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<p>Statement</p>	<p>Students who reside in bounds of their school of attendance and are within walking distance to school may apply for courtesy transportation. Availability of seats will be determined after September 30 with the goal to assign students by October 31.</p>
<p>Procedures</p>	<p>Courtesy transportation is assigned on an annual basis. Requests for Courtesy Transportation must be submitted to STWDSTS by the parent/guardian each year using Courtesy Transportation Request form (TF006).</p> <p>Transportation may be granted if all of 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. <p>STWDSTS:</p> <ol style="list-style-type: none"> 1. Receives and evaluates the request. 2. Informs the parent/guardian when a seat has been granted by sending a Courtesy Transportation Letter (TF009) through the school. Approved assignment letters must be signed by the parent(s)/guardian and returned to STWDSTS. 3. Informs the school of its decision and outlines the reasons. 4. Keeps an up-to-date list of students who have been granted courtesy transportation. 5. Assigns seats based on first the youngest of age (grade), then travel distance to school, and the need for equity between school boards if a bus is shared by two schools at the same time. <p>During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:</p> <ol style="list-style-type: none"> 1. Seating is required for eligible students.



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Procedures...continued	<ol style="list-style-type: none">2. Altering the route is necessary.3. Student behaviour is unacceptable. <p>STWDSTS is the sole determinant of whether or not there are empty seats on a vehicle and how many empty seats there are. Should STWDSTS refuse the request for the use of an empty seat, the appeal process shall not apply.</p>
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