



# OSTA

Ottawa Student  
Transportation  
Authority

## M E M O R A N D U M

**TO:** OCDSB Principals, VP and OA

**FROM:** Vicky Kyriaco, General Manager/Chief Administrative Officer

**DATE:** March 29, 2017

**RE:** **Centralization of Empty Seats at OSTA**

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This is a reminder that the Empty Seat Application and Approval process will be directed to OSTA as of April 1, 2017.

OSTA's website will be updated with the revised application forms, policy and procedure, as of April 1, 2017. We encourage schools to distribute information to their school communities, at their discretion. We are pleased to provide a some wording they may wish to use for distribution or posting:

Dear Parents and Guardians:

OSTA will be responsible for managing all applications, approvals and assignments for **empty seats** (courtesy seating) as of **April 1, 2017**. The application form and procedures will be available on OSTA's website:

<http://www.ottawaschoolbus.ca/policies-procedures/empty-seat-seat-availability-provision/>.

Students applying for an empty seat after April 1, and for the 2017-18 school year, should send their forms directly to OSTA via email at [emptyseat@ottawaschoolbus.ca](mailto:emptyseat@ottawaschoolbus.ca), or fax their form to 613-224-8840. If parents cannot access email or fax, the school will be happy to send your completed form to OSTA on your behalf. All other parameters remain the same:

1. Annual application process.
2. Any student not eligible for motorized transportation may apply for an empty seat.
3. No new stops, or route changes, will be created.
4. In the case where the number of applications exceeds the number of available seats, priority will be given: 1) to youngest students at farthest distances, 2) to those with challenging daycare issues, 3) to siblings of students on the bus and, 4) to students on cross-boundary transfers.
5. Only available on yellow bus.

6. Students on empty seats may be displaced by other eligible students throughout the year.
7. Each student will only be assigned to ONE empty seat.
8. OSTA will process any applications for the current 2016-17 school year as soon as they are received (providing there is room on the bus).
9. OSTA will begin assignment for the 2017-18 school year as of October 1 2017. **Schools have been advised not to place students on buses until OSTA has officially assigned them, for the safety of your child.**
10. Final seat assignments may be viewed on the Bus Planner Parent Web Portal.

More information is available for parents at [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca)