



**Lester B. Pearson School Board
Transportation Services**

1925 Brookdale Avenue
Dorval, QC H9P 2Y7
Tel: (514) 422-3001
transportation@lbpsb.qc.ca

2010-2011 Courtesy Busing Request

School name: _____

Last Name:		First Name:		Grade:	Record # :	
Parent/Guardian: <i>Please print name</i>		Father		Mother		
Payment Dates: <i>Please enter cheque number</i>		JULY 1ST, 2010	SEPTEMBER 1ST, 2010	November 1st, 2010	February 1st, 2011	April 1st, 2011
1 payment option or			N/A	N/A	N/A	N/A
5 payments option						

If my request for courtesy busing is granted, I accept the following conditions:

- 1) ***This transportation is for THIS SCHOOL YEAR ONLY.***
 - *The annual fee must be paid by cheque (s) payable to: Lester B. Pearson School Board by June 11th, 2010*
 - *The 2010-2011 annual fees are \$ 125(elementary), \$ 250 (secondary) per child*
 - *A family will pay a maximum of \$ 250 (elementary) or \$ 500 (secondary) annually.*
 - *See deposit and payment options below (Guideline item # 7)*
- 2) ***My child/children will have to use the bus stop determined by the School Board.***
- 3) ***My child/children will follow the Student Transportation Code of Conduct.***
- 4) ***No refund will be issued if the service is interrupted by the parents or as result of disciplinary measures.***

I, the undersigned, confirm that I have read the Guidelines and agree with all the conditions set forth.

Signature of parent/legal guardian

Date

Address: _____

<i>TRANSPORTATION SERVICES' USE ONLY</i>			
TECHNICIAN: _____	_____	A.M.	P.M.
STOP ASSIGNED: _____	STOP CODE: _____	BUS # _____	_____
STARTING DAY: _____	DATE _____	TIME : _____	_____

Guidelines: Courtesy Program

- 1) At the discretion of the Board, elementary students residing within the non-eligibility distance prescribed by Board policy may be allowed to occupy a seat in a school bus that would otherwise be unused (empty seat), for an annual fee of **\$125** per child up to a maximum of **\$250** per family. The annual fee for secondary students is **\$250** per child, up to a maximum of **\$500** per family.
- 2) Empty seats, if available, are for the morning and afternoon routes only. The Board will determine the final number of available seats in each bus following the official student count on September 30th. In determining the number of available empty seats, the Board agrees that the capacity of each bus cannot exceed 72 elementary or 50 secondary students for large buses, and 19 students for minibuses.
- 3) In the event that requests for unused seats exceed the available spaces, the Board may proceed with a selection of empty seat requests according to criteria it determines.
- 4) Since priority is given to new arrivals entitled to busing, all requests received after the summer break may be processed as late as mid-October. If the service is available and offered at any point following that date, the annual fee will not be reduced.
- 5) The Accommodation Program service should not incur additional cost to the Board and must adhere to established bus routes and timetables.
- 6) At any time, empty seat riders may be removed from the bus, and parents notified and reimbursed the unused portion, when new students eligible for transportation arrive during the course of the school year needing those seats; or when Transportation Services modifies the routes, schedules or number of school buses used.
- 7) To be considered for this service, the request form must be fully completed and returned with a non-refundable deposit cheque of \$25 (elementary) or \$50 (secondary) per child. Along with this **deposit dated July 1st, 2010**, the balance of \$100 (elementary) or \$200 (secondary) must be remitted with: **a (1) cheque dated September 1st, 2010, or four (4) cheques of equal amounts dated September 1st, 2010, November 1st, 2010, February 1st, 2011 and April 1st, 2011**. A family will pay no more than \$50 (elementary) and \$100 (secondary) in non-refundable deposits and \$200 (elementary) or \$400 (secondary) in remaining annual fees.

Refund(s) will not be issued if a parent decides to stop using the service at any point during the school year, nor will the payments be prorated should a parent wish to apply for this service during the school year.

- 8) All requests granted are in effect for the current school year only and are subject to the conditions set in this document. A new request must be completed every year.
- 9) Students are subject to the established Student Transportation Code of Conduct and, if suspended from the bus, parents will not be entitled to any refund of fees.
- 10) An NSF cheque or Stop Payment will result in a program cancellation for the child, if not immediately resolved. Any outstanding balances from previous school years, including service and administration charges, will first have to be paid in full (cash, certified cheque or money order) before being considered for the following year's service. Full payment of the current year's service will be required in advance, if accepted in the program.