

Guideline Number	Topic		
8600.004	Pupil Transportation Space Available Service		
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**Statement**

The administration may consider providing pupil transportation service to students who are not otherwise eligible. Students who are eligible to receive pupil transportation are given priority. When vacant seats are available on existing bus routes, the administration may consider applications for the use of these seats beginning no earlier than two weeks following the first day of school in each school year. The Director of Transportation will be the sole determinant of whether or not there is space available on existing bus routes. Should the Director of Transportation refuse the request for the use of a vacant seat, the Pupil Transportation Service Appeal Process shall not apply.

**Procedures**

Vacant seats on existing bus routes will be considered for assignment ONLY under the following circumstances, and ONLY if a parent or guardian applies for use of Space Available Service on a timeline, and in accordance with procedures established by the Director of Transportation:

- Space Available Service may be granted on a regular or irregular basis:
  - For regularly scheduled before and after school transportation service; or,
  - For one-time, emergency service using a “Bus Pass” per administrative procedure (*refer to Administrative Guideline 8600.007 – Pupil Transportation Use of Bus Pass for Emergency Situations*)
- A parent or guardian must follow the prescribed application procedures issued by the Director of Transportation for the type of Space Available Service desired.
- All approved Space Available Service may be rescinded by, and at the sole discretion of, the Director of Transportation.
- All Space Available Service will be accommodated using an existing bus stop on an existing bus route servicing the school. No new bus stops or bus routes will be created to accommodate Space Available Service.
- When granted regularly scheduled Space Available Service, the student will be assigned to the bus stop closest to their official residential address. Transit to or from the assigned bus stop is the responsibility of the parent, guardian or student.
- A parent or guardian must carefully consider the capability and maturity of their student to manage the service assignment, given that the school will not guarantee boarding assistance, and the bus driver will not be responsible for managing supervision or custody arrangements at the assigned bus stop.

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- A parent or guardian, and their student, accepts all responsibility for the management of the Space Available Service, including boarding the correct bus and disembarking at the correct stop location, custody at, and travel to and from the assigned bus stop.
- Consideration for assignment will be given in the listed order of priority:
  1. Irregular or occasional service for eligible students on bus routes servicing the student's school of attendance;
  2. Irregular or occasional service for otherwise ineligible students on bus routes servicing the student's school of attendance;
  3. Regularly scheduled service for resident students attending a District school who are otherwise ineligible; and,
  4. Regularly scheduled service for non-resident students attending a District school.

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the [Transportation Department website](#).