

Section Security	Number of pages 2
Title Courtesy transportation	Effective date August 30, 2016

<p>Statement</p>	<p>Recognizing that there are special or exceptional situations to be considered on a case-by-case basis, CTSE has established a regulation for granting access to courtesy transportation. Those may only be granted in the interest of the students and should in no case incur additional costs, lengthen the routes, penalize the students who already have transportation, or create a precedent.</p> <p>CTSE avoid filling buses at full capacity so that they can manage new applications for students who are eligible for transportation. On average, CTSE aims at an occupancy rate of 85% and never more than 95%.</p>
<p>Terms</p>	<p>The parent or tutor must complete the electronic form: Courtesy transportation. A seat can be granted if all the following conditions are met:</p> <ul style="list-style-type: none"> • Seats are available on board the school vehicle; • the application does not require a new stop; • the duration and route are not changed; <p>Students who work after school can apply for courtesy transportation. They must provide proof of a regular work schedule.</p> <p>Note: As of September 15, the form will be available online to be completed by parents who wish to apply for courtesy transportation. These requests will only be processed by CTSE starting October 1st.</p>
<p>Procedures</p>	<p>During the school year, the authorization to an empty seat may be revoked if this seat is required to accommodate a student eligible for transportation in that zone, if it is necessary to change the itinerary or if the student's behavior is unacceptable.</p> <p>Requests for one-time changes or for a limited duration, such as changing run to go to friends or go to a sitter when parents are on vacation or travelling, are not considered as requests for empty seats and are subject to the regulation CTSE027 on temporary changes.</p> <p>The parent or tutor must fill out the form Courtesy transportation available at www.ctse.ca.</p> <p>CTSE:</p> <ul style="list-style-type: none"> • Evaluates the application and assigns the places according to the following criteria:

Procedures (next)	<p>a) Student in grades 1 to 3 living at more than 500m from school; b) Student in grades 4 to 6 living between 500m and 1,0 km from school; c) Student in grades 1 to 3 living at less than 500m from school; d) Student in grades 4 to 6 living at more less 500m from school;</p> <ul style="list-style-type: none">• notifies the applicant of his decision at the email address provided on the form and explains the reasons;• maintains an up-to-date list of students who have been given an empty seat; <p>If there is equality in the criteria, the student who lives the farthest from the school will take precedence for the transportation.</p> <p>For students from grade 7 to 12, the seats will be allocated starting with the student whose home is furthest from the school.</p>
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Review Dates :
January 31, 2011
June 19, 2012
December 11, 2013
May 16, 2015