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<b>Date of Issue</b>	September 1, 2005
<b>Original Date of Issue</b>	January 15, 2003
<b>Subject</b>	<b>TRANSPORTATION OF STUDENTS - COURTESY RIDERS ON COMMUTER AND SPECIAL EDUCATION BUSES</b>
<b>References</b>	Board Report No. CS-5, October 9, 2002 Board Policy 2410 - Transportation of Students Board Policy 4170 - School Attendance Area Board Policy 4115 - Extended EFSL Program
<b>Links</b>	FORM A1225 - 1; FORM A1225 - 2
<b>Contact</b>	Facility Services; School Services

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## **1. General**

- 1.1 The purpose of this Administrative Procedures Memorandum (APM) is to provide a process for principals to administer the filling of the empty seats on commuter buses and special education buses at no additional cost to the Board with out-of-attendance area students. The APM does not apply to buses shared with the Simcoe Muskoka Catholic District School Board or other Boards.

## **2. Definitions**

- 2.1 Commuter bus is a bus that has been established under Board Policy 4115, section 3.9.2 especially for Extended French Second Language (EFSL) students.
- 2.2 An empty seat on a commuter or Special Education bus is a seat for which there is no designated rider.

## **3. Commuter Buses**

- 3.1 Elementary School Students
  - 3.1.1 Out-of-attendance-area elementary student requests only apply to commuter buses where the commuter bus delivers the student directly to the elementary school they attend, due to the need for supervision. Courtesy transportation is only available to an elementary school when the start/stop times for the elementary school and the secondary school align. Parents/guardians of an out-of-attendance-area elementary student may apply to the school principal for the use of an empty seat on a commuter bus.



### 3.2 Secondary School Students

3.2.1 Out-of-attendance-area secondary school parents (or students 18 years or over) may apply to the school for the use of an empty seat on a commuter bus.

### 3.3 Empty Seat Determination

3.3.1 The number of seats available for application will be determined approximately the end of September. Seats available will also be determined as early as possible at the beginning of semester two.

3.3.2 The receiving school will keep track of the seats on commuter buses filled by eligible riders (Extended French and Special Education students) and courtesy riders (out-of-attendance-area students).

3.3.3 If more than one school is requesting use of empty seats on the same commuter bus, then the principals involved will mutually determine the overall priority of the requests before a recommendation is made to the Simcoe County Student Transportation Consortium (SCSTC).

3.3.4 The school will ensure that the SCSTC is kept up to date on the riders of commuter buses.

## 4. Special Education Buses

4.1 The availability of seats on Special Education buses is constantly changing. Special Education buses may travel to more than one school during their run.

4.2 Principals receiving requests to fill empty seats on a Special Education bus will forward the recommended request to the SCSTC for approval based on the seat availability.

4.3 If more than one school is requesting use of empty seats on the same Special Education bus, then the principals involved will mutually determine the overall priority of the requests before a recommendation is made to the SCSTC.

## **5. Priority for Allocation of Seats**

### 5.1 Commuter Buses

#### 5.1.1 Eligible Riders

- 5.1.1.1 Extended French Language students and/or students attending designated specialized programs (Policy 2410 subsection 4.3.1.3)
- 5.1.1.2 Special Education students

#### 5.1.2 Courtesy Riders (Out-of-Attendance-Area Students)

- 5.1.2.1 OYAP/Alternative Education/Leap/Careers 2000
- 5.1.2.2 Students who moved during the school year
- 5.1.2.3 Siblings of eligible riders
- 5.1.2.4 Local considerations

### 5.2 Special Education Buses

#### 5.2.1 Eligible Riders

- 5.2.1.1 Special Education students,

#### 5.2.2 Courtesy Riders (Out-of-Attendance-Area Students)

- 5.2.2.1 EFSL students
- 5.2.2.2 Elementary students (if dropped at their school)
- 5.2.2.3 OYAP/Alternative Education/LEAP/Careers 2000
- 5.2.2.4 Students who moved during the school year
- 5.2.2.5 Siblings of eligible riders
- 5.2.2.6 Local considerations

## **6. Bumping**

6.1 Since seats occupied by courtesy riders may be needed for students with higher priority or eligibility, the principal will apply the priority schedule in the reverse order for bumping riders with last on, first off.

6.2 The principal will render immediate notice to the student/parent in the event that the student is losing the privilege of using the empty seat.



## 7. Process

- 7.1 Application will be made by the student/parent to the school principal (FORM A1225 -1, Courtesy Rider Application/Agreement).
- 7.2 The principal will evaluate the request based on the priority list and seat availability.
- 7.3 The principal will proceed with allocation of seats on **commuter buses**. When the number of applications for use of empty seats exceeds the number of empty seats available, a random selection process will be used for allocation.
- 7.4 The principal will forward the recommended request for use of an empty seat on a **Special Education** bus to the SCSTC for final confirmation.
- 7.5 The principal will inform the student/parent of the decision regarding their request for use of an empty seat, as well as withdrawal of permission.
- 7.6 Courtesy rider approvals for elementary students are only valid for the balance of the school year; for secondary students approvals and requests will be reviewed by the principal on a semester basis.

Approved

January 15, 2003

Revised

December 2004; September 1, 2005

*Issued under the authority of the Director of Education*





**Courtesy Rider Agreement – Withdrawal of Permission**

Student Name \_\_\_\_\_

Effective Date \_\_\_\_\_

Reason \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample

\_\_\_\_\_  
Principal (print name)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date