

Courtesy Seats 2018-2019

For the 2018-2019 school year, Halton Student Transportation Services is **ONLY** accepting electronic requests for courtesy seating.

Instructions:

1. Go to <https://www.haltonbus.ca/>
2. Select the *Procedures & Forms* tab. Then scroll to the bottom and select *Courtesy Seats*.

The screenshot shows the homepage of the Halton Student Transportation Services website. At the top left is the logo for 'STUDENT TRANSPORTATION SERVICES HALTON'. To the right of the logo, contact information is provided: Local: 905-837-4000, Toll Free: 1-888-823-8880, By Fax: 905-837-4022, and By Email: transportation@haltonbus.ca. Below this, the hours of operations are listed as Monday to Friday, 8:00am to 4:30pm. A navigation bar at the top contains several tabs: DELAYS, Student Transportation, Incident Weather, About Us, and Procedures & Forms. The 'Procedures & Forms' tab is circled in red. Below the navigation bar is a main content area featuring a large banner for 'NEW: Online Elementary School Bus Rider Safety Training Videos' dated August 31, 2017. To the right of the banner are 'Helpful Links' and a 'Parent/Student Login' section with a 'Sign Up for Email Notifications' link. Below the banner are three columns: 'Delays', 'Eligibility', and 'Announcements'. The 'Delays' column shows a traffic light icon, 'Eligibility' shows a school bus icon, and 'Announcements' shows a 'NEWS' icon. On the far right, there is a 'School Login to BP Web' section with a 'Select Language' dropdown menu.

3. Click on the *2018-2019 Courtesy Seat Request Form*

The screenshot shows the website for Halton Student Transportation Services. The header includes the logo and navigation links: Delayed, News, Student Transportation, Estimated Weather, Procedures & Forms, Safety, and About. A search bar is located in the top right corner. The main heading is 'Courtesy Seats'. Under 'General Information', there is a list of seven conditions for granting courtesy seats. A blue button labeled 'Submit My Courtesy Seat Request Form' is circled in red. Below this, there are sections for 'Submitting the request form' and 'Processing Timeline'.

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HALTON Student Transportation Services
Serving the Burlington, Halton Hills, Milton and Oakville Communities

Delayed News Student Transportation Estimated Weather Procedures & Forms Safety About

Courtesy Seats

General Information

Courtesy seats may be granted for students who are **not** eligible for transportation services providing all of the following conditions are met and understood:

1. a seat is available on the bus (as determined by HSTS based on acceptable loads as stated in procedure HS-1-004)
2. the bus stop already exists (no new stops will be added)
3. the parent/guardian accepts responsibility for accompanying the student to/from the existing bus stop
4. the bus route and the length of the trip are not affected
5. the need has been identified for the entire school year
6. permission is granted for the current school year only
7. the parent/guardian accepts the student responsibilities outlined in HS-2-002 Student Responsibilities

[Submit My Courtesy Seat Request Form](#)

Submitting the request form

The request form will be available for the upcoming school year annually May 1st through to September 30th, and should be completed by the parent/guardian.

Processing Timeline

Halton Student Transportation Services (HSTS) will commence the review and allocation process starting October 1st.

4. Please note the *HSTS Operating Procedure HS -1-004 Courtesy Seats*. Read and agree to the terms and conditions listed.
5. Confirmation of the terms will bring you to an electronic application form to complete. Click the **“Submit Application”** button once all of the information has been entered.