

Policy Section:	Transportation
Policy Title:	Authorized Transportation
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1. AUTHORIZED TRANSPORTATION

1A. Home to School

- 1A.1** Transportation may be authorized for pupils from home to school and return subject to the distance requirements set out by the RCJTC.
- 1A.2** Transportation may be authorized from home to school for pupils with long term physical, emotional or intellectual disabilities, as certified by a medical practitioner, and/or approved by the IPRC Committee and/or the General Manager, notwithstanding the distance requirements set out by the RCJTC.
- 1A.3** Additional transportation shall no longer be provided for pupils with short-term disabilities (i.e. **leg cast**) due to the reduction of funding by the Ministry of Education. Only in special cases, where the cost of transportation is more economical than the cost of home schooling, or where transportation can be provided at no cost, will transportation be considered.
- 1A.4** Transportation may be authorized from home to school and return for special education pupils attending schools approved by the Ministry of Education and eligible for transportation grant and/or the pupils IPRC recommends for transportation.
- 1A.5** Transportation may be authorized for pupils to and from the residence of a permanent (five [5] days per week) babysitter, Day Care Centre, or custodial parents/guardians within the pupil's home school attendance zone.
- 1A.6** When parents/guardians require additional transportation services, the request shall be made in writing to the RCJTC. The request, when received, may be authorized by a designated RCJTC official, only if the variables involved are manageable and the service can be provided on a permanent basis, with a minimum of risk to the pupil and at no additional cost. Because of the many variables, high risks and for the overall safety of pupils, this service shall not be extended to include pupils with occasional part-time sitter/day care arrangements. If the service is granted, the pupil will be assigned to an existing route at a designated stop.

1A.7 Temporary Changes

Requests for temporary changes for pick up and drop off consisting of over thirty (30) consecutive school days may be considered only if the

parent/guardian has made such arrangements at least ten (10) school days in advance of the start of the requested change. The RCJTC must approve the request and authorization has to be given to the transportation operator. Consideration of such requests is subject to there being room on the vehicle and there not being a requirement for an additional stop or a route extension. Any changes of less than thirty (30) days will not be considered, except under special circumstances, such as where Children's Aid/Family Children Services is involved. To prevent misuse of this privilege, students will not be permitted to ride their regular vehicle during the temporary change period. The temporary change must be consistent five (5) days per week as per section 1A.5 above

- 1A.8** RCJTC may assist a school or school board with transportation arrangements for students participating in, but not limited to, a cultural exchange, hockey billeting and Rotary Exchange as examples of programs that would be supported if space is available on the vehicle and no additional transportation costs are incurred.

1B. School to School Transportation

Transportation may be authorized from school to school where the program qualifies under the Ministry of Education instructions regarding school-to-school transportation eligible for grants.

1C. Summer School

Transportation may be authorized for summer school programs where the program qualifies under the Ministry of Education instructions regarding summer school transportation eligible for grants.

1D. Board and Lodging In Lieu of Daily Transportation

Board and lodging in lieu of daily transportation shall no longer be provided by the RCJTC.

1E. Late Transportation

- 1E.1** Late transportation may be provided for pupils of secondary schools who remain at school beyond the regular dismissal time to participate in programs which support the school curriculum. The late transportation will be organized on a general area basis, travel a pre-designated route with pre-timed and pre-determined drop-off points where the program qualifies under the Ministry of Education instructions regarding late school transportation eligible for grants.

- 1E.2** In the case of pupils requiring late transportation services, a **Late Transportation Pass** shall be issued by the principal, or designate, on behalf of the pupil, authorizing the driver to provide this service. This pass shall be issued for each occasion and/or for long term events. Drivers shall

not permit pupils on the vehicle unless the pupil shows proof of authorization by providing a properly signed Late Transportation Pass. Drivers shall have students render the Late Transportation Pass when it expires.

- 1E.3** Schools are responsible for arranging and payment of late transportation routes.

1F. Education Field Trips

- 1F.1** Transportation required to support school field trips may be provided and the school shall be responsible for the arranging of and the cost of field trip transportation.
- 1F.2** The teacher or adult assigned to the field trip shall be completely responsible for the control and discipline of the pupils while on the vehicle and must report any breach of discipline to the principal.
- 1F.3** The teacher or adult assigned to the field trip shall have a complete manifest of all participants on the vehicle. The teacher and/or adult assigned to the field trip shall render a copy of the manifest to the driver.
- 1F.4** The driver of the field trip shall keep the manifest on their person and/or in an accessible area in the event of an emergency. In the event of an emergency, the driver shall surrender the list to emergency responders **only**.

1G. Emergency Transportation

Elementary/Secondary Pupils

- 1G.1** The privilege of using the existing transportation system, for purposes other than the authorized home to school service, may be available to pupils of both elementary and secondary schools for **emergencies only**. Transportation shall be provided subject to there being room on the vehicle and when authorized by the principal, or designate, using the **Emergency Transportation Pass**.
- 1G.2** Drivers shall not permit pupils on the vehicle, other than their regular pupils, unless the pupil shows proof of authorization by providing a properly signed Emergency Transportation Pass.
- 1G.3** The school principal and driver shall take the responsibility of controlling the use of this privilege in cases of obvious abuse or discipline problems.
- 1G.4** The driver, in providing this service, shall not be permitted to extend the regular route, or create unnecessary stops.
- 1G.5** Parents/guardians shall be fully responsible for the whereabouts of their son/daughter under the terms of this emergency transportation privilege.

1H. Secondary Pupils Only

Transportation may be granted from/to a co-op placement/work/academic need.

Related RCJTC Administrative Procedures

AP.01.01 New Student Registration Assignment Procedure
AP.01.04 Young Student Registration Procedure
AP.01.09 Special Needs Transportation Procedure
AP.01.10 Special Needs Verification and Assignment Procedure
AP.01.12 Day Care Procedure
AP.01.13 Small Vehicle Arrangement Procedure
AP.01.16 Temporary Transportation Procedure
AP.01.17 Alternate Address Procedure
AP.01.18 Late Transportation Procedure
AP.01.19 Education Field Trips Procedure
AP.01.20 Transportation Consideration for Secondary Students Procedure
AP.01.33 Out of Boundary Procedure
AP.02.01 Accessibility Plan – Loading and Unloading
AP.02.03 Diabetic Hypoglycemic Procedure
AP.02.04 Anaphylactic Procedure
AP.02.05 Transporting Service Dogs Procedure

Related RCJTC Forms

F.01.03 Application for Transportation for Medical Reasons
F.01.15 Emergency Transportation Pass
F.01.18 Late Transportation Pass
F.01.20 Transportation Consideration for Secondary Students Request
F.2.1.1 Personalized Accessibility Plan for Students with a Special Need
F.2.1.2 Specialized Transportation Request
F.2.3 Diabetes Hypoglycemia Emergency Action Plan
F.2.4 Anaphylaxis Emergency Treatment Plan