



Section <b>Courtesy Ride Policy &amp; Procedure</b>	Page 1 of 2
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<p><b>Statement</b></p>	<p>Transportation may be considered for students who do not meet the eligibility requirement in recognition that specific or exceptional situations may exist that would warrant an exception to the transportation policy GT-002.</p> <p>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>
<p><b>Procedures</b></p>	<p>Courtesy rides can be considered for approval on an annual basis.</p> <p><b>A courtesy ride 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. The need has been identified for the entire school year.</li> </ol> <p><b>N.B.</b> <i>Availability of seats will not be considered in the month of September. This month is reserved for coordination of transportation for eligible students.</i></p> <p><i>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.</i></p> <p>Requests for courtesy rides must be submitted by the parent/guardian to the school each year using the Courtesy Application Form (GT-09).</p> <p>The school principal will forward the Courtesy Application Form along with any comments regarding the request to the consortium for decision.</p> <p>The Courtesy Disposition form (GT-10) will identify the approval status and the explanation if the request has been denied. The forms will be returned to the school for distribution to the parent/guardian, with a copy to the</p>



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	<p>principal. 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, ensuring the need for equity between school boards, if a bus is shared by two different board schools:</p> <p><b><i>Age of child</i></b> <b><i>Distance from school</i></b></p> <p>Out of boundary students will not be eligible for courtesy rides unless they are attending for specific program or other reason as approved by the Superintendent.</p> <p>The capacity number for considering courtesy rides is 48 passengers for a large bus and 13 passengers for a small bus.</p> <p><b>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.</b></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>
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