



Section Courtesy Transportation	Page 1 of 2
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<p>Statement</p>	<p>Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, STWDSTS has established a procedure for granting courtesy seats. These seats can only be granted for the benefit of the student and must not, under any circumstances, result in additional costs or a longer bus trip, and must not create precedents or penalize students who already ride the bus.</p> <p>When a student’s primary address is located outside the school’s attendance boundary, the parent/guardian may <u>NOT</u> ask STWDSTS to grant a courtesy seat in accordance with (012) Out of Boundary Students</p>
<p>Procedures</p>	<p>Courtesy transportation is assigned on an annual basis. Requests for courtesy transportation must be submitted to STWDSTS by the parent/guardian through the school each year using Courtesy Transportation Request form (TF006).</p> <p>A courtesy seat may be granted if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. A seat is available on the bus. 2. The bus stop already exists. 3. The bus route and the length of the trip are not affected. <p>STWDSTS in cooperation with the school principal:</p> <ol style="list-style-type: none"> 1. Receives and evaluates the request. 2. Informs the parent/guardian when a seat has been granted by sending a Courtesy Transportation Letter (TF009) to be signed by the parent(s)/guardian and returned to STWDSTS. 3. Informs the school of its decision and outlines the reasons. 4. Keeps an up-to-date list of students who have been granted a courtesy seat. 5. Assigns seats based on first the youngest of age (grade), then travel distance to school, and the need for equity between school boards if a bus is shared by two schools at the same time.



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Procedures...continued	<p>Availability of seats will be determined after September 30 with the goal to assign students by October 31.</p> <p>Requests for changes made on a temporary basis or for a limited time, such as switching buses to visit friends, go to a job, or go to a babysitter's house when parents are travelling or on holidays, shall not be considered as courtesy seat requests and shall not be approved.</p> <p>During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:</p> <ol style="list-style-type: none">1. Seating is required for eligible students.2. Altering the route is necessary.3. Student behaviour is unacceptable.
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