

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Courtesy Seats
<b>Reference:</b>	STS-PRO-002-2011
<b>Adopted:</b>	April 26, 2011
<b>Revised:</b>	May 18, 2024

## 1.0 Scope

Students that do not meet the transportation eligibility criteria may apply for access to courtesy transportation. Student Transportation Services may approve/deny courtesy transportation in accordance with the following defined approval parameters and terms of service:

### 1.1 Approval Parameters

- That available space exists on an existing bus route in accordance with the Vehicle Load Capacity Procedure STS-PRO-005-2011;
- That the student gets on/off the bus at either an existing stop location, or an approved location on the existing path of the bus route. No additional bus route/run time or mileage will be incurred for a courtesy seat;
- That the requested stop is outside the walk boundary of the school;
- That requests be submitted online via the CLASS website Parent Portal;
- The request must be consistent for every AM and/or PM of every school day;
- The request must be a minimum on one weeks' duration; and
- That transportation is used for home to school and/or return ride only (E.g.: Transportation will not provide a ride for home to/from co-operative programming, extra-curricular activities, etc.).

### 1.2 Terms of Service

- Permission to ride the bus may be withdrawn at any time;
- Permission to ride is subject to compliance of the school bus rules;
- Permission to ride is based on the ridership and bus route path at time of application. Changes to either may result in permission withdrawal;
- Eligible student riders always take precedence over approved courtesy seats in the event of a seat availability conflict;
- 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; and
- Courtesy seats must be applied for annually.