

CLASS Business Unit:	Student Transportation
Operating Procedure:	Courtesy Seats
Reference:	STS-PRO-002-2011
Adopted:	April 26, 2011
Revised:	

1.0 Courtesy Seats

Students that do not meet the transportation eligibility criteria may receive courtesy transportation. Student Transportation Services in consultation with the School Principal and the School Bus Operator(s) may approve/not approve courtesy transportation. The following parameters must be met before a courtesy seat is considered:

- That available space exists on an existing bus route as measured by the Vehicle Load Capacity Procedure.
- That the student gets on/off the bus at either an existing stop location, or a location on the existing path of the bus route.
- That the requested stop is outside the walk boundary of the school.
- That requests be submitted online at:
<http://www.schoolbusinfo.com/courtesy-login.asp>
- The request must be consistent for every AM and/or PM of every school day.
- That transportation is used for home to school and/or return ride only.
Example: Transportation will not provide a ride for home to/from co-operative programming, extra-curricular activities, etc.

1.1 Terms of Service

- Permission to ride the bus may be withdrawn at any time.
- Permission to ride a courtesy seat shall not be considered to constitute a precedent or to establish a right for transportation.
- Permission to ride is granted for no longer than the remainder of the current school year.
- Courtesy seats must be applied for annually.