

**LETTER OF AUTHORIZATION/DENIAL FOR TEMPORARY SEAT**

Dear \_\_\_\_\_

**Re: Form For:** Student(s): \_\_\_\_\_  
School: \_\_\_\_\_

Please be advised that the temporary seat application for the student(s) named above has been:

- Approved: Route # \_\_\_\_\_
- Denied due to:  Insufficient seating
- Other: \_\_\_\_\_

For approved applicants:

Following your request for transportation, the Consortium will provide your child with transportation service, under conditions as outlined in the restrictions and limitations. Key limitations include:

1. There must be sufficient seating\* available on the vehicle.
2. Your child must use an existing eligible stop(s).
3. The seat may be withdrawn for eligible students or as outlined in the Administrative Procedures (AP.01.08).
4. Privilege may be withdrawn if misused, i.e. behaviour issues, used inconsistently, etc.
5. Annual renewal is not automatic; re-apply annually for all students. Students that graduate to a Grade with an increased walk out distance, reapplication will be mandatory.

Again, it must be understood that if all places on the vehicle are required to be taken by eligible students on the vehicle, your child would lose his/her place on the vehicle and you would be responsible for providing that your child arrives/departs school by proper means.

Should you require further information, please feel free to contact the Principal of your school.

Sincerely,

\_\_\_\_\_  
RCJTC

**\*Sufficient seating means that the addition of the temporary seat rider will not overload the vehicle.**