



APPLICATION FOR ACCESS TO EMPTY SEATS ON SCHOOL BUS VEHICLES

Student Name: _____	Grade: _____	Student ID#: _____
School Name: _____	School Year: _____	
Parent/Guardian Name: _____	Phone #: _____	
Mailing Address: _____		

Transportation requested for: (please check appropriate boxes)

<input type="checkbox"/> Before School: _____	<input type="checkbox"/> Home	<input type="checkbox"/> Caregiver / Daycare
<i>Full residential address required.</i>		
<input type="checkbox"/> After School: _____	<input type="checkbox"/> Home	<input type="checkbox"/> Caregiver / Daycare
<i>Full residential address required.</i>		

In signing below, I confirm that I understand that my child is not eligible for transportation under the regular distance criteria established and may be granted permission to ride a school bus under the policy of the School Board that my child attends. I further understand that students approved for transportation under this provision are required to meet the bus at existing bus stops, as school bus routes will not be altered to accommodate students approved under the Seat Availability/Empty Seat provision.

The personal information on this form is collected under the authority of the *Education Act*, section 190(1), and will only be used for the purpose of processing the application for access to empty seats on school bus vehicles. If you wish to review this information (as the applicant) or have questions regarding its collection, please contact the Ottawa Student Transportation Authority, 1645 Woodroffe Avenue, Ottawa, ON K2G 1W2 (613) 224-8800.

Signature of Parent/Guardian: _____ Date: _____

TO BE COMPLETED BY AUTHORIZED SCHOOL PERSONNEL ONLY

This application for transportation has been **Approved** **Not Approved**

The above student has been authorized to ride the school bus as follows: _____
Effective Date of Service
(please allow three days for processing)

Time of Service	Route ID	Stop Location
<i>Morning Pick Up</i>		
<i>Midday Drop Off</i>		
<i>Midday Pick Up</i>		
<i>Afternoon Drop Off</i>		

Transportation provided under these conditions is a privilege, which may be revoked at any time for i) misbehaviour on the school bus, ii) the service is required for an eligible student, or iii) if changes are required to route services to obtain operational efficiencies.

Signature of School Principal: _____ Date: _____

Administrative procedures with regard to empty seat services:

- 1) School Principals are authorized after October 1 of each school year to assign empty seats on school bus vehicles to ineligible students on buses serving their schools.
- 2) Where routes have been established and there are empty seats available on a bus, students may be provided transportation service as approved by the School Principal, in conjunction with the Ottawa Student Transportation Authority (OSTA), even though their distance from school is within walking distance.
- 3) The Ottawa Student Transportation Authority reserves the right to withdraw such approval at any time based on changing load count information and route efficiency requirements.
- 4) Approval to access empty seats shall not constitute a precedent nor establish a right to transportation.

- 5) School staff will verify that the information on each application is complete and reflects the information in their student database.
- 6) School staff will review applications and grant approval, where empty seats are available and bus stops exist. Bus stops will not be added to bus routes for students approved for service under the empty seat/space availability provision.
- 7) School staff will send notification of approval to OSTA and the school bus driver through the TRACS system, prior to placing the student on the school bus vehicle.
- 8) Application for and approval of service shall be for the current school year only.
- 9) The decision of the School Principal with respect to the assignment of empty seats is final, except where the OSTA determines that vehicle loads have been exceeded, or where operational efficiencies are possible.
- 10) Where routes are combined and students from more than one member Board are riding the vehicle at the same time, empty seat applications will be authorized through OSTA only.

OSTA/FEB09

Distribution: School, Parent/Guardian, Ottawa Student Transportation Authority

