or PM runs.** Dispatchers have a high volume of calls during the runs to support the drivers and the smooth pick-up/drop-off of students. They will not be able to assist you during those peak times. When calling please have your dispatch area and the route number on hand.

2. Bus Stops

Bus stops may be relocated or removed for safety reasons, or if a complaint from a property owner is received.

2a. Morning Pick-ups

Students are expected to arrive at the bus stop **5 – 10 minutes** prior to the pick-up time, which is the published stop time. The bus will leave as soon as all the students at that stop have boarded. The bus will not wait for students beyond the scheduled departure time. Parents who arrive late to the stop can proceed to the next or alternate stop. Drivers will not pick up students at any unscheduled stops. **The bus companies will not radio the driver to ask them to wait.**

Drivers will report any parent who tries to stop the bus at an unscheduled stop, tries to have their child board at an intersection, pulls in front of the bus, or otherwise endangers the safety of the bus and/or the students. The safety of the children is our number one priority. Refer to the **Transportation Parent Code of Conduct** regarding taking responsibility for alternate assigned drivers.

2b. Afternoon Departure

The supervising teacher will signal the buses to leave 10 minutes after school dismissal. Once the bus has left the campus, it will not return to pick up any student who has missed the bus. Parents will be contacted to come and pick up the student from their Campus.

2c. Afternoon Drop – offs

Parents must arrive **5 minutes** ahead of the scheduled bus arrival time. Children in Kindergarten to Grade 3 will not be allowed off the bus unless there is a parent/guardian at the stop to greet them (please see Section 16 for further information). The bus driver will not wait past the scheduled stop time. The driver will continue their route, returning to the stop after all other children have been dropped off. The driver will remain with the student until the parent/guardian arrives. ACA will bill the family the overtime fee that ACA is charged by the bus contractor.

3. Passenger Information

A complete list of all students riding the bus will be given to the bus contractor before the start of the school year. This list will include the stop description, their grade, home address and the child's Parent/Guardian's email and phone number to ensure there is a contact for dispatch to utilize in case of an emergency. The drivers will have a list of the children's first name, last initial, grade, stop description, important medical information and phone number.

Kindergarten to grade 3 parents/guardians: Remind your student that they must always use their assigned stop and must be met by a parent/guardian. (If you require an alternative pick up, see section 13) The Bus Release Form is available in your School Fees & Forms account found in the PowerSchool parent portal.

Students grade 4 to 11: May use any stop on their designated bus route when notifying either the school or the bus driver on the day of the change. ACA will assume that students were provided permission by the parent to use the stop of their choosing. Parents of grade 4 to 11 students will

need to remind their children of the safety issues this may present when exiting at a different location along the bus route.

ACA, the bus notification, and the bus driver will not be responsible if a student exits at a stop other than their assigned community bus stop.

4. Behavior & Expectations

The following expectations will ensure that a clean, safe, and friendly environment is maintained for everyone riding the bus:

4a. The driver will create and maintain a seating plan according to the bus stop, grade, and/or student behaviour. Any changes to seating plans will be updated in a timely manner and sent to the bus contractor, who will then forward them to the campus and Transportation Coordinator.

4b. In the afternoon, students are not to board the bus without the driver present. Once on board, they will remain on the bus in their seats until the bus reaches their stop.

4c. Students must conduct themselves in a quiet and courteous manner, always showing consideration for the comfort and safety of others.

4d. Students must remain seated while the bus is in motion and must not put anything out the windows.

4e. Students should either put their garbage in their backpacks or pocket or hold on to it.

4f. Students must not distract the driver. The driver oversees the bus, and their directions must be followed.

4g. Students who are responsible for causing willful damage to a bus will be required to pay the cost of such damages.

4h. Each campus reserves the right to designate an older student with extra responsibility in the position of prefect to help foster communication and accountability in the absence of a supervisor.

Video Surveillance:

There may be high-definition video cameras that, including audio, have been added to all the school buses to better monitor and be proactive in assisting drivers and students to resolve incidents, issues and addressing safety concerns. The school bus is an extension of the classroom, and this tool will be beneficial in assuring the same expectations as in the classroom are withheld in the school bus.

In the case that the bus is equipped, the Contractor, Transportation Coordinator and Campus Principals, are the only people who will review the video and would only be done if a concern has been brought forth and we are unable to clearly clarify the incident and cannot resolve it through the parent and/or student and/or driver interaction first.

For further guidance refer to the ACA Student Code of Conduct.

5. Technology on the bus

As per the ACA Smartphone Policy, students are encouraged not to bring smartphones or other digital devices to school. The use of these devices is not permitted on the bus.

6. Food on Bus

No food or drink is permitted to be consumed on the bus.

7. Noise

Use indoor voices on the bus, and refrain from screaming or yelling in accordance with the ACA Student Code of Conduct.

8. Student Consequences

Violation of any of these expectations will result in the driver submitting a misconduct report to the campus administration. Repeated offences may result in the withdrawal or suspension of bus riding privileges with no refunds.

Student consequences for any violation on the bus will be handled at each campus by the administration, who will then inform the parents/guardians in writing or by phone.

Parents of students found willfully damaging the bus, including the seats, will be charged a minimum of $50.00 per incident to a maximum of the actual repair cost as billed to ACA by the bus notification.

9. Bus Discipline Procedure

Bus drivers will attempt to solve individual issues that may arise during a bus ride to or from a campus. On rare occasions, a bus may need to return to the campus if the behaviour on the bus poses a significant risk to the safe operation of that bus under the following conditions:

The bus is considered an extension of the campus. Student behaviour/discipline issues will be addressed through the campus administrators in accordance with the ACA Student Code of Conduct.

10. Parent Concerns

Parents should not approach the driver with their concerns, as it is very difficult for the driver to adequately address concerns with a bus full of students. Parents are encouraged to follow the protocol detailed below for all bus concerns. Contact information is available in Section 1 of this document.

Concern	Contact

Routes, Schedules	Transportation coordinator: transportation@classicalacademy.ca
Student Behavior	Principal Educator at the Campus – see Section 1 for contact information.
Driver Issues	Transportation Provider (outside of am/pm run times)
Bus Delays	Sign up for your bus notification APP **annually** – see Section 1 Bus notification Provider (outside of am/pm run times) School (phone numbers in section 1)

11. Delayed Service

Occasionally there may be a delay in bus service due to weather conditions, mechanical problems, medical issues, or traffic congestion. You will be notified through your bus notification APP (see Section 1) or, in the case of extended delays, may be notified by your school through School Messenger which will arrive in your email inbox. The bus driver's priority is to ensure the safe operation of the bus as well as the safety of the children on the bus. In preparation for delayed or cancelled service, parents are encouraged to develop a **backup plan**:

- Parents are encouraged to sign up for the busing notification APP **(**see Section 1 for information).
- Regarding delays on your route. Full instructions to access and download the APP for your location are on the campus websites under School Information/Bus Routes.
- **Make arrangements to carpool**. Get to know the other parents on your route and have their phone numbers handy.

12. Emergency Closures/Inclement Weather

In the unlikely event that either the school will be closed, or the bus routes will not run, parents will be notified by email by the Transportation Coordinator by 6:30 am at the latest on the day of the cancellation.

- **Please ensure that your first contact emails are up to date with your school as this is the email that will be used.**
- Please ensure that your children are both dressed appropriately for the weather and not left unattended at a stop in severe weather in case of delays to the route.

13. Kindergarten to Grade 3 Bus Release Form

This form is available in your School Fees & Forms, PowerSchool parent portal. Please fill and notify the Transportation Coordinator if the following applies:

- You want the bus driver to allow your child (Kindergarten to Grade 3) off the bus with someone other than a parent.

- You want the bus driver to allow your child Kindergarten to Grade 3 off the bus with their older sibling.
- Please contact your campus office if a parent/guardian/sibling cannot meet your child at the bus stop.

14. Large Items

Items too large to fit under the seats or held on the student's lap will not be allowed on the bus.
ACA reserves the right to deny large items based on seating space availability. If your child participates in music and chooses a large instrument that does not fit as per the requirements listed above, the instrument must be transported to and from the campus separately. For events including sleepovers, birthdays, potlucks and school activities like school projects, camping or hiking, all items that can not fit as per the requirements listed above must be transported to the campus separately. **The drivers may deny large items on their bus if there is limited space.**

15. Moving?

Prior to making a move, it is advisable to contact the Transportation Coordinator to inquire about the choices you may have for a mid year seat transfer to another bus.

We cannot alter routes to accommodate address changes mid year under any circumstance. If you are moving, you will be assigned to the closest Route **that has availability.** If you prefer a new route or stop number, you can request this by email. New routes or stops will not be created to accommodate mid year address changes.

Please allow up to 5 business days to receive confirmation of reassignment from the Transportation Coordinator.

If your family is moving to a home outside of the Calgary City Limits, you can access a bus stop within the city limits if you choose to do so. You may refer to the published routes on our website to find a route and stop that works best for you. If the route has availability, you will receive your new route assignment within 5 business days. Students from outside city limits will not have a stop created for them or, as with all transported students, be eligible to ask for a stop to be moved for convenience.

16. Parent/Guardian Responsibilities & Expectations

It is up to the parent/guardian to:

- Ensure the child is ready to board the bus **5 to 10 minutes** prior to the stop time, which means outside the vehicle and ready to board the bus upon its arrival
  Arrange to have someone meet Kindergarten and grade 3 students all year (see Section 13).
- Ensure the child knows to stay on the bus if they have missed their stop or are on the wrong bus. Children should talk to the driver when the bus is not in motion if they think something is wrong. They should not get off the bus. The bus driver can call dispatch and have a parent contacted.

- Review and discuss bus safety with your child.
- Discuss backup plans with your child if they miss the bus in the morning or afternoon. If you have two or more students on the same/different bus or campuses**, have a plan for all children in various scenarios**. Review this backup plan regularly throughout the school year.
- Familiarize the child with the bus route and pick-up and drop-off locations.
- Be responsible for your child's safety while getting to and from the bus stop. This includes following proper pedestrian rules on the road.
- Assist your child in organizing and securing belongings prior to the bus trip.

17. Routes

ACA bus routes will only operate within your city's limits. The bus will travel along roadways determined by the bus company. Under certain circumstances (e.g., road closures, weather conditions), the bus may be redirected at the discretion of the bus contractor. The bus notification APPS send alerts when a delay or other issue is posted to your route. (See Section 1 to download the bus notification APP.)

ACA strives to keep routes within a one-hour ride each way, however, that is not always possible for all our students due to several factors such as traffic, construction, the sparsity of our student population in some communities, and the distance some families live from our campuses. If your student's ride is over one-hour, you have the following options:

1. You may withdraw from the bus once routes are posted in July. You will be eligible for a refund of your fees as per the fee refund policy on the school website (Section 1) under Bus information>Fees and Refunds.
2. You may use an alternate stop on the **same route** if that will reduce travel time on the bus for your student.
3. You may request to use an already existing stop on an alternate route if one is located near your place of employment or some other location that better suits your needs. Bus capacity will need to be confirmed by the Transportation Coordinator. A new stop location will not be added to a route in this scenario.

18. Creating Routes

Communal stops are created to service as many families in one area as possible and to minimize route travel time. These communal stops may result in the need for parents/guardians to drive their children to the bus stop. It is impossible to provide door-to-door or end-of-the-block stops due to the distance the buses must travel. Some communities are not serviced due to travel time, accessibility, or lack of ridership to warrant a route. Students who live outside city limits are not taken into consideration when creating routes or bus stops. Those students must access existing bus stops on routes with available seats.

Routes will be posted by July 15th for the upcoming school year.

19. Creating Stops

Bus stops are determined on a year-to-year basis. It is not guaranteed that you will continue to have the same stop every year as the stops are based yearly on the following criteria:

1. Safety
2. The roadway is passable for bus traffic.
3. Time and distance of the route.
4. Minimize backtracking.
5. Families living the furthest from the campus will typically board first and disembark last to adhere to #4.
6. Number of families in the community, and the size of the community

Bus routes will generally travel along major roadways utilizing public transit stops wherever possible. In some cases, communities are not easily accessible by buses. They require more time than the route will allow, so these families will have to use the nearest neighbouring community stop. The stop for that community will be chosen based on the number of students who board the bus and the most viable access point for all the families living there. Bus stops may be relocated or removed if a complaint from a property owner is received**. We do not have a maximum walk/drive distance between home and the bus stop.**

Requests for a bus stop at a daycare will not be considered. If a student has more than one address they will be busing from, parents/guardians must choose which one they want to list as the primary residence for transportation purposes. After confirming bus capacity with the Transportation Coordinator, students with two addresses can access an existing stop if transportation from the secondary residence is required, **IF there is room** on the bus as priority is given to full time bus students. No temporary bus stops will be added during the school year for any reason.

20. Route Inquires

If you have questions about your community stop or bus route, see the contact information (Section 1).

21. Timeline for Changes to Route

There will be no changes to the bus routes until the end of September of the respective year, except to address the arrival times at the campuses and safety concerns from the bus contractors. If you have any issue or comment regarding your route,

Please email Transportation at transportation@classicalacademy.ca.

Following the end of September, the Transportation Coordinator will review all inquiries. If you would like a change to your bus stop for a reason other than convenience and/or proximity to residence, change requests are accepted annually in writing through the Transportation Email, Transportation@classicalacademy.ca until October 15. Decisions will be made based on the criteria outlined in Sections 18 and 19. Parent/guardian requests will be reviewed, and if implemented, the changes will be made after arrival times are adjusted, student counts are determined to be reasonable, and it has been determined that there are no outstanding fees. This process will take up

to four weeks. If approved, a copy of the updated route will be sent by email. If you have not received notification of a route change by October 30th, your requested change cannot be accommodated.

No bus stop addition or changes will occur after October 30 of each school year.

22. Withdrawals

Parents/Guardians may withdraw from the bus at any time and be issued a refund according to Fees and Financial Waivers Policy found on your website (Section 1) under Bus information. **NO fees will be refunded after January 1 of each year.**

All busing cancellations requests must be submitted in writing to the Transportation Coordinator and include:

- The first and last name of the student(s)
- Grade
- School location and Route number
- The date of which the student(s) will stop riding the bus

23. Fees and Refunds

All updated fees and refund policies for the upcoming school year will be available before registration on the website for your school under School information >School Fees and Financial Supports.

24. Medical Conditions and Allergies

If your child has a serious medical condition or allergy, it's important to keep your student's campus informed. Please develop a plan you will share with your campus administrators to determine what information you would like given to the bus driver.

The Transportation Coordinator is responsible for ensuring that school bus drivers are informed of all potential emergency medical conditions, using information provided by parents and maintained in the schools SIS. In the event of an emergency on a bus, drivers will radio the dispatch operator, and 911 will be called. Although bus drivers receive emergency first aid training, their ability to monitor medical situations or administer medication is extremely limited, given that their primary responsibility is to operate the bus safely. As such, parents/guardians must determine whether the student is safe to travel without their medication and with limited supervision.

If ACA or the notification of the bus transporting the student calls 911 due to a health concern of a child, the parents/guardians will be responsible for any cost if, in the opinion of Emergency Services, the child needs to be taken to a medical facility by ambulance. Parents/guardians can then submit the receipt to their health benefits for any reimbursement available under their plan.