

**EMPTY SEAT / COURTESY TRANSPORTATION REQUEST FORM**

Empty seats/Courtesy seats may be granted if there is space on an existing bus run. They are administered through an application process. Requests for courtesy transportation must be submitted to the school, by the parent/guardian each year using the Courtesy Transportation Request Form. Requests may be received by the school starting May 1<sup>st</sup>, however are assessed in October, once all eligible students are assigned and operational issues are resolved.

Please Print:

Student (first) name \_\_\_\_\_ Student (Last) name \_\_\_\_\_ Gr. \_\_\_\_

School \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Number \_\_\_\_\_

For School Use:  
 Bus Route # \_\_\_\_\_  
 Stop Location:  
 \_\_\_\_\_

Check applicable criteria:  
 Student age \_ Distance from home \_\_\_\_\_ Family circumstances \_\_\_\_\_

Explain briefly in this space provided, why courtesy transportation is being requested.

\_\_\_\_\_

\_\_\_\_\_

Eligibility for empty seat/courtesy transportation is subject to all of the following conditions:

1. Space is available on an existing bus route.
2. The child will utilize an existing stop on an existing bus run.
3. Permission may be granted for the current school year or less.
4. Permission to ride the bus may be withdrawn at any time, upon 48 hours notice.
5. May be implemented by October at the earliest.
6. Parent/Guardian has read and agrees to the Student code of Conduct on School Buses

I/we agree to the above eligibility conditions and understand that the School Principal has the authority to remove my child from courtesy transportation upon 48 hours notice. Should this occur, I/we will assume all responsibility for ensuring my child's safe arrival and departure to and from school.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Once completed, please submit the application to the School for their consideration.

TO BE COMPLETED BY SCHOOL PERSONNEL ONLY

This empty seat application has been: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Please submit to HWSTS and allow a minimum of 48 hours for processing. HWSTS **does not** contact families with regards to their bus route information. This information can be accessed by going to [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca) and go to Stop Information under the Parent Portal. **It is a parental responsibility to ensure that changes have taken effect before sending their child to a bus stop.**

Signature of School Principal \_\_\_\_\_ Date: \_\_\_\_\_

\*Application is for the current school year only. Parents/Guardians must re-apply annually