

NON-INSTRUCTIONAL OPERATIONS

Excess Seat Space

1. Parents will be notified by their local school of routes that have excess seats available for students who live within walking distance of the school.
2. Parents may apply in the school office for those seats within a two-week time period as provided in the notice.
3. Students who apply during application period will be selected using the following criteria:
 - A. Youngest students will have priority.
 - B. Distance from school will be considered.
4. Parents will be notified as to whether their application was approved or disapproved within the week following the closing of applications. Students who are not approved will be maintained on a waiting list as seats may come available during the year. New students will be added to the waiting list.
5. Students accepted for excess space will walk to current bus stop, except where hazardous conditions exist.
6. Students may continue to ride unless space is needed for new students moving into qualified busing area. Students will be "bumped" giving consideration to age and distance.
7. Final determination on seat assignments will be made at the building level by the principal. This issue is not appealable to the Board of Directors.

DEFINITIONS:

Potential Riders: All students living in an approved bus route who may ride the bus on a given day.

Capacity: For the purpose of determining excess seating, 85% of seating capacity will be used. Seating capacity is the state definition of safe seating. This will provide for space growth of ridership from within approved routes.

Safe Seating: No school bus shall be operated unless passenger is provided with a safe seat of sufficient size to accommodate each passenger.

January 24, 1996