



SCHOOL BUS

EMPTY SEAT TRANSPORTATION APPLICATION



School Year: **201**__ / **201**__

THIS FORM MUST BE SIGNED BY THE PRINCIPAL & PARENT IN ORDER TO BE PROCESSED **Priority**

PARENT USE – Please complete this section, Page 2 and return to school

Student Surname:		First Name:	Health Card Number:	
Date of Birth: dd mm yy	<input type="checkbox"/> Male <input type="checkbox"/> Female		Parent / Guardian E-mail Address(es): <i>(if available)</i>	
Home Address:	Apt. #:	Postal Code:	Home Phone:	
Mother/Legal Guardian Name:			Business Phone:	
Father/Legal Guardian Name:			Business Phone:	
Emergency Contact:		Phone:		

Transportation location for **pick up prior to school**: **Must be an existing bus stop on a route going to the Destination School**

Transportation location for **drop off at dismissal**:

In signing this form, I confirm that I understand my child is not eligible for transportation under the Student Transportation Policy and may be granted permission to ride a school bus under the Empty Seat Procedure. I understand my child may be removed by the Principal at any time due to policy or funding changes, behavioural issues or if the seat is required for an eligible student. I understand accommodation on empty seats is for the current school year only and will not carry over to the following school year. I understand parents may re-apply each year at the end of September for an empty seat and there is no guarantee an empty seat will exist from one year to the next.

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Parent/Guardian Signature: _____ **Date:** _____

SCHOOL USE ONLY – Please complete this section and fax to Transportation Office (416) 394-3806

Destination School Name: John English JMS		School Address: 95 Mimico Ave., Etobicoke ON M8V 1R4		Phone Number: (416) 394-7660
School Code: JENG	Program: Empty Seat	Program Code: EXC	Trillium #:	Grade:

Class Start Time: 8:50 a.m. Class Dismissal Time: 3:15 p.m.

Date Transportation to Begin: _____ End Date: June 2014

Principal Signature _____ **Date:** _____

- 1) Empty seat requests will be accepted by Transportation starting on September 30th of each school year. Any priority given to the forms should be indicated numerically in the top right corner of the form.
- 2) During the month of September, Principals may allot empty seats to students on large 72 passenger vehicles but must keep a record. School staff determines how many empty seats are available by speaking with the driver or consulting the student list on TRACS. Forms for pre-allotted empty seats should be sent to Transportation on September 30th with a notation on the form that the student is already on the bus.
- 2) Once forms are processed, student data will be entered into the routing system & TRACS will be updated within 24-48 hours to show students on the bus list.
- 3) School staff are requested to inform parents whether their request is approved or denied & to provide the routing information or reason for denial.

TRANSPORTATION DEPT. USE ONLY: EDULOG # _____ E W C

HOME SCHOOL: _____ **DISTANCE:** _____

BIG BUS **VAN** **APPROVED** **DENIED (No Seat Available/bus stop does not exist for school)**

TRANSPORTATION SUPERVISOR SIGNATURE: _____ **DATE:** _____

