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Courtesy Seating		1 of 3
Transportation - Eligibility		Date July 18, 2017 Revised August 18, 2023
Preamble	<p>The Sudbury Student Services Consortium recognizes that, granting courtesy seat permission for grade 1 students who are not eligible for transportation services and grade 4 students are not eligible for transportation services and whose transportation address exceeds 1 kilometre and where there are specific or exceptional situations, may need to be examined on an individual basis. Courtesy seats will only be granted for the benefit of the student and must not, under any circumstances, result in increased costs, and must not create precedents or penalize students who already ride the bus.</p>	
Operational Procedure	<p>Upon the completion of the Courtesy Seat Request (Form), signed by the parent or guardian, permission may be granted for a grade 1 student who is not eligible for transportation or a grade 4 student whose transportation address exceeds 1 kilometre who is not eligible for transportation to ride a bus to and/or from school providing all of the following conditions are met and understood:</p> <ul style="list-style-type: none">• a seat is available on the bus;• the bus stop already exists;• the parent or guardian accepts responsibility for accompanying the student to/from the existing bus stop;• the bus route and the length of the trip are not affected;• the need has been identified for the entire school year;• permission is granted for the current school year only. <p>Courtesy seat applications will be accepted at the Sudbury Student Services Consortium commencing June 1st annually for the following school year.</p> <p>This Courtesy seat approval will be communicated to parents as soon as criteria have been reviewed and seat availability is confirmed.</p>	

	<p>It is the responsibility of the parent/guardian to plan their schedules for the year in the event there is no courtesy seat available.</p> <p>If a bus provides services to two or more schools, the number of courtesy seats on the bus will be divided equitably between the schools.</p> <p>It is the ultimate responsibility of the parent to ensure that the student boards the proper bus and disembarks at the proper stop.</p> <p>Requests for changes made on an ad hoc basis or for a limited time, such as switching buses to visit friends 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>Responsibilities</p>	<p>The parent/guardian shall:</p> <ul style="list-style-type: none"> • complete a courtesy seat application form; • submit the form to the Sudbury Student Services Consortium no earlier than June 1st annually for the following school year; • agree to abide by the parent responsibilities as outlined in Policy M04 200 – Responsibilities of the Parents or Guardians; and • acknowledge and agree to all the conditions upon which a courtesy seat may be granted. <p>The student shall:</p> <ul style="list-style-type: none"> • abide by the student responsibilities outlined in Policy M04 201 – Responsibilities of the Students. <p>The Sudbury Student Services Consortium shall evaluate the request based on the following established criteria:</p> <ul style="list-style-type: none"> • the need for equity between schools, if a bus is shared by two or more schools at the same time; • the distance; • assign approved students to the bus stop closest to the address provided on the Courtesy Seat Request Form; • keep an up-to-date list of students who have been granted a courtesy seat. <p>Should the request for a courtesy seat be denied, the appeal process shall not apply.</p>