

Topic	Number of Pages	Date Approved
2.4 Use of Vacant Seat	1 of 1	June 2011

Policy Statement

STS has established a procedure for the use of vacant seat for those students who are not eligible for transportation under the eligibility policy. These vacant seats can be used for the following circumstances ONLY and are listed in the order of priority for assignment:

- Elementary age students who are not eligible for transportation but who attend a daycare facility or home daycare where the daycare address is eligible for transportation and where there is no School Age Program offered at the school.
- Joint custody arrangements for students in secondary school (See 2.3 – Joint Custody Transportation).
- Students attending a choice of school under the TVDSB Operations Policy. (see principal at school).

Students who are eligible for transportation under policy are the priority of STS during late August to beginning of October. Because these seats are only available if there are empty seats, STS cannot consider applications for the use of these seats until October 1, once load conditions are known, with a goal of having requests processed prior to the next school day after Thanksgiving. Parents remain responsible for the student's method of arriving at and departing from school during this time.

STS is the sole determinant of whether or not there is capacity on the vehicle (vacant seats) and how many vacant seats there are. Should STS refuse the request for the use of a vacant seat, the appeal or review process shall not apply.

Procedure

- The "Use of a Vacant Seat Request Form" (Form 2.4A) is available on our website under "Forms" at www.mybigyellowbus.ca.
- Forms must be completed and submitted to STS.
- The request will be reviewed after October 1, and the family will be notified of the outcome.