

## Ashbury Bus Management: Manotick East and West, Kanata/Stittsville, Nepean

### COLLEGE EXPECTATIONS

Ashbury College's expectation is that families commit to the full school year of bus service and as such the fees are non-refundable and non-transferable. The bus routes are not designed for door-to-door pickup and drop-off, but to ensure safe, effective and efficient stops for groups of students.

### OPERATING REQUIREMENTS

§ **REGISTRATION:** All regular riders are required to commit to a full year of ridership and as such the fees are non-refundable and non-transferable. Families must complete and return the following **Bus Registration Agreement** in order to secure your child's stop.

§ **PAYMENT:** Payment and signed contract must be received by Barbara Saville, bsaville@ashbury.ca, in full by August 31, 2016. Payment may be made by cheque or credit card. There will be a 2.5% surcharge on all credit card transactions. The full fee (to and from school) is \$3,250 for the Ashbury bus service starting September 6, 2016 to June 13, 2017. Ashbury families with more than one child taking the bus will be charged \$2,250 for the second and \$1,250 for the third and additional children. The one-way rider fee is \$2,250. A single-use, one-way fee is \$25.00. A package of 10, single-use one-way tickets is \$200.00. There will be late service available for our students staying until 5:45 pm. The late service home is part of the full-ride bus fee. *Students who are **not** bus riders may use the late service home **provided there is one other rider going to the same neighbourhood**. A \$40.00 fee will be charged to the student's account\**. A student using the **one-way rider service home** is eligible to use the late taxi at no additional cost.

*Please note there is a \$250.00 admin fee charge for all occasional riders.*

Ashbury reserves the right to adjust/increase the bus fare through the year, if the cost of fuel surpasses the expected and estimated fuel price adjustments. In the event of increased fuel prices, a revised invoice, payable upon receipt, will be sent to all families.

Confirmation of your participation in this busing program must be received on or before July 31, 2016 to be considered registered for the 2016-2017 busing year.

§ **PICK-UP:** Students must be waiting at their designated pick-up stop **five minutes** before departure times; check with your bus driver for the correct time, including afternoon departures from Ashbury College. The bus driver's time does not permit for students to be waiting in family vehicles, homes or on the playing field/court. Once students are on the bus they are required to remain there until their destination is reached. **Parents picking up their child/children must be waiting at their designated afternoon stop when the bus arrives.** The return bus will leave Ashbury at 3:45 pm, Elmwood 3:55 pm and then again from Ashbury at 5:45 pm.

§ **All Ashbury College student regulations apply on the bus and at stops** (e.g. dress code, behaviour, unattended laptops, etc.).

§ Students must respect bus company drivers' requests and/or instructions. **Food and/or drinks are not to be consumed on the bus. All students are to remain seated at all times while the bus is in motion until the bus comes to a complete stop.**

§ **Each bus route** is designed to take approximately 45 minutes to one hour to and from school; times may vary depending on traffic and weather conditions. The bus routes are not designed for door-to-door pickup and drop-off, but ensure safe, effective and efficient stops for groups of students.

§ **Inclement Weather or bus delays:** The bus will not run when the Ottawa Student Transport Authority and the Consortium de Transport Scolaire d'Ottawa makes the decision to cancel transportation services for the Ottawa-Carleton District School Board and the Ottawa-Catholic School Board.

§ **Do not ask the driver to change the bus route.** Routes are determined prior to the school year to best accommodate all families.

§ **Bus Transportation:** The bus service will begin **September 6, 2016 and end on June 13, 2017.**

*The bus will run through the exam period.*

### IMPORTANT

ü Parents are asked to review the above requirements with your child/children, to enable the bus operation to run smoothly.

ü The school recognizes and appreciates the excellent service of all our drivers who have taken a positive and friendly interest in the welfare of our students.

ü Questions and concerns regarding the bus must be addressed directly to our Transportation Coordinator, Ms. Laura Clarke, bus@ashbury.ca, **not** to the bus driver.

ü Parents and or students are encouraged to report any concerns, large or small, to Ms. Laura Clarke or immediately by email to bus@ashbury.ca.

**Your signed Registration Form indicates your understanding and acceptance of the School Bus Information as listed above. Keep these instructions for future reference.**

*\* We reserve the right to adjust the late service charge without notice.*

## BUS REGISTRATION AGREEMENT – ASHBURY STUDENTS ONLY

Parent's Full Name:		
Address:	City:	Postal Code:
Home Phone Number:	Alternate Phone Number:	
Email Address:		

Student's Full Name (Last, First)	Grade 2016-2017	Pick-up/Drop Off (Bus Route and Stop Location)
1.		
2.		
3.		
4.		

Bus Route: Please check the appropriate route					
Full Trip Fee	Second Child	Third+ Children	One-way Fee		Occasional Rider
Manotick East <input type="checkbox"/> \$3,250.00	Manotick East <input type="checkbox"/> \$2,250	Manotick East <input type="checkbox"/> \$1,250	Manotick East <input type="checkbox"/> \$2,250.00	A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	<input type="checkbox"/> \$250.00 Admin Fee
Manotick West <input type="checkbox"/> \$3,250.00	Manotick West <input type="checkbox"/> \$2,250	Manotick West <input type="checkbox"/> \$1,250	Manotick West <input type="checkbox"/> \$2,250.00	A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	<input type="checkbox"/> \$250.00 Admin Fee
Nepean/Turnbull <input type="checkbox"/> \$3,250.00	Nepean/Turnbull <input type="checkbox"/> \$2,250	Nepean/Turnbull <input type="checkbox"/> \$1,250	Nepean/Turnbull <input type="checkbox"/> \$2,250.00	A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	<input type="checkbox"/> \$250.00 Admin Fee
Stittsville/Kanata <input type="checkbox"/> \$3,250.00	Stittsville/Kanata <input type="checkbox"/> \$2,250	Stittsville/Kanata <input type="checkbox"/> \$1,250	Stittsville/Kanata <input type="checkbox"/> \$2,250.00	A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	<input type="checkbox"/> \$250.00 Admin Fee

**IMPORTANT – Please read**

- ✓ I am committing to the bus program for the *full academic year*, therefore; the fees are non-refundable and non-transferrable.
- ✓ My child(ren) understand(s) the guidelines for riders as set out under the Ashbury College Bus Operating Requirements.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Secure your child's bus transportation by faxing this registration form to 613-749-9724, by email ([bsaville@ashbury.ca](mailto:bsaville@ashbury.ca)), by mail, or drop off your form at Ashbury College's reception desk no later than August 25, 2015; be sure to mark "School Bus Program" on your envelope. *Payment must be made by August 31, 2016.***