

## **Unassigned Seat Requests for the 2024-25 School Year**

Starting **July 23, 2024**, families can apply for an unassigned seat for the 2024-25 school year. An unassigned seat is an empty and available seat on a bus once eligible bus students have been routed.

### **How to Request an Unassigned Seat**

Families can submit a request for an unassigned seat for each child/student and must acknowledge the conditions administered by the HRCE that align with the [School Transportation Policy](#).

1. All requests for unassigned seats must come to HRCE Student Transportation by:
  - Submitting an unassigned seat request form online by [clicking here](#).
  - Contacting 902-431-4723
  - Emailing [transportation@hrce.ca](mailto:transportation@hrce.ca)
2. Families will receive a confirmation email of their submission for the request.
3. All families will receive a response to their request.

### **Conditions**

An unassigned seat may be approved if the following conditions are met:

- Newly registered, bus eligible students are routed first.
- Students will be assigned to the closest stop in the eligible bus zone on an existing bus route with an existing stop location.
- No bus stops will be created within the distance criteria.
- The bus schedule and routing will not be changed to accommodate unassigned seat requests.
- The requested bus services the school the student attends.
- The seat is provided with the understanding that the seat may be needed for new families to the community in the future who are eligible for transportation.
- The seat is only provided for the current school year, and seats must be requested annually.

### **HRCE will:**

- Complete all requests in a timely manner. If a seat is available, we will offer it to you!
  - If seating is available, you will be emailed approval for a seat starting September 30 or earlier.
- Contact families with timely notice if the seat is no longer available.

### **Contact Us**

Families are encouraged to get in touch with us at 902-431-4723 or [transportation@hrce.ca](mailto:transportation@hrce.ca) if they have any questions.