

Title : Courtesy Transportation	Procedure # : 017	Effective : Nov 5, 2010
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Statement	<p>Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, STSBHN 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 to STSBHN or a longer bus trip, and must not create precedents or penalize students who already ride the bus.</p>
Procedures	<p>Courtesy transportation is assigned on an <u>annual basis</u>. Requests for courtesy transportation must be submitted to STSBHN by the parent/guardian through the school principal each year using (TF001) Transportation Request.</p> <p>A courtesy seat may be granted if <u>all</u> of the following conditions are met:</p> <ol style="list-style-type: none"> 1. A seat is available on the bus. 2. There is zero additional costs incurred to STSBHN by having the student ride on the bus. 3. The bus route and the length of the trip are not affected. <p>STSBHN, in cooperation with the school principal, will:</p> <ol style="list-style-type: none"> 1. Receive and evaluate the request. 2. Update the student database with accurate transportation information. Parents and students can check the online portal to see if there has been a change to transportation availability. 3. Inform the school of its decision and outline the reason(s). 4. Keep an up-to-date database of students who have been granted a courtesy seat.

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Procedures...continued	<p>Assignment of courtesy seats will follow a two stage process.</p> <p>Stage 1: Courtesy applications will be accepted, for the next school year, from June to August. These applications will be reviewed during the months of July and August. Stage 1 applications will be reviewed by STBSHN staff and assigned to buses for the start of the school year, where space permits.</p> <p>Stage 2: Courtesy applications that are received between September and May will be reviewed in a timely fashion by STSBHN staff. Please note that although applications will be accepted, NO application(s) will be reviewed during the month of September.</p> <p>Requests made to STSBHN for changes made on a temporary basis or for a limited time, such as: switching buses to visit friends, go to a job, attending a birthday party, or go to a babysitter's house 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 path is necessary. 3. Student behaviour is unacceptable. <p>Transportation may be granted for co-op students if the above courtesy transportation criteria are met. As with all schedules, the pickup and drop-off locations must be regular and consistent.</p>
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