

**POLICY AND PROCEDURES FOR THE GRANTING OF SPACE AVAILABLE  
2007-2008**

- Space available transportation is an option the Review Board may consider when determining an appeal. The following conditions must be present:
  - **A bus route must service the area where the student resides.**
  - **Existing stops must be used.**
  - **Access to the stop must be within District assignment criteria.**
    - ◆ Middle/high school students – stop within 10 blocks
    - ◆ Elementary school students – stop with 7 blocks without crossing major arterial streets.
  - **Space availability will be defined as five or more seats below the rated capacity of the bus assigned the route in question after October 1<sup>st</sup>.**
  - **The granting of space available will not increase cost to the District. If service needs change during the course of the school year, the authorization may be rescinded.**
  - **The granting of space available will be based on the condition that there are not other peer group students available for the student to walk with.**
- Space available authorizations are only for the school year authorized. Parents/students **must** reapply each year.

At the beginning of the school year the Transportation Office receives a large number of requests. We will process these requests as soon as possible after the October 1<sup>st</sup> date. Your patience is appreciated. Please mail the enclosed request form to:

**Transportation  
Seattle Public Schools  
MS 23-169  
PO Box 34165  
Seattle, WA 98124-1165**

If you have any questions you may contact the Transportation Office at (206) 252-0900.