

Courtesy Transportation

Procedure 205

Revised: 5/27/2026

Statement

As per Student Transportation Policy section 3.0 –*Courtesy Transportation*, students who apply for transportation with addresses that do not meet the eligibility criteria may receive transportation if:

- a) There is space available on an existing route servicing their school
- b) There is no additional cost to Tri-Board
- c) The family agrees to the following conditions upon applying:
 - i. The student may be expected to travel a distance greater than the Maximum Distance to Stop requirement identified in section 2.4 of the Student Transportation Policy to meet the bus.
 - ii. The student may be on the bus longer than the ride times identified in section 2.7 of the Student Transportation Policy.
 - iii. The student may be removed from transportation with 48 hours' notice if space is required for an eligible student or if the bus is reassigned/removed for efficiency.

Bus routes will not be altered, and bus stops will not be created to accommodate courtesy riders. Courtesy riders are reviewed by Tri-Board regularly.

Procedure

Families can use Tri-Board's online [Eligibility Tool](#) to determine 1) which school's transportation boundary their address falls within, and 2) if the address meets the Eligibility Distance requirements for transportation identified in section 2.4 of the Student Transportation Policy. Those with ineligible addresses can submit a Courtesy Transportation form online. Submission of a courtesy application does not guarantee transportation can be accommodated.

Online Courtesy Application

Regular applications with ineligible addresses will not be processed. Requests for courtesy transportation must be made using Tri-Board's online [Courtesy Transportation form](#). Applying for courtesy transportation does not guarantee accommodations can be made. Depending on the capacity of the bus and the number of eligible applications, applications may not be processed immediately. It could be several weeks into a new school year, once actual ridership is established, that courtesy applications can be reviewed.

Removal of Transportation

Courtesy transportation may be removed at any point if space on the bus is required for an eligible student, or if the route is altered or eliminated as part of an efficiency review. Families will be

provided with 48 hours' notice via email. In most cases, the last courtesy rider(s) added to the bus will be the first students to be removed if the bus is at capacity.

Other Applications for Ineligible Students

Students with ineligible addresses that are enrolled in elective learning programs (ex: IB, Challenge, LEAP) can apply using the Elective Learning Program form as per *AP 215 Elective Learning Programs*.

Tri-Board may provide temporary transportation for students facing extenuating circumstances as per *AP 214 Temporary Transportation for Students in Extenuating Circumstances*.