



Online Bus Registration
September 16, 2015

Dear Parents/Guardians:

RE: Online Registration of All Eligible Bus Riders

This year, the Nanaimo Ladysmith Public Schools (NLPS) Transportation Department is embarking on a new registration process for all of its eligible busing students. While the process has changed, the bus routes and rider eligibility rules have not. All students that require bus service must register each and every school year.

To ensure that student transportation in the district operates at optimum efficiency and to continue to comply with the BC Motor Vehicle Act, the district must have an accurate list of students on its buses at all times. All bus riders will be required to register, receive and carry a ZPass card.

What is the new ZPass card?

In essence, the ZPass card is your child's bus pass. It does not have any personal information, but rather a bar code which will be scanned when they get on and off the bus. A bus pass will be printed for each student once the registration package has been submitted and approved, and once routes have been established.

How do you register your child for bus service?

First you will need your child's MyEducation BC student number. If you don't have it, please contact the school. Most students in Grades 6 - 12 will know their number. Students in Grades K - 5 should check the first page of their agenda for their number or school contact information. Also, if you have an email address on file with the school, you must use the same one to request transportation services.

Once students are registered they will be issued ZPass cards, and will be distributed through the school offices. Upon receiving the ZPass card, you have the option to receive text message or email alerts through the ZPass+ system. These alerts will send a text message or e-mail notification when your child scans the card on the school bus.

Bus routes are dependent on registration and seats are limited. Only registered riders may use the bus service.

Detailed instructions on how to register your child for bus service can be found on the district website: (www.sd68.bc.ca/?page_id=3149)

How do you know if your child is eligible for bus service?

Bus transportation is provided for students who live outside the walk limit boundaries. Walk limits for the provision of school bus transportation are:

- Students in Kindergarten to Grade 3 living beyond 4 km (2.5 miles) from school will be eligible for transportation.
- Grades 4 - 12 students living beyond 4.8 km (3 miles) from school will be eligible for transportation.
- All Grades 1 - 12 students may be required to walk up to 3.2 km (2 miles) to the nearest bus stop.
- The district also provides school bus service for students with special needs.

If your child was not eligible for school bus transportation during the 2014-15 school year, that will still be the case for this year.

If your child is a new Kindergarten student or is new to the district, you may not be able to register right away, as your child will not be in our system. If this is the case, please be patient as we will soon be completing updates that will include our new students. In the meantime, your child can still ride the bus, but you must contact the Transportation Department first.

Seats will be assigned to all eligible riders based on walk limits and only upon application approval.

Detailed bus route schedules can be found on the district website:
www.sd68.bc.ca/?page_id=326

If you need further assistance, please contact the Transportation Department by phone 250 741-5214 or e-mail FA-DispatchCoordinator@sd68.bc.ca.