

Section <b>Finance</b>	Procedure Number <b>RCJTC AP.06.11.02</b>
Procedure Title <b>Transportation Operator Contract Requirements Procedure</b>	
Date <b>March 7, 2016</b>	Revised

## ADMINISTRATION

### NOTIFICATION OF CANCELLATIONS

The Operator shall inform the RCJTC and appropriate school principal or delegate immediately in the event of vehicle breakdown or delay which will cause the students to arrive at their respective activity OR

Schools at a time more than ten (10) minutes later than the usually scheduled time. The Operator shall immediately dispatch a replacement vehicle in the event of breakdown.

### NOTIFICATION OF DELAYS

The Operator shall inform the appropriate school principal or delegate immediately in the event of vehicle breakdown or delay which will cause the students to arrive at their respective activity OR

Schools at a time more than ten (10) minutes later than the usually scheduled time. The Operator shall immediately dispatch a replacement vehicle in the event of breakdown.

## ACCIDENTS

### OPERATOR AND DRIVER ACTIONS IN EVENT OF ACCIDENTS

In addition to requiring drivers to fulfill their obligations under the *Highway Traffic Act* and all Regulations thereunder in respect of accidents, the Operator shall:

- a. Render such immediate assistance as may be dictated by the circumstances; AND
- b. Inform the appropriate school principal or vice principal and the transportation office of the Consortium forthwith; AND
- c. Submit to the transportation office of the Consortium, within twenty four (24) hours, a detailed written report in the case of a vehicle accident occurring while students are in transit that follows the procedures as set out by the Consortium.

#### **Related RCJTC Policies**

P.06.11 *Transportation Operator Contracts Policy*

#### **Related RCJTC Administrative Procedures**

*...Providing safe, efficient, effective transportation to our students*

- AP.06.11.01 Transportation Operator Contract Procedure*
- AP.06.11.03 Transfer of Transportation Operator Contracts Procedure*