

The School Board of Broward County, Florida
TRANSPORTATION DEPARTMENT

Administrative Guidelines for Implementing Policy #5300
Empty Seat Provisions

- A. Students not otherwise eligible for school bus transportation may be assigned to ride school buses when empty seats are available on school buses serving the school they attend.
- B. Application forms for implementing Empty Seat Provision shall be developed by the Transportation Department and distributed to the schools.
- C. The Transportation Department will notify each school principal of the empty seat availability on school buses serving that school after October 1st of each school year.
- D. Parents desiring courtesy school bus transportation for their children must make written application for this service.
- E. The school principal will receive applications for ten school days following the announcement of seat availability for courtesy school bus transportation.
- F. Students granted courtesy school bus transportation will be required to board and leave the bus at bus stops established prior to October 1st.
- G. This service shall be provided only for schools which receive regular transportation service.

Limited Seating Space:

When there are not enough seats available to accommodate all students who made an application to ride, the final determination shall be made by the principal using the following criteria:

- A. Priority will be given to elementary students living within the school boundary of the school they attend 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.
- B. Parents shall indicate acceptance of this method for establishing priority ratings when signing the application. Parents will accept the responsibility of providing supervision of students to and from the bus stop.

Discontinuance of Bus Service Within the Two-Mile Limit:

- A. The principal shall be responsible for determining which student will have the courtesy school bus transportation revoked whenever an additional seat is needed for students eligible for transportation, 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.
- B. Parents of students to have courtesy transportation revoked shall be given two (2) school days notice by the principal. The principal will then notify the area transportation terminal of said denial of further courtesy transportation.