



Section <b>Courtesy Ride Policy &amp; Procedure</b>	Page 1 of 2
	Date: June 15, 2018 Amended: October 4, 2019 Amended: June 28, 2022 Amended: September 12, 2022

<b>Statement</b>	<p>Transportation may be considered for students who do not meet the eligibility requirement. These courtesy rides can only be granted for the benefit of the student and must not, under any circumstances, result in additional buses, increased costs, or a longer bus trip, and must not create precedents or penalize students who already ride the bus.</p>
<b>Procedures</b>	<p>Courtesy rides can be considered for approval on an annual basis. A courtesy ride may be granted if <b>all</b> of the following conditions are met:</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. The need has been identified for the entire school year.</li> <li>5. The existing stop location does not have the student crossing a hazardous area.</li> </ol> <p><b>N.B.</b> Availability of seats will not be considered in the month of September unless the coordination of transportation for all eligible students has been completed.</p> <p>If a bus provides services to schools in different boards, the number of courtesy seats on the bus will be divided equitably between all the boards.</p> <p>Requests for courtesy rides must be submitted by the parent/guardian to the school each year using the <b>automated</b> Courtesy Application Form (GT-09) available on our workflow website. No paper copies of the form will be accepted.</p> <p>The person submitting the application will receive an email with an approval or denial to the email from which they are submitting the form. The comments regarding the approval or denial will also be input into the bus planner program.</p> <p>The evaluation of requests will follow the identified criteria below, ensuring the need for equity between school boards, if a bus is shared by two different board schools:</p>



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	<ul style="list-style-type: none"> <li>• <b>Age of child</b></li> <li>• <b>Distance from school</b></li> </ul> <p>Out of boundary, students will not be eligible for courtesy rides The capacity number for considering courtesy rides is as follows:</p> <table border="1"> <thead> <tr> <th>Bus Size</th> <th>Elementary</th> <th>Secondary</th> </tr> </thead> <tbody> <tr> <td>72 passenger</td> <td>50</td> <td>44</td> </tr> <tr> <td>Mini bus</td> <td>12</td> <td>10</td> </tr> </tbody> </table> <p><b>When bus loads reach this number no further courtesy rides will be added.</b></p> <p>During the school year, a courtesy ride authorization may be revoked at any time, if this seat is required by a student who is eligible for transportation services in this school catchment area.</p> <p>Requests for changes made on an ad hoc or for a limited time, such as switching buses to visit friends or to go to a babysitter's house when parents are travelling or on holidays, shall not be considered as a courtesy seat and shall not be approved.</p> <p>Only one courtesy ride request per student will be considered during a school year.</p> <p>Courtesy rides will not be allowed on French Immersion buses unless the stop is within the English boundary. <b>Courtesy rides are not available on special needs units.</b></p>	Bus Size	Elementary	Secondary	72 passenger	50	44	Mini bus	12	10
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Approved by Motion: #ETC-09-05,  
Amendment approved by BOD  
Amendment approved by BOD  
Amendment approved by BOD  
Amendment approved by BOD

Dated: November 6, 2009  
Dated: June 21, 2018  
Dated: October 16, 2019  
Dated: June 28, 2022  
Dated: September 23, 2022