



Section <b>Courtesy Transportation</b>	Page 1 of 2
Type <b>Eligibility</b>	Date August , 2012

<p><b>Statement</b></p>	<p>Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, RRDTS 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 ask RRDTS to grant a courtesy seat in accordance with Procedure 203 Out of Boundary Students if the student pick-up/drop-off is within school zone.</p>
<p><b>Procedures</b></p>	<p>Courtesy transportation is assigned on an annual basis. Requests for courtesy transportation must be submitted to RRDTS by the parent/guardian through the school each year using Student Transportation Information Form F11.</p> <p>All Students may receive courtesy bussing for academic programming and school extra-curricular activities. Secondary students may receive courtesy bussing for medical appointments and employment.</p> <p><b>A courtesy seat may be granted if all of the following conditions are met:</b></p> <ol style="list-style-type: none"> <li>1. A seat is available on the bus.</li> <li>2. The bus stop already exists.</li> <li>3. The bus route and the length of the trip are not affected.</li> <li>4. In the case of secondary students, the request is accompanied with written information of employment form the employer and permission of the parent/guardian.</li> </ol> <p><b>RRDTS in cooperation with the school principal:</b></p> <ol style="list-style-type: none"> <li>1. Receives and evaluates the request.</li> <li>2. The RRDTSC will record both the date and time on the Student Transportation Information Form F11 as it is received. All courtesy requests will be on a first come first served basis. Once the bus is full no further requests will be accepted.</li> <li>3. Informs the parent/guardian when a seat has been granted by sending transportation information to the school to be</li> </ol>



Section <b>Courtesy Transportation</b>	Page 2 of 2
Type <b>Eligibility</b>	Date August , 2012

<b>Procedures...continued</b>	<p>sent home to the parent(s)/guardian.</p> <ol style="list-style-type: none"><li>4. Informs the school of its decision and outlines the reasons.</li><li>5. Keeps an up-to-date list of students who have been granted a courtesy seat.</li></ol> <p><b>Availability of seats will be determined after September 15 with the goal to assign students by September 30.</b></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><b>During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:</b></p> <ol style="list-style-type: none"><li>1. Seating is required for eligible students. (Those assigned last will be the first to relinquish their ride.)</li><li>2. Altering the route is necessary.</li><li>3. Student behaviour is unacceptable.</li></ol>
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