

<b>Title: Courtesy Transportation</b>	<b>Procedure #: 017</b>	<b>Effective: Nov 5, 2010</b>
<b>Section: Eligibility</b>	<b>Page: 1 of 3</b>	<b>Review: May 2021</b>

<b>Statement</b>	<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 and must not create precedents or penalize eligible students who already ride the bus.</p>
<b>Procedures</b>	<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 a Transportation Request form (TF001).</p> <p><b>A courtesy seat may be granted if <u>both</u> 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. There is zero additional cost incurred to STSBHN by having the student ride on the bus.</li> </ol> <p><b>STSBHN will:</b></p> <ol style="list-style-type: none"> <li>1. Receive and review the request.</li> <li>2. Apply courtesy applications based on the following priorities: age of student, distance from school, program of student, family circumstances, and other defined school priorities.</li> <li>3. Update the student database with accurate transportation information. Parents and students can check the online portal or call STSBHN to see if there has been a change to their transportation status.</li> <li>4. Keep an up-to-date database of students who have been granted a courtesy seat. Students who have <u>not</u> been granted a courtesy seat, due to seat availability, will have</li> </ol>

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<b>Procedures...continued</b>	<p>the term "Courtesy Denied" or "Courtesy Not Available" as well as the date the request was reviewed added into the student database's instructions field associated with the applicant. This information will assist parents by informing them that their request has been reviewed but services were not available at the time.</p> <p>STSBHN does not contact families with regards to changes to their bus routes. Information on changes can be accessed by going to <a href="http://www.stsbhn.ca">www.stsbhn.ca</a> and clicking on the Parent/ Student Login icon. STSBHN requires a minimum of 48 hours to process and make effective the change as submitted to their attention.</p> <p><b>Assignment of courtesy seats will follow a two stage process.</b></p> <p><b>Stage 1:</b> Courtesy applications will be accepted, for the next school year, beginning in May. Applications received between May 1<sup>st</sup> and July 31<sup>st</sup> will be evaluated against the list of priorities as listed above.</p> <p><b>Stage 2:</b> Courtesy applications that are received between August 1 and April 30<sup>th</sup> will be reviewed on a first come, first serve basis. STSBHN will make every effort to review all courtesy applications as soon as possible.</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, working on a project, attending a birthday party, etc shall not be approved.</p>
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<b>Procedures...continued</b>	<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.</li> <li>2. Altering the route path is necessary.</li> <li>3. Student behaviour is unacceptable.</li> </ol> <p><b>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.</b></p>
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