



**TEMPORARY SEAT APPLICATION FORM**

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

OEN: \_\_\_\_\_

Reason for Request: (Please specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon the written request of the parent/guardian, a temporary seat may be granted if all of the following conditions are met:

1. a seat is available on the vehicle;
2. the stop already exists;
3. the parent or guardian is responsible for accompanying the student to the stop;
4. the route and the length of the trip are not affected;
5. the need has been identified for the entire school year; and
6. the need is based on five (5) days per week, Monday to Friday consistent schedule.

**IMPORTANT ACKNOWLEDGEMENT:**

1. During the school year, a special temporary seat may be revoked at any time.
2. No temporary seat request will be considered in September. This month is set aside for implementing and coordinating transportation services for eligible students.
3. Requests for changes made on an ad hoc basis or for a limited time, such as but not limited to, switching vehicles to visit friends or go to a babysitter's house when parents are travelling or on holidays, shall not be considered as temporary seat requests and shall not be approved.

I acknowledge the above terms and conditions.

Please forward form to RCJTC, Email: [trans@onthebus.ca](mailto:trans@onthebus.ca) or to Home School for transmission to RCJTC

Parent/Guardian Signature: \_\_\_\_\_

**NOTE: Subject to RCJTC Approval**

RCJTC will verify space available on the vehicle.  
Approval is contingent upon student(s) using closest established in boundary designated stop.  
**This application is for this school year only. Temporary seats may be revoked at any time.**

*The personal information you have provided on this form and any other correspondence relating to transportation is collected by the Renfrew County Joint Transportation Consortium (RCJTC) under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to arrange appropriate transportation, and to give information to employees and transportation providers to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the General Manager of the RCJTC, 999 Cecelia St., Pembroke, 613-732-8419.*