

Administrative Procedure 565

TRANSPORTATION RECORDS AND INVOICES

Background

Records will be kept according to Alberta Education regulations. Payment to contracted drivers will be based on Weighted Load Factor calculations.

Procedures

1. Weighted Load Factor Calculations

- 1.1 The weighted load factor of a school bus will be established by October 31.
- 1.2 Payment for the revised weighted load factor will come into effect November 1 of the same year.
- 1.3 Weighted Load factor is defined as per Alberta Education Funding Manual:
 - 1.3.1 ECS to Grade 6 1.0
 - 1.3.2 Grade 7 to 12 and an aide riding on the bus 1.5
 - 1.3.3 Wheelchair Passengers 8.0

For example, a bus carrying the following load:

STUDENTS	NUMBER	FORMULA	WLF
ECS – GR 6	24	24 x 1	24
GR 7 - 12	20	20 X 1.5	30
TOTAL	44		54

Therefore, the weighted load factor is 54 even though there are only 44 students on the bus.

- 1.4 According to Alberta Transportation, a bus is not overloaded when the weighted load factor exceeds the rated passenger capacity of the bus. The actual number of students on the bus is considered when determining if a bus is overloaded, however, passengers must fit within the confines of the seating area.
- 1.5 At no time will a school bus be operated with more students on than the manufacturer's capacity for that vehicle.

2. Monthly Invoice

- 2.1 At the end of each month, all operators are to submit an invoice to the Transportation Manager (Bus Operator Invoice Template).

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009

Student Transportation Regulation 250/98 (Amended AR 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

Form: Bus Operator Invoice Template