

Procedure Section: Special Needs
Procedure Title: Accessibility Plan - Role
Procedure Number: RCJTC P.02.01
Date Published: December 21, 2013
Date Revised: June 1, 2015
Year of Next Review:

Accessibility Plan – Role

The following chart details the role of the group identified in regard to students with the specified special need.

Special Need	Operator/Driver	Parent/Guardian	School Staff	Student	E.A.	Monitor
Wheelchair	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Walker or Other Related Mobility Device to Support While Walking	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Ambulatory	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.

Special Need	Operator/Driver	Parent/Guardian	School Staff	Student	E.A.	Monitor
		issues or concerns.				
Anaphylactic	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Inform driver and/or monitor where the EpiPen® is located. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Epileptic	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Diabetic	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Asthma	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Deaf or Hard of Hearing	Ensure that students are transported safely according to needs. Follow Consortium	Advise school and Consortium of medical conditions and communicate any	Advise Consortium and parents/guardians of any issues	Follow vehicle rules. Advise	Help identify tools that may help	Sit with or near student. Monitor any issues or

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	Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	driver and/or monitor of any emergency health issues or concerns.	driver and/or monitor while transporting the student.	concerns that may arise during transportation. Notify driver in the event of an emergency.
Developmental	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Behavioural	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency
General Allergy	Ensure that students are transported safely according to needs. Follow Consortium Procedures for the transportation of students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency
General Condition	Ensure that students are transported safely according to needs. Follow Consortium Procedures for the transportation of	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify	Advise Consortium and parents/guardians of any issues while at school during the day.	Follow vehicle rules. Advise driver and/or	Help identify tools that may help driver and/or	Sit with or near student. Monitor any issues or concerns that may arise

Special Need	Operator/Driver	Parent/Guardian	School Staff	Student	E.A.	Monitor
	students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	monitor of any emergency health issues or concerns.	monitor while transporting the student	during transportation. Notify driver in the event of an emergency
Autism	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.
Blind or Low Vision	Ensure that students are transported safely according to needs. Follow Consortium Procedures for The Transportation of Special Needs Students. Provide monitor as requested by the Consortium. Contact dispatch in the event of emergency.	Advise school and Consortium of medical conditions and communicate any change on a regular basis. Help identify tools that may help driver and/or monitor while transporting their child. Advise driver, monitor and/or RCJTC of any emergency health issues or concerns.	Advise Consortium and parents/guardians of any issues while at school during the day. Help identify tools that may help driver and/or monitor while transporting the student.	Follow vehicle rules. Advise driver and/or monitor of any emergency health issues or concerns.	Help identify tools that may help driver and/or monitor while transporting the student.	Sit with or near student. Monitor any issues or concerns that may arise during transportation. Notify driver in the event of an emergency.

Related RCJTC Administrative Procedures

- AP.02.01 *Accessibility Plan – Loading and Unloading*
- AP.02.02 *Accessibility Standards for Customer Service Procedure*
- AP.02.03 *Diabetic Hypoglycemic Procedure*
- AP.02.04 *Anaphylactic Procedure*
- AP.02.05 *Transporting Service Animals Procedure*

Related RCJTC Forms

- F.02.01.1 *Personalized Accessibility Plan for Students with a Special Need*
- F.02.01.2 *Specialized Transportation Request*
- F.02.03 *Diabetes Hypoglycemia Emergency Action Plan*
- F.02.04 *Anaphylaxis Emerge*