

Bus Management: Ottawa/Gatineau Region

OUR COMMITMENT TO YOU

We strive to offer you the best in customer service - our drivers are experienced and all hold Ontario B/C/E/F Class Driver's Licenses, current 1st Aid certifications and have undergone all the appropriate background checks required in order to transport youth in our Mercedes Benz Sprinter & Metris vans and E450 Mini Buses.

COMPANY EXPECTATIONS

actKIDvity'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 primarily designed for door-to-door pickup and drop-off, to ensure safe, effective and efficient stops for groups of students. However, other arrangements can be explored, if feasible, for students residing in remote areas.

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 Form** to secure your child's stop.

☐ **PAYMENT:** Heritage Academy students are required to pay \$1000.00 deposit at the time of registration, and the remaining amount by Aug 15th 2025. The full fee for bus service starting on/about September 2, 2025, to June 19, 2026. Families with more than one child taking the bus will be charged 10% less for each subsequent child(ren).

actKIDvity 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 Aug 15, 2025 along with deposit or full payment, to be considered registered for the 2025-2026 busing year. Please contact Jerry at +1(613) 880-5466 or Transportation@heritage-academy.ca for payment options.

☐ **CANCELLATION:** There is generally **NO REFUND** policy for cancellations. If a replacement rider can be found by the company or the family, then a pro-rated refund may be considered. Cancellations increase the cost of the service for other riders and jeopardizes the operation of the route.

☐ **PICK-UP:** We adhere strictly to a set timetable, therefore it is our policy that students must be waiting outside at their designated pick-up stop **five minutes** before the pickup time; check with your bus driver for the correct time, including afternoon departures from Heritage Academy. 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 and wear a seat belt, until their destination is reached. **Parents picking up their child/children must be waiting at their designated afternoon stop when the bus arrives.** There **WILL** be only 1 return bus leaving from Heritage Academy @/about 3:30PM.

☐ **Student regulations apply on the bus and at stops** (e.g. dress code, behavior, 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 and seat-belted 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 one hour (or less) to and from school; times may vary depending on traffic and weather conditions. The bus routes are designed for door-to-door pickup and drop-off, to ensure safe, effective and efficient stops for groups of students. However, other arrangements can be explored, if feasible, for students residing in remote areas.

☐ **Inclement Weather or bus delays:** The bus will not run when the Ottawa Student Transport Authority (OSTA) makes the decision to cancel transportation services for the Ottawa-Carleton District 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 on/about September 3, 2025 and end on/about June 15-19, 2026.

The bus will run through the exam period.

IMPORTANT

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

☐ **actKIDvity** recognizes and appreciates the excellent service of all our drivers who have taken a positive and friendly interest in the welfare of our students.

☐ Questions and concerns regarding the bus must be addressed directly to Jerry, Transportation@heritage-academy.ca

☐ Parents and or students are encouraged to report any concerns, to Jerry, Transportation@heritage-academy.ca

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

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BUS REGISTRATION FORM

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

Student's Full Name (Last, First)	Grade 2025-2026	Pick-up/Drop Off (Bus Route and Stop Location)
1.		
2.		
3.		
4.		

Door to Door Service - Fee	Second/Third Child	Single Stop – pick up/Drop Off	Second/Third Child	One way Trip AM/PM Per Child
Ottawa East <input type="checkbox"/> \$5,600.00	<input type="checkbox"/> \$5040.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4576.50	<input type="checkbox"/> \$4200.00
Ottawa West. <input type="checkbox"/> \$5,600.00	<input type="checkbox"/> \$5040.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4576.50	<input type="checkbox"/> \$4200.00
Ottawa North <input type="checkbox"/> \$5,600.00	<input type="checkbox"/> \$5040.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4576.50	<input type="checkbox"/> \$4200.00
Ottawa South <input type="checkbox"/> \$5,600.00	<input type="checkbox"/> \$5040.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4576.50	<input type="checkbox"/> \$4200.00
Gatineau <input type="checkbox"/> \$5,600.00	<input type="checkbox"/> \$5040.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4576.50	<input type="checkbox"/> \$4200.00
Outside city limits <input type="checkbox"/> \$6215.00	<input type="checkbox"/> \$5593.50	<input type="checkbox"/> \$5650.00	<input type="checkbox"/> \$5085.00	<input type="checkbox"/> \$4500.00

IMPORTANT – Please read

- ✓ I am committing to the bus program for the *full remainder of the academic year*, therefore; the fees are non-refundable and non-transferrable.
- ✓ My child(ren) understand(s) the guidelines for riders as set out by **actKIDvity**.
- ✓ I understand that to avoid disruption to my child(ren)'s transportation service, FULL payment MUST be received by Aug 15th, 2025 for the busing year.
- ✓ Does your child have any special medical conditions and/or special needs?
Booster Seat? Y☐ / N☐ Epipen Y☐ / N☐ Doctor's Name/Number

Parent Signature

Date

Secure your child's bus transportation by emailing the completed registration form to: Transportation@heritage-academy.ca \$1000.00 deposit at the time of registration, and the remaining amount by Aug 15th 2025.