COURTESY SEAT REQUEST

TO BE COMPLETED BY PARENT/GUARDIAN AND RETURNED TO THE SCHOOL FOR PROCESSING

Where bus routes have been established and there is available space on a bus, students who are not eligible for transportation based on distance, may apply for permission to ride the bus. This will be applied uniformly in all schools throughout the jurisdiction of Halton Student Transportation Services.

Courtesy Transportation is subject to the following conditions:

- From the first day of school to the end of September, only eligible students will be permitted to ride.
- The Courtesy Seat Application review and allocation process **begins October 1st and closes November 30th annually for the current school year.**
- **Courtesy seat requests will not be accepted or reviewed after November 30th.**
- The School Principal receives and by signing the application form, supports the request and forwards the application to HSTS.
- Students receiving approval must access the bus at an existing bus stop location. No route changes will be made and NO NEW STOPS WILL BE ADDED.
- Permission to ride the bus may be withdrawn at ANY time if the seat is required by an eligible rider.
- Riding privileges will be withdrawn for the remainder of the school year for acts of misconduct.
- The *applications* and approvals are for the current school year only.
- No additional cost will be incurred by the Board.
- For this purpose only, acceptable loads on a bus rated at 72 passengers will be:

JK to Grade 8 - 55 students (maximum) **Grade 9 to 12 - 42 students (maximum)**

SCHOOL NAME:

If known, provide the information below, otherwise Courtesy seat allocation will be based on closest stop to home or alternate address provided:

☐ AM ROUTE #_____ ☐ PM ROUTE #_____ BUS STOP LOCATION _____

I am willing to drive to/from an existing bus stop outside of my community YES ☐ NO ☐

STUDENT NAME(S) – please print	GRADE	Contact #'s
		Home:
		Work:
		Cell:
HOME OR ALTERNATE TRANSPORTATION ADDRESS:		Email:

Parent/guardian will be notified of the outcome of the review process by email or phone by October 31st.

I understand and agree to the conditions for Courtesy Transportation and understand I am solely responsible for my child's safety and conduct to/from and at the bus stop. In addition, I understand the school Principal or Halton Student Transportation Services has the right to remove my child from courtesy transportation upon 24 hours' notice. Should this occur, I will assume all responsibility to ensure my child's safe arrival and departure to/from school.

_____ _____ _____

PARENT/GUARDIAN SIGNATURE **PRINCIPAL SIGNATURE (OR DESIGNATE) (Required)** **DATE**

For more information, please visit www.haltonbus.ca
or email transportation@haltonbus.ca

For HSTS Office Use Only

AM ROUTE	PM ROUTE