

## SD 27 Courtesy Rider Request Process

Cariboo Chilcotin School District provides transportation services to all students defined as eligible riders in [AP 770](#) with key requirements being that the student resides outside of the walk limits and attends their catchment school.

The first priority for the district is ensuring all eligible students are provided with transportation to school. Once all eligible riders have been placed the district will consider applications from ineligible students who will be defined as courtesy riders.

### Application Process

1. Applications for courtesy riders must be submitted using the district online application form. Applications will be received from Aug 30 at 12:00 p.m. to Sep 30 at 12:00 a.m. for initial placement. Parents are advised to have alternate transportation arrangements in place for the start of the school year as courtesy rider placement will not be confirmed in most cases until mid-October. \*\*
2. Seats not required for eligible students will be made available for courtesy riders and assigned first to elementary schools and then junior secondary using the following criteria, on a route-by-route basis:
  - a. Furthest home to school distance,
  - b. If distance is the same, grade level,
  - c. If distance and grade level are the same, application date and timestamp.
3. Seats not required for elementary or junior secondary students will then be assigned to courtesy rider students at secondary schools.
4. Students with disabilities and diverse abilities who have been approved by Student Support Services as benefiting from transportation are prioritized in the seat assignment.
5. Once all eligible riders and the first round of courtesy riders have been placed a second application window will be opened for students throughout the school year.

\*\*All applications will be processed by mid October. For bus routes with abundant available space, approval will be granted earlier. In some rural routes approvals will be provided early in September.