
Procedure Section:	Transportation
Procedure Title:	Temporary Seat Procedure
Procedure Number:	RCJTC AP.01.08
Date Published:	December 20, 2013
Date Reviewed:	May 5, 2025
Year of Next Review:	

The Consortium members recognize that not all vehicles can be filled to capacity and that available seating may be available for temporary seats. Temporary seats are temporary and could be withdrawn at any time. A temporary seat is NOT included in route planning and should not generate a cost to the operation.

Sufficient seating means that the addition of the temporary rider will not bring the vehicle load above 75% capacity.

Parent/Guardian Responsibility

The parent/guardian must complete a Temporary Seat Application Form and submit it to the RCJTC annually.

School Responsibilities

1. Directs parents to website to complete Temporary Seat Application Form or provides a copy of the form to the parent.
2. Forwards a copy of the form to RCJTC or directs parent to send directly to RCJTC.

RCJTC Responsibilities

1. Informs the school and parent/guardian in writing of its decision and outlines the reasons.
2. Keeps an up-to-date list of students who have been granted a temporary seat.
3. Allocates seats on a timely basis upon the following criteria:
 - equity between school boards
 - date of application
4. At any time through the course of the school year, a list of students could be prepared for removal from the vehicle by RCJTC for the following, but not limited to, reasons:
 - seating capacity limit is breached.
 - student has new Grade walk zone and upon reapplication, seating limit is breached.
 - behaviour issues compel the school or transportation operator to advise RCJTC. temporary seat is not used consistently (daily) and there are outstanding applications.
 - restructuring of routes for a school and route adjustments provide fewer seats available for temporary riders.

A list will be provided to the school and RCJTC to notify the affected families of their

removal, the date and the reason for the removal.

Related RCJTC Policy

P.01 Transportation Policy

Related RCJTC Forms

F.01.08.1 Temporary Seat Application Form

F.01.08.2 Letter of Authorization/Denial for Temporary Seat

~ S A M P L E ~

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 their 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 Supervisor

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