

CLASS Business Unit:	Student Transportation
Operating Practice:	Opt-Out of Student Transportation
Reference:	STS-PRO-001-2025
Adopted:	June 13, 2007
Revised:	April 2, 2025 (Formerly STS-PRA-014-07 Remove Student Bussing)

1.0 Scope

CLASS recognizes that not all eligible riders require student transportation due to their unique needs and circumstances. For those families that have arranged alternative transportation, CLASS has implemented an Opt-Out of Student Transportation program.

This procedure supports effective management of transportation resources while offering families flexibility to make decisions that best suit their needs.

2.0 Responsibility

2.1 It is the responsibility of the parent or guardian to notify CLASS through their parent portal account if their student(s) who are eligible for student transportation do not require the service.

2.2 It is the responsibility of CLASS to record service opt out requests from parents or guardians with updates to the student record and routing assignments & schedules. CLASS is also responsible to notify the impacted school bus operator(s) through the operator portal of any students that will no longer require transportation.

3.0 Communication

CLASS will leverage various communication methods to inform parents and guardians about the opt-out program option to support the annual service planning project.

Platforms that may be used for this purpose include the following:

- School newsletter announcements
- Social media announcements
- Parent Portal announcements
- APP announcements
- Parent / Guardian email announcements
- Website message announcements
- Transportation procedures available on www.cklass.ca

4.0 Procedure

Notification & Completing the Opt-Out Form:

4.1 Parents or guardians must complete the CLASS Opt-Out form, available on their parent portal at <https://cklass.ca/parent-portal/> to initiate the process.

The following information must be completed on the Opt-Out form:

- Student Name
- Student Number
- Grade, School, School Board
- Transportation declined for AM only, PM only, or BOTH.

4.2 All opt-out requests submitted will be reviewed by CLASS Student Transportation Services, and the student's information is removed from bus route assignments and schedules.

Flexible Opt-Out Options:

4.3 Parents/guardians may opt out of transportation services entirely or choose to opt out of morning or afternoon busing only.

Time Period:

4.4 The opt-out status will remain as 'opted-out' and will not change unless:

1. a reinstatement request is submitted, or
2. the student has a change in primary home address or changes schools and is eligible for transportation to/from their new address/school.

4.5 As part of the annual service planning project, each spring CLASS will contact all parents or guardians who have opted out of service for their student(s) in the preceding school year. This communication will serve to provide a reminder of the opt-out status for the student(s) and confirm that service can be reinstated if required per 4.6.

Reinstating Student Transportation Services:

4.6 Should transportation services be required after 'opting out', parents or guardians must contact CLASS Student Transportation via phone or email to advise of the change and request for service. CLASS staff will update the student record, reinstate the service, and will provide the parent or guardian with the projected start date.