
Policy Section:	Transportation
Policy Title:	Parents and Guardians Responsibilities
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9. PARENTS/GUARDIANS RESPONSIBILITIES REGARDING TRANSPORTATION

Parents/guardians must ensure that their children know the rules and regulations well and follow them. They are responsible for their children's safety from the time he/she leaves home up to the time when he/she boards the vehicle and as soon as he/she gets off the vehicle.

9A. At Designated Stops

- 9A.1** Parents/guardians must remind their children about the safety and behaviour rules to be followed at the designated pick up/drop off stop and while travelling on the vehicle.
- 9A.2** Parents/guardians shall ensure that their children are at the designated pick up stop five (5) minutes in advance of the scheduled pick-up time and allow up to five (5) minutes past the scheduled pick up time.
- 9A.3** Parents/guardians shall take responsibility for their children's safety and welfare while at the designated pick up and/or drop off location. Parents/guardians shall decide whether or no to provide adult supervision for their younger children at the designated pick up and/or drop off location, as well as on their journey to or from the designated pick up/drop off location. The Boards and RCJTC recommend adult supervision at designated stops, especially for the younger children, since it will provide for the greatest possible measure of safety.
- 9A.4** Parents/guardians of students with physical, behavioural and/or developmental challenges are required to assist the student on and off the vehicle at his/her designated stop.
- 9A.5** Parents/guardians assume responsibility for their children when he/she is dropped off at the designated drop off stop, upon his/her return from school. Parents/guardians are asked to meet their children who are enrolled in junior kindergarten (JK), senior kindergarten (SK), grade one and grade two, at the designated drop off stop. If parents/guardians are unable to do so, they are to designate a responsible person they entrust to this task. Parents/guardians must acknowledge that failure to adhere to these procedures may result in the withdrawal of transportation privileges after three (3) warnings. If the parent/guardian is not present,

they will be returned to the school.

Cautionary note: Every effort will be made to ensure that no JK or SK pupil is discharged from a vehicle unless the parent/guardian or designated adult person is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the adult is not at the drop off location. Due to the inherent risk of potentially large number of students dropped off at some locations, and the possible use of replacement drivers, RCJTC and its contracted transportation operations cannot guarantee that the driver can ensure that a responsible adult meets the child each and every day unless the child informs the driver. Supervision of students prior to pick up and after drop off still remains a parental responsibility. Consequently, parents/guardians are responsible for determining the appropriate age or maturity level at which children can walk to and from designated stops unattended.

- 9A.6** For safety reasons, RCJTC will provide JK/SK transportation tags which should be attached to the children's school bag. Parents/guardians are expected to write the child's name on the inside of his/her school bag, lunch box, hat, mitts, and any other object belonging to him/her.
- 9A.7** Parents/guardians shall inform the school in writing about any cancellation or change to be made to their children's transportation service.
- 9A.8** Parents/guardians shall be responsible for the transportation of their children in the event that the driver has to return him/her to the school, as a result of not being able to identify the correct drop off location due to inaccurate information and/or schedules and/or safety concerns at the stop. Also, parents/guardians shall be responsible for the transportation of their children, if the children miss the second run of a bus put in place because of a vehicle breakdown/delay on route.

The pupil is the responsibility of the Board/RCJTC and the transportation operator/driver only while on the vehicle.
- 9A.9** Parents/guardians should make a note of the driver's and operator's names, as well as the route number and its arrival time.
- 9A.10** RCJTC is not responsible for items which are lost or stolen on the vehicle. If an item is lost or stolen on the vehicle, the parent/guardian is to contact the transportation operator of the vehicle directly.
- 9A.11** Parents/guardians assume responsibility for all deliberate damage or acts of vandalism caused by their children.
- 9A.12** Parents/guardians are to inform the school about any problem that occurred on the vehicle and that jeopardized the students' well-being and safety, indicating the route number, date, time, and nature of the problem.

9A.13 At school, parents/guardians shall refrain from parking their vehicle between the signs indicating that the area is reserved for school buses and shall observe no idling zones.

9A.14 It is strictly prohibited for parents/guardians to:

- board the vehicle;
- speak to the driver/RCJTC staff/school staff in an angry or aggressive manner, or to use abusive and disrespectful language;
- negotiate, or attempt to negotiate, with the driver and the school principal in order to change the designated stop, pick up or drop off time, or other travel arrangements for their children, which would differ from the transportation service planned by the RCJTC.

9B. During Adverse Weather Conditions

9B.1 Routes may be cancelled or delayed, with little or no notice, because of adverse weather conditions.

9B.2 On mornings of inclement weather, parents/guardians can find out the status of transportation by logging on to www.onthebus.ca or listening to local radio or other media identified by the RCJTC.

9B.3 Under such circumstances, parents/guardians shall decide whether to let their children go to school, or, if they permit them to attempt the journey, shall instruct them on how long they are to remain at the designated stop before they return home, in the event the vehicle is delayed or cancelled.

9B.4 Parents/guardians should make sure that their children are dressed appropriately in the event of inclement weather.

9C. Responsibility for Discipline on the Vehicle

9C.1 Parents/guardians have the first responsibility to ensure that their children know and obey all the transportation rules of conduct. Parents/guardians will be expected to cooperate with the school principal, staff from the RCJTC, and driver to ensure their children's proper behaviour while riding the vehicle.

9C.2 Improper conduct on the part of the student or parent/guardian may result in the loss of his/her child's privilege to travel by vehicle.

9C.3 Suspension of transportation privileges carries with it a suspension from all transportation services. Pupils serving a suspension shall still be expected to attend school and parents/guardians shall be responsible for transportation.

9D. Responsibility for Parent/Guardian When Student Lost

9D.1 RCJTC requires that a JK or a SK student should be released into the

care of the parent, guardian or designate. This is a reference for, but not limited to, use in a situation where primarily a JK or a SK student, is missing from a vehicle returning from school to home.

- 9D.2** The events of a “Missing Student” can be stressful and are definitely time sensitive. In the unlikely event of a missing student, please proceed to and follow the Lost Student Procedure.

9E. Process for Appealing Decisions

- 9E.1** It is possible to appeal a decision made by the RCJTC, in cases where a parent or guardian disagrees with the way in which policies and procedures have been applied by the RCJTC.
- 9E.2** Appeals must be made in writing by the parent/guardian and must be directed to the RCJTC. They must include a detailed description of the situation and the events that took place. No appeals will be processed from the last week of August to the third week of October because of RCJTC staff’s requirement to focus on working with schools and parents/guardians to assign students to transportation.
- 9E.3** The General Manager of the RCJTC will assess the complaint within fifteen (15) to thirty (30) working days of receiving it. A written reply will be given to the parent/guardian, and a copy will be provided to the school principal.
- 9E.4** If the appellant is still not satisfied, he/she may appeal the decision in writing to the Board of Directors of the RCJTC, which will assess the facts and render its decision in writing within thirty (30) to sixty (60) days. The appellant will be notified in writing of the final decision, and a copy will be provided to the school principal.

Related RCJTC Administrative Procedures

AP.01.11	Lost Student Procedure
AP.01.21	Vehicle Loading/Unloading Procedure
AP.01.24	Vehicles Idling Procedure
AP.01.26	Lost or Stolen Items on the Vehicle
AP.01.29	School Vehicle Complaint Flow Chart
AP.01.43	Responsibility of Students Procedure
AP.01.81	Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements
AP.03.05	School Bus Danger Zones
AP.03.08	Incident Reporting Procedure.
AP.04.07	Process for Appealing Decisions

Related RCJTC Forms

F.01.11	Lost Student Report
F.01.29	School Vehicle Complaint
F.03.08.1	Safe Schools Incident Reporting Form
F.03.08.2	Breach of Discipline Report Form
F.04.07	Transportation Appeal Process Form