

The School Board of Broward County, Florida
TRANSPORTATION DEPARTMENT

School Year ____/____

EMPTY SEAT APPLICATION
(to be filled out by parent or guardian)

SCHOOL _____

I, (print parent or guardian name) _____ am requesting that my child, _____, in the ____ grade, be granted an available seat on bus route number _____ at (location of existing stop) _____ as shown on the bus synopsis. I understand that seats are limited and are assigned on a priority basis, as stated in procedures listed below*. I also understand that this grant may be revoked two (2) school days after notification, if seats are no longer available. I further understand that this grant is for the current school year and the school buss will not be rerouted and no bus stops will be added. I shall assume full responsibilities for getting my child to and from the existing bus stop and that my child is subject to the Student Code of Conduct while on this bus.

Signature/Parent or Guardian

Telephone #

(For Office Use Only)

____ Approved ____ Denied

Your child will be allowed to ride on route number _____ and will be picked up at (location of existing bus stop) _____ . The time of pick-up and drop off times are _____ am and _____pm. As described by Administrative Guidelines for Implementing Empty Seat Policy 5300 Empty Seat Provisions*, your child's grant of an available seat may be revoked 2 days after notification. Your child must be at the bus stop 10 minutes prior to the scheduled bus arrival.

Principal

Date

*Priority will be given to elementary students according to grade, age, and then distance. The transportation eligibility report furnished to the school shall be used to determine distance from the school. Secondary students shall be assigned on a first-come, first-serve basis.

The principal shall be responsible for determining which student living within the two-mile limit will have the courtesy transportation revoked whenever an additional seat is needed for students living outside the two-mile limit, as required by law. Elementary students to have courtesy transportation revoked will be by highest grade, oldest child, and shortest distance. Secondary students to have courtesy transportation revoked shall be removed based on the last student assigned.

Parents of students to have courtesy transportation revoked shall be given two (2) school days notice by principal. The principal will then notify the area transportation terminal of said denial of further courtesy transportation.

Original (White): School Yellow: Transportation Pink: Parent (After Approval/Denial)