

Procedure Section:	Operational
Procedure Title:	Responsibility of RCJTC
Procedure Number:	RCJTC AP.04.04
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RCJTC is committed to:

1. providing safe and efficient transportation services, in a reasonable period of time for the students, from their place of residence to the school and from the school to their place of residence;
2. providing individualized transportation services for students who cannot access regular transportation due to a physical or physiological disability, or for other medical reasons, as well as for students identified as “exceptional” students;
3. handling complaints, and requests for information or changes, on an individual basis, in accordance with the policies and procedures of RCJTC.

Employees of RCJTC are responsible for:

1. planning safe transportation routes in accordance with the policies and procedures RCJTC;
2. informing schools and transportation operators about the routes and pick up and drop off times for each route annually;
3. informing parents/guardians about the pick up and drop off times for their child(ren);
4. optimizing vehicle travel without endangering the students’ safety and well-being;
5. planning efficient routes taking into account the following factors: safety, travel time, the number of students on the vehicle, the vehicle size, the number of vehicles per school and cost reduction;
6. planning efficient routes using the shortest possible trip between the students’ place of residence and the school, on public access roads or highways;
7. receiving and assessing transportation change requests or new requests from parents/guardians;
8. planning new routes and informing parents/guardians and the school principal accordingly; receiving and assessing suggestions from drivers regarding possible changes to the transportation routing, making decisions, and notifying the

transportation operator.

Employees of RCJTC must:

1. manage and update transportation services on a daily basis;
2. remain in regular contact with transportation operators and school principals to ensure the safe and efficient management of school transportation services on a daily basis;
3. maintain clear and regular communication with parents/guardians in order to inform them about policies, procedures, safety measures, etc.;
4. support school principals and drivers in maintaining discipline on the vehicle;
5. set up and organize safety campaigns to raise awareness and improve the behaviour of students before, while and after they travel on a vehicle;
6. conduct inspection visits and assessment activities pertaining to transportation services, in order to ensure that drivers are complying with the Consortium's policies and procedures.

Related RCJTC Policies

P.01	Transportation Policy
P.02	Special Needs Policy
P.03	Safety Policy
P.04	Operational Policy

Related RCJTC Administrative Procedures

AP.01.01	New Student Registration Assignment Procedure
AP.01.05	Designated Stops/Assigned Routes Procedure
AP.01.06	Designated Stop Change Request Procedure
AP.01.29	School Vehicle Complaint Flow Chart
AP.01.31	Duration of Route Procedure
AP.01.40	Responsibility of Transportation Operators Procedure
AP.01.41	Responsibility of Drivers Procedure
AP.02.01	Accessibility Plan – Loading and Unloading
AP.03.01	RCJTC First Ride Program Procedure
AP.03.04	Bus Evacuation Procedure
AP.03.05	School Bus Danger Zones

Related RCJTC Forms

F.01.06.1	Request for Stop Location Review Form
F.01.06.2	Stop Location Review – Observation Form
F.01.29	School Vehicle Complaint
F.02.01.1	Personalized Accessibility Plan for Students with a Special Need

F.02.01.2 Specialized Transportation Request