

Section	Procedure Number
Operational Procedures	RCJTC AP.04.04
Procedure Title	
Responsibility of RCJTC Procedure	
Date	Revised
December 20, 2013	

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;

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

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 Policy

P.01	<i>Transportation Policy</i>
P.02	<i>Special Needs Policy</i>
P.03	<i>Safety Policy</i>
P.04	<i>Operational Policy</i>

Related RCJTC Administrative Procedures

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

Related RCJTC Forms

F.01.06.1	<i>Request for Stop Location Review Form</i>
F.01.06.2	<i>Stop Location Review – Observation Form</i>
F.01.29	<i>School Vehicle Complaint</i>
F.02.01.1	<i>Personalized Accessibility Plan for Students with a Special Need</i>
F.02.01.2	<i>Specialized Transportation Request</i>