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<p>Statement</p>	<p>WESTS may consider requests for “Courtesy Rides”, which is the transportation of students to their Designated School for students who are in the walk zone for their school and otherwise not eligible for student transportation. WESTS may approve “Courtesy Rides” if, in its sole discretion, the following conditions are met:</p> <ul style="list-style-type: none"> • It is for the benefit of the student only; and • It does not under any circumstances result in the need for additional buses, increased costs, or a longer bus route. <p>Approvals of courtesy rides do not create precedents. Approval of one student does not automatically guarantee approval of any other students in the same home. Approvals are issued on an annual basis and approval in one school year does not guarantee approval in another school year.</p>
<p>Submitting Requests for Courtesy Rides</p>	<p>Requests for courtesy rides must be submitted by the parent/guardian each year using the Courtesy Application Form available on the BusPlanner website. No paper copies of the form will be accepted.</p> <p>The approval or denial will be forwarded to the email that is identified on the Courtesy Application form. The approval or denial will also be input into the BusPlanner program.</p>
<p>Processing Courtesy Ride Requests</p>	<p>Courtesy rides are considered for approval on an annual basis. A courtesy ride may be granted if all the following conditions are met:</p> <ol style="list-style-type: none"> 1. A seat is available on the bus. 2. The bus stop already exists 3. The bus route and the length of the trip are not affected. 4. The need has been identified for the entire school year. 5. Walking to or from the existing bus stop location does not require the student to cross a hazardous area as identified in Policy E-06 Eligibility based on Hazards. 6. The student’s Primary Home Address is within the catchment area of their Designated School. <p>N.B. Requests for courtesy rides will not be considered in the</p>



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	<p>month of September unless the coordination of transportation for all eligible students has been completed.</p> <p>When considering requests for courtesy rides where there is limited seat capacity on the bus, the following additional considerations will be taken in to account: (a) the age of the student; and (b) the distance from the school, such that younger students will be given priority, with the ones furthest from the school approved first.</p>
Limitations	<p>During the school year, a courtesy ride approval may be revoked at any time, if the seat is required by a student who is eligible for transportation services in the school catchment area, further to E-01 Transportation & Eligibility Policy.</p> <p>Requests for changes made on an <i>ad hoc</i> basis 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 ride and shall not be approved.</p> <p>Courtesy rides are not available on special needs vehicles or other vehicles designated for specialized programs identified by the School Boards.</p>

Referenced policies: E-01 Transportation & Eligibility Policy
E-06 Eligibility based on Hazards Policy