



Document Category:	Policies and Procedures - Eligibility
Document Name:	Use of a Vacant Seat
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Section 1.0 - Background

Southwestern Ontario Student Transportation Services (“STS”) 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 exceptional circumstances ONLY:

- 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;

Section 2.0 – Policy Scope

The policy and procedure below applies to all families and elementary aged students enrolled in a school belonging to the member school boards.

Section 3.0 – Policy Statement

Because approval for this exception is 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 and will attempt to have 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.

Section 4.0 – Procedures

Parents/guardians may submit a request form for consideration. The form must be submitted annually and vacant seats may be revoked at any time by STS.

Section 5.0 – Forms

The “Request the Use of A Vacant Seat” form is available online at www.bigyellowbus.ca
A paper copy of the form may be requested at the school office.