

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01</b>
Date	Revised
<b>December 21, 2013</b>	

**TRANSPORTATION POLICY**

***As stated in the Ontario Education Act, R.S.O. 1990, c.E.2, Section 190:***

- (1) *Transportation of pupils - A board may provide for,*
- (a) *a pupil who is enrolled in a school that the board operates;*
    - (a.1) *a resident pupil of the board who is enrolled in a school operated by another board under an agreement between the boards;*
  - (b) *a pupil in respect of whom the Minister pays the cost of education under the regulations; and*
  - (c) *a child over two years of age who may, under the regulations, be admitted to a program for hearing-handicapped children,*
- transportation to and from the school that the pupil attends.*

**POLICY STATEMENT**

1. Subject to the Education Act, Regulations made under the Act and the Policy of the Renfrew County Joint Transportation Consortium (RCJTC), pupils authorized by the RCJTC may be transported to and from school.
2. A pupil's transportation privilege shall be withdrawn, if his/her conduct, while on the vehicle, is detrimental to the safe operation of the vehicle or the safety of other pupils riding the vehicle.
3. The RCJTC's General Manager will be responsible for the overall management, operation and supervision of the transportation system, as outlined in the Transportation Consortium's Policies and Procedures. A Board of Directors, consisting of members from each English speaking Board, shall be appointed to advise their respective Boards in transportation matters.
4. Transportation routes may be shared between boards. JK-12 pupils may be combined on single vehicles where feasible and for economic reasons.
5. The RCJTC is responsible for the provision and administration of all transportation service for eligible students of member school boards through:
  - a) school buses;
  - b) public vehicles;
  - c) taxi; and
  - d) other contracted small vehicles as may be required.

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

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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 request 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.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 Emergency Treatment Plan*

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**2. ELIGIBILITY FOR TRANSPORTATION**

**2A.** Where roads are municipally assumed & maintained, passable and where cul-de-sacs (of adequate size to safely accommodate a vehicle turnaround) are accessible, transportation may be provided for pupils residing more than:

	<u>To/From School</u>	<u>To/From Stop</u>
Junior Kindergarten and Senior Kindergarten	0.5 km (0.3 mile)	0.5 km (0.3 mile)
Grade 1 to 6	1.6 km (1 mile)	1.6 km (1 mile)
Grade 7 to 12 (rural)	1.6 km (1 mile)	1.6 km (1 mile)
Grade 7 to 12 (urban/developed)*	2.5 km (1.55 mile)	2.5 km (1.55 mile)

\*usually posted 60 km/hour or less

as set out by the RCJTC non-transportable zones.

Identified safety hazards, as set out by the RCJTC, may reduce the distance requirement.

All pick up and drop off stops will be established by the RCJTC.

**2B. Pupils 21 Years and Older**

**2B.1** According to the Education Act:

**Resident pupil qualification, elementary  
Resident pupil qualification: elementary English-language public district school boards and elementary public school authorities**

**33. (1)** Subject to sections 44 and 46, a person who attains the age of six years in any year is, after September 1 in that year, qualified to be a resident pupil in respect of a school section [attendance zone] of an English-language public district school board or of a public school authority until the last school day in June in the year in which the person attains the age of 21 years if,

- (a) the person resides in the school section [attendance zone]; and
- (b) the person’s parent or guardian who is not a separate school supporter or a French-language district school board supporter resides in the school section. 1997, c. 31, s. 14.

**Resident pupil qualification: elementary English-language separate district school boards and elementary Roman Catholic school authorities**

**33. (3)** Subject to sections 44 and 46, a person who attains the age of six years in any year is, after September 1 in that year, qualified to be a resident pupil in respect of a separate school zone of an English-language separate district school board or of a Roman Catholic school authority for elementary school purposes until the last school day in June in the year in which he or she attains the age of 21 years if,

- (a) the person resides in the separate school zone; and
- (b) the person’s parent or guardian who is a separate school supporter and who is not a French-language separate district school board supporter resides in the separate school zone. 1997, c. 31, s. 14.

**2B.2** Therefore, pupils 21 years and older are ineligible for transportation grants and as such, they shall not be authorized to ride on the RCJTC contracted vehicles.

**2C. Calculation of Distances**

**2C.1** The calculation of distances, to determine eligibility for transportation, will be the distance by public road from home to the normal bus loading/unloading area of the school/access point (i.e. gate of the school) using the shortest route.

**2C.2** Public roads are deemed to be roads under the jurisdiction of a municipality and maintained year round, as part of the current municipal road system.

**2C.3** Pathways, deemed to be safe by the RCJTC and community at large, may be used in the calculation of the shortest route.

**2D. Safety/Hazard Zones**

Transportation may be provided for pupils, notwithstanding the distance requirements set out by the RCJTC, where particular pedestrian hazards and/or individual hardships are identified and recommended by the RCJTC.

**2E. Transported/Walking Zones**

Transported/walking zones shall be established by the RCJTC in accordance with the foregoing regulations and outlined on maps. Also, the RCJTC may specify a common transported/walking zone where two schools are located in the same vicinity.

**Related RCJTC Administrative Procedures**

- AP.01.01 *New Student Registration Assignment Procedure*
- AP.01.04 *Young Student Registration Procedure*
- AP.01.06 *Designated Stop Change Request Procedure*
- AP.01.07 *Joint Custody Procedure*
- AP.01.08 *Temporary Seat Procedure*
- AP.03.03 *Hazard Checklist Procedure*

**Related RCJTC Forms**

- F.01.06.1 *Request for Stop Location Review Form*
- F.01.06.2 *Stop Location Review – Observation Form*
- F.01.08.1 *Temporary Seat Application Form*
- F.01.08.2 *Letter of Authorization/Denial for Temporary Seat*

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### **3. SCHOOL BELL TIMES**

- 3.1** Many routes are shared among the district school boards and school bell times must be in most cases staggered to best utilize the contracted fleet. Bell times are defined as the start of the instructional day or the start of opening exercises, whichever are first, and at the end of the instructional day.
- 3.2** The RCJTC has the authority to reduce and/or increase the bell time window by up to thirty (30) minutes.
- 3.3** Time is set according to the National Research Council Web Clock found on the web at [http://time5.nrc.ca/webclock\\_static\\_e.shtml](http://time5.nrc.ca/webclock_static_e.shtml)
- 3.4** Routes shall be organized and pick up times shall be established so that pupils arrive at school as close to class starting time as possible, allowing for five (5) minutes elementary, ten (10) minutes secondary embarkation/debarkation but no earlier than one-half hour (1/2) before the start of classes in non-staggered bell schools, but no earlier than fifteen (15) minutes before the start of classes in staggered bell schools, unless otherwise specified. The principal shall report any deviation from this regulation first to the transportation operator concerned; failing that, to the General Manager.
- 3.5** Principals wishing to change their school bell times shall make their request in writing prior to February of the preceding school year utilizing the Request for School Bell Time Change form.

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

AP.04.01 *School Bell Time Change Procedure – All Boards*

#### **Related RCJTC Forms**

F.04.01 *Request for School Bell Time Change*

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#### 4. DESIGNATED STOPS/ASSIGNED ROUTES

4.1 a) Routes are planned to ensure safety and efficiency taking into account the length of the travel time for students. Maximum travel times have been set for routes taking into account the geography of the area.

b) The amount of time spent aboard the vehicle by students shall not normally exceed:

**60 minutes – Junior Kindergarten to Grade 6**  
**75 minutes – Grade 7 to 12**

4.2 The Boards, the RCJTC, transportation operators and drivers shall not be responsible for the well-being or safety of pupils while they are at the stop. The Boards/RCJTC consider this to be an area of parental/guardian responsibility (refer to Section 9A.3).

4.3 Stops shall be established by the RCJTC on public roads, at points close to the pupil's home, but at reasonable intervals (no closer than 200 m apart), so as not to impede traffic. When stops are located at intersections, the vehicle will stop at least 5 metres before or after uncontrolled/60 metres before or after controlled intersections. The location of the stop must also be consistent with the RCJTC Policy and Procedures and the safety provisions of the Highway Traffic Act and must not exceed the requirements for the pupil to walk beyond the maximum distance, as prescribed by the RCJTC.

4.4 The operator/driver shall not add or delete or change in any fashion an established stop, or route plan, without first consulting the RCJTC.

4.5 The location of stops and the design of routes, in all built up areas (usually posted at 60 km/hr or less) of Renfrew County, shall be governed by the principles that the vehicle access built up areas in the most efficient manner possible. That is, the route access point shall be located on the street providing the most direct route through the area.

4.6 If stops are disputed, the General Manager shall establish their location. Local or Provincial Police and Ministry of Transportation officials may be consulted when necessary, to assist in the evaluation of safety hazards at stops.

4.7 The RCJTC reserves the right to reassign established routes to other areas, as required, for reasons such as overloads and school boundary changes, rather than terminate the route and call tenders for a new route.

In an overload situation, the routes will be reorganized to balance the loads. If this is not workable, then the overload route will be offered to an operator. If not accepted, then the overload route will be tendered to the RCJTC operators.

The development of new or review of existing routes can take place if one (1) or more of the following occur:

- declining enrolment and eligibility within the school boundary;
- growing enrolment and eligibility within the school boundary;



- new school construction/relocation;
- decommission/ closure of existing school;
- bell time changes are required or requested;
- transportation operator service issues;
- general maintenance.

**4.8** The RCJTC reserves the right to terminate at any time during the school year, any route which becomes unnecessary due to amalgamation of routes, movement of pupils and/or closing of schools, without remuneration to the operator.

**4.9** The RCJTC reserves the right to transfer pupils to or from any route, without remuneration to the operator, unless such transfer of pupils results in a larger vehicle being required, or an extension to the route.

**Related RCJTC Administrative Procedures**

- AP.01.05 *Designated Stops/Assigned Routes Procedure*
- AP.01.06 *Designated Stop Change Request Procedure*
- AP.01.30 *Route Review Procedure*
- AP.01.31 *Duration of Route*

**Related RCJTC Forms**

- F.01.06.1 *Request for Stop Location Review Form*
- F.01.06.2 *Stop Location Review – Observation Form*

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**5.        TRANSFERS**

5.1       Pupils, while on route from home to school or return:

- a) shall be transferred directly from one vehicle to another, subject to authorization; **and/or**
- b) supervised transfer points on school grounds shall be permitted, subject to authorization; **and/or**
- c) supervised transfer points on public grounds shall be permitted, subject to authorization; **and/or**
- d) no pupil(s) shall be left at a transfer point unattended.

**Related RCJTC Administrative Procedures**

AP.01.22    *Transfers Procedure*

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**6. CAPACITY RATING OF VEHICLES**

- 6.1** The number of pupils carried on a school bus shall not exceed the capacity rating, as established by the Ministry of Transportation for school bus operators (i.e. a 24 seat bus with a manufacturer's rating of 72 passengers has the legal capacity of 72 passengers).
- 6.2** When calculating the capacity of any school bus, grades JK to 6 shall be weighted at 1 for a total capacity of 72 and grades 7 to 12 shall be weighted at 1.5 for a total capacity of 48 on a 72 passenger bus (i.e. 24 seats x 3/seat x 1 weighted = 72 elementary, 24 seats x 2/seat x 1.5 weighted = 72 secondary).
- 6.3** The RCJTC recognizes the inherent safety features built into a regulated school bus. All pupils transported for the RCJTC for any and all school purposes (i.e. home to school, field trips, etc.), shall be transported in the safest form possible.
- 6.4** Where there is a need to use a smaller vehicle to transport students, **a 15 passenger van will be prohibited.**

Some examples of these types of vans are as follows:

- Ford Econoline E350/E250/E150 (some or all may have "EXT" or "XT" after the numerals), Ford Club Wagon (made until 1998);
- GMC Savannah, Chevrolet Express, GMC Rally/Vandura G3500/G2500/G1500 (not in production);
- Dodge Ram Wagon B350/B250/B150 and B3500/B2500/B1500 (not in production);
- Chrysler Sprinter.

**Related RCJTC Administrative Procedures**

AP.01.28 *Capacity Rating of Vehicles/15 Passenger Van Procedure*

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<b>Transportation Policy</b>	<b>RCJTC P.01.07</b>
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**7. EQUIPMENT ON VEHICLES**

- 7A.1** Equipment related to regular school programs may be transported by the pupil on the vehicle provided that the items can be held comfortably on the pupil's lap and are encased or protected by guards. The driver may also designate a safe location on the vehicle for such items. The driver shall refuse to transport items deemed to be unsafe.
- 7A.2** In the case of field trips, special arrangements may be requested by the principal, in advance, in order to transport equipment specifically related to the outing.
- 7A.3** Pets, firearms, ammunition, explosives, dangerous weapons, drugs, alcoholic beverages and any glass containers (not properly secured to adequately protect and contain the breakage in the event of a collision to limit the possibility of further injury) shall not be permitted on the vehicle.

**7B. Electronic Devices**

- 7B.1** Pupils may be permitted to use portable electronic devices on the vehicle provided that they are equipped with personal listening devices (earphones) and the volume can be adjusted for the user's benefit only.
- 7B.2** Drivers shall be responsible for maintaining a moderate volume level on all audio equipment (electronic devices) installed in the vehicle. Drivers shall not be permitted to use personal listening devices.
- 7B.3** Drivers shall ensure that a two-way communication device is on and operational, on a continuous basis while driving their vehicle, in order to address safety issues should they arise. Use of the two-way communication device while driving must be in accordance with Ontario Regulation 366/09 made under the Highway Traffic Act (hands free devices).

**Related RCJTC Administrative Procedures**

- AP.01.23 *Equipment on Vehicles Procedure*
- AP.01.25 *Electronic Devices Procedure*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.08</b>
Date	Revised
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**8. FOOD ON VEHICLES**

The consumption of food and drink, including water, shall not be allowed on vehicles at any time, so as to protect pupils and staff with food allergies and anaphylaxis, to prevent choking, and to prevent littering. Exception: secondary school field trips, only where vehicles will not be utilized again for regular routes the same day, thus allowing the operator time to clean the vehicle before the next regular trip.

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**9. PARENTS/GUARDIANS RESPONSIBILITIES REGARDING TRANSPORTATION**

Parents/guardians must ensure that their children know the rules and regulations well and follow them. They are responsible for their children’s safety from the time he/she leaves home up to the time when he/she boards the vehicle and as soon as he/she gets off the vehicle.

**9A. At Designated Stops**

**9A.1** Parents/guardians must remind their children about the safety and behaviour rules to be followed at the designated pick up/drop off stop and while travelling on the vehicle.

**9A.2** Parents/guardians shall ensure that their children are at the designated pick up stop five (5) minutes in advance of the scheduled pick up time, and allow up to five (5) minutes past the scheduled pick up time.

**9A.3** Parents/guardians shall take responsibility for their children’s safety and welfare while at the designated pick up and/or drop off location. Parents/guardians shall decide whether or not to provide adult supervision for their younger children at the designated pick up and/or drop off location, as well as on their journey to or from the designated pick up/drop off location. The Boards and RCJTC recommend adult supervision at designated stops, especially for the younger children, since it will provide for the greatest possible measure of safety.

**9A.4** Parents/guardians of students with physical, behavioural and/or developmental challenges are required to assist the student on and off the vehicle at his/her designated stop.

**9A.5** Parents/guardians assume responsibility for their children when he/she is dropped off at the designated drop off stop, upon his/her return from school. Parents/guardians are asked to meet their children who are enrolled in junior kindergarten (JK), senior kindergarten (SK), grade one and grade two, at the designated drop off stop. If parents/guardians are unable to do so, they are to designate a responsible person they entrust to this task. Parents/guardians must acknowledge that failure to adhere to these procedures may result in the withdrawal of transportation privileges after three (3) warnings. If the parent/guardian is not present, they will be returned to the school.

Cautionary note: Every effort will be made to ensure that no JK or SK pupil is discharged from a vehicle unless the parent/guardian or designated adult person is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the adult is not at the drop off location. Due to the inherent risk of potentially large number of students dropped off at some locations, and the possible use of replacement drivers, RCJTC and its contracted transportation operations cannot guarantee that the driver can ensure that a responsible adult meets the child each and every day unless the child informs the driver. Supervision of students prior to pick up and after drop off still remains a parental responsibility. Consequently, parents/guardians are responsible for determining the appropriate age or maturity level at which children can walk to and from designated stops unattended.

- 9A.6** For safety reasons, RCJTC will provide JK/SK transportation tags which should be attached to the children's school bag. Parents/guardians are expected to write the child's name on the inside of his/her school bag, lunch box, hat, mitts, and any other object belonging to him/her.
- 9A.7** Parents/guardians shall inform the school in writing about any cancellation or change to be made to their children's transportation service.
- 9A.8** Parents/guardians shall be responsible for the transportation of their children in the event that the driver has to return him/her to the school, as a result of not being able to identify the correct drop off location due to inaccurate information and/or schedules and/or safety concerns at the stop. Also, parents/guardians shall be responsible for the transportation of their children, if the children miss the second run of a bus put in place because of a vehicle breakdown/delay on route.

The pupil is the responsibility of the Board/RCJTC and the transportation operator/driver only while on the vehicle.

- 9A.9** Parents/guardians should make a note of the driver's and operator's names, as well as the route number and its arrival time.
- 9A.10** RCJTC is not responsible for items which are lost or stolen on the vehicle. If an item is lost or stolen on the vehicle, the parent/guardian is to contact the transportation operator of the vehicle directly.
- 9A.11** Parents/guardians assume responsibility for all deliberate damage or acts of vandalism caused by their children.
- 9A.12** Parents/guardians are to inform the school about any problem that occurred on the vehicle and that jeopardized the students' well-being and safety, indicating the route number, date, time, and nature of the problem.
- 9A.13** At school, parents/guardians shall refrain from parking their vehicle between the signs indicating that the area is reserved for school buses and shall observe no idling zones.
- 9A.14** It is strictly prohibited for parents/guardians to:
- board the vehicle;
  - speak to the driver/RCJTC staff/school staff in an angry or aggressive manner, or to use abusive and disrespectful language;
  - negotiate, or attempt to negotiate, with the driver and the school principal in order to change the designated stop, pick up or drop off time, or other travel arrangements for their children, which would differ from the transportation service planned by the RCJTC.

**9B. During Adverse Weather Conditions**

- 9B.1** Routes may be cancelled or delayed, with little or no notice, because of adverse weather conditions.
- 9B.2** On mornings of inclement weather, parents/guardians can find out the status of transportation by logging on to [www.onthebus.ca](http://www.onthebus.ca) or listening to local radio or other media identified by the RCJTC.
- 9B.3** Under such circumstances, parents/guardians shall decide whether to let their children go to school, or, if they permit them to attempt the journey, shall instruct them on how long they are to remain at the designated stop before they return home, in the event the vehicle is delayed or cancelled.

- 9B.4** Parents/guardians should make sure that their children are dressed appropriately in the event of inclement weather.

**9C. Responsibility for Discipline on the Vehicle**

- 9C.1** Parents/guardians have the first responsibility to ensure that their children know and obey all the transportation rules of conduct. Parents/guardians will be expected to cooperate with the school principal, staff from the RCJTC, and driver to ensure their children's proper behaviour while riding the vehicle.
- 9C.2** Improper conduct on the part of the student or parent/guardian may result in the loss of his/her child's privilege to travel by vehicle.
- 9C.3** Suspension of transportation privileges carries with it a suspension from all transportation services. Pupils serving a suspension shall still be expected to attend school and parents/guardians shall be responsible for transportation.

**9D. Responsibility for Parent/Guardian When Student Lost**

- 9D.1** RCJTC requires that a JK or a SK student should be released into the care of the parent, guardian or designate. This is a reference for, but not limited to, use in a situation where primarily a JK or a SK student, is missing from a vehicle returning from school to home.
- 9D.2** The events of a "Missing Student" can be stressful and are definitely time-sensitive. In the unlikely event of a missing student, please proceed to and follow the Lost Student Procedure.

**9E. Process for Appealing Decisions**

- 9E.1** It is possible to appeal a decision made by the RCJTC, in cases where a parent or guardian disagrees with the way in which policies and procedures have been applied by the RCJTC.
- 9E.2** Appeals must be made in writing by the parent/guardian and must be directed to the RCJTC. They must include a detailed description of the situation and the events that took place. No appeals will be processed from the last week of August to the third week of October because of RCJTC staff's requirement to focus on working with schools and parents/guardians to assign students to transportation.
- 9E.3** The General Manager of the RCJTC will assess the complaint within fifteen (15) to thirty (30) working days of receiving it. A written reply will be given to the parent/guardian, and a copy will be provided to the school principal.
- 9E.4** If the appellant is still not satisfied, he/she may appeal the decision in writing to the Board of Directors of the RCJTC, which will assess the facts and render its decision in writing within thirty (30) to sixty (60) days. The appellant will be notified in writing of the final decision, and a copy will be provided to the school principal.

**Related RCJTC Administrative Procedures**

- AP.01.11 *Lost Student Procedure*
- AP.01.21 *Vehicle Loading/Unloading Procedure*
- AP.01.24 *Vehicles Idling Procedure*
- AP.01.26 *Lost or Stolen Items on the Vehicle*
- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.43 *Responsibility of Students Procedure*
- AP.01.81 *Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements*



- AP.03.05 *School Bus Danger Zones*
- AP.03.08 *Incident Reporting Procedure*
- AP.04.07 *Process for Appealing Decisions*

**Related RCJTC Forms**

- F.01.11 *Lost Student Report*
- F.01.29 *School Vehicle Complaint*
- F.03.08.1 *Safe Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*
- F.04.07 *Transportation Appeal Process Form*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.10</b>
Date	Revised
<b>December 21, 2013</b>	

**10. TRANSPORTATION OPERATORS/DRIVERS RESPONSIBILITIES REGARDING TRANSPORTATION**

**10A. Drivers Conduct**

- 10A.1** Abide by the policies and procedures of the RCJTC and all laws and Acts that govern the operation of a vehicle.
- 10A.2** Adhere to the routes and schedules as set out by the RCJTC.
- 10A.3** Ensure that any driver operating any route at any time have the most current route schedule and passenger list including any supplementary information such as Anaphylaxis Emergency Treatment Plan or Diabetes Hypoglycemia Emergency Action Plan as provided.
- 10A.4** Update RCJTC immediately in the event of any delay of more than ten (10) to fifteen (15) minutes.
- 10A.5** Maintain effective and open communications with RCJTC, schools, parents/guardians, students and stakeholders. Communication must be maintained from the first student on a vehicle, up to until the last student exits the vehicle, whatever time of day this may be.
- 10A.6** Drivers shall be capable of taking important responsibilities, be very reliable, consistent, safe and courteous. They will be expected to relate in a positive way to the pupils in their care and maintain order and control on the vehicle in the manner prescribed by the RCJTC.
- 10A.7** “No driver of a public vehicle carrying passengers shall drink any intoxicating liquor during the time he/she is on duty or at any time use intoxicating liquor to excess.”  
(C. 425, Section 20 of the Public Vehicles Act, 1983)
- 10A.8** “No driver of a vehicle carrying passengers shall smoke any cigar, cigarette, tobacco, or other substance while driving the vehicle.”  
(C. 425, Section 21 of the Public Vehicles Act, 1983)
- 10A.9** No driver of a vehicle shall consume any drugs, including prescription drugs, prior to, or while driving a school purposes vehicle, that may have the effect of impairing his/ her driving ability.

**10B. Drivers Training**

- 10B.1** A driver of a school purpose vehicle contracted by the RCJTC shall have completed all the licencing and training requirements for certification, including but not limited to Criminal Record Check, Driver Abstract, and a Defensive Driving Course, as prescribed by the Ministry of Transportation prior to operating the motor vehicle.
- 10B.2** The transportation operator shall not allow any employee to transport students if the following offences, regardless of whether a pardon has been granted, appear on the individual’s record:
  - any sexual offence under the Criminal Code;
  - any violation under the Controlled Drug and Substance Act;

- any criminal offence involving minors;
- crimes of violence which include, but not limited to, threats, assaults, and use, possession or concealment of a weapon, imitation of a weapon or prohibited weapon;
- propagation of hate literature or incitement of hatred;
- possession, distribution or sale of any pornographic or violent material;
- other offences specifically related to the job.

**10B.3** After the initial record checks, an annual offence declaration is required to be signed off by the employee stating that there has been no change in their record since the initial checks were completed.

**10B.4** Any identified offences must be forwarded to RCJTC by the transportation operator where, in their absolute discretion, a determination will be made as to if the employee can continue to perform their duties for the RCJTC.

**10B.5** In addition, the driver shall know, understand and practice all the RCJTC Transportation Policies and participate in training and examinations, as prescribed by the RCJTC, which shall include special training for pupils with exceptionalities and allergies (refer to Section 11B.)

**10B.6** All drivers shall submit an Offence Declaration and Confidentiality Agreement as a condition of employment.

**10B.7** Transportation operators shall be responsible for providing the Defensive Driver Training Program for all new drivers. Each transportation operator shall be responsible for his/her own drivers.

**10B.8** Transportation operators shall organize Driver Awareness meetings annually, for all drivers, using Arnprior, Opeongo, Petawawa, Renfrew, Pembroke, Deep River and Barry's Bay as centres (refer to Section 11E).

**10B.9** Transportation operators shall hold informal "Safety Meetings" for their drivers, at least three (3) times a year, at each company location. The dates and minutes from these meetings will be kept for record purposes and made available to the RCJTC.

**10C. Drivers and Pupil Discipline**

**10C.1** The driver shall be responsible for maintaining order and control on the vehicle, as set out in the RCJTC Policy (refer to Sections 7, 8, and 12). In order to support this function the driver may be given the authority by the principal to assign seats. If order and control cannot be achieved by using ordinary means the driver shall warn the pupil and report the breach of discipline immediately to the principal, using the written Safe Schools Incident Reporting Form or Breach of Discipline Report Form (infractions outlined in Bill 157 must be reported to the school principal using the Safe Schools Incident Reporting Form; all others must be reported on the Breach of Discipline Report Form).

**10C.2** For serious and reoccurring problems, if no resolution is reached between the operator/driver and the principal, the operator can ask the RCJTC to review the consequences assigned by the principal for these particular breaches of discipline.

**10C.3 Drivers shall not:**

- (i) suspend, or threaten to suspend, a pupil's transportation privilege;
- (ii) put a pupil off anywhere but at his/her designated home, stop; transfer point/vehicle or school;
- (iii) administer any form of verbal or physical abuse;

- (iv) strike or touch a pupil;
- (v) leave pupils unattended on the vehicle;
- (vi) refuse transportation to an eligible student;
- (vii) allow students who are not assigned to be transported.

(refer to Section 12B)

**10C.4** Complaints that are made about the driver must be followed up with the appropriate individual and inform RCJTC of the outcome. Failure to comply can mean disciplinary action up to and including removal of the driver from said route.

**10D. Pupils Not at Pick Up Points at Regularly Scheduled Time**

Drivers shall not be required to wait for pupils at pick up points beyond the regularly scheduled pick up time. However, if vehicles leave pick up points before the regularly scheduled time, the driver shall be held responsible and the operator may be required to assume the cost of any special transportation that would be required for pupils having missed the vehicle.

**10E. Designated Drop Off Stop Unclear/Unsafe**

In the event that a driver cannot identify the designated drop off location for a pupil, or judges the designated drop off location to be unsafe, or if a parent/guardian or designated adult is not present to meet a kindergarten pupil at the designated stop, the driver shall, in the following order.

- (i) The driver will radio dispatch to telephone the parent/guardian to see if they are home. Failing that, to call the school to inform the school administration the student is being returned. Dispatch will also inform RCJTC.
- (ii) Upon completion of the route, the driver will attempt to go by the house on the way back to the school to see if the parents/guardians are there. If parents are there, child can be discharged from the vehicle. Failing that, return the pupil to the school. Driver will inform dispatch who will also inform the school and RCJTC.
- (iii) After the return of the pupil to the school, the parents/guardians shall be responsible for the transportation.
- (iv) If the pupil cannot be returned to the school, then contact the RCJTC and request assistance.
- (v) If not, then contact the principal and/or General Manager at home and request assistance.
- (vi) If not, then contact the Police and request assistance.

**10F. Distribution of Materials and Student Fundraising**

**10F.1** Drivers are prohibited from collecting funds from pupils for any purposes, whatsoever, and are prohibited from distributing handouts, booklets etc., unless authorized by the school principal.

**10F.2** Drivers are prohibited from giving funds to pupils for any purpose.

**10G. Aisle and Seat Check**

Drivers shall check the aisle and seats of their vehicles at the school/home/garage and after each school run (Tier 1 and Tier 2 for both a.m. and p.m.), to assure that all pupils have disembarked at the completion of each route. Failure to comply and if evidence is found that a child has been left unattended on a vehicle, as a result of a driver's failure to complete a routine inspection, the driver shall be removed from the route immediately and not permitted to drive any RCJTC route again.

**10H. Reporting Motorists Running Bus Lights**

Drivers shall use the form titled "Near Hit Report Form – Level 1" as authorized by the Renfrew County Ontario Provincial Police Departments and the Deep River, Pembroke and Renfrew Municipal Police Forces, for reporting motorists that "run" a school bus, stopped to pick up or discharge pupils with the alternating red signal lights flashing.

**10I. Pupil Safety Training**

**10I.1** The school bus operators, in September, October or November of each year, shall provide a school bus and driver to each school and assist with the explanations and demonstrations of the school bus safety rules and/or training for all elementary grade levels, when the principal and/or RCJTC requests this service.

**10I.2** The RCJTC shall be notified of the time, date and schools where this safety training and demonstration will be held.

**10J. Vehicles Idling**

**10J.1 *Purpose:*** It is the policy of the RCJTC to reduce and eliminate where possible all unnecessary idling of vehicles, thereby reducing exposure to harmful exhaust fumes.

**10J.2 *Rationale:*** Exhaust poses a possible health risk to children, drivers, and contributes to green house gases. Children are especially vulnerable to the effects of exhaust. Exhaust can accumulate in and around vehicles and cause lung damage and respiratory problems as well as exacerbating asthma and allergies. Exposure may also impair a child's learning abilities. Unnecessary idling contributes to Ontario's over reliance on imported petroleum and wastes financial resources.

**10J.3 *Applicability:*** This policy applies to the operation of all school purpose, delivery, and Board vehicles and parent/guardian/student vehicles in and around school loading zones.

**10J.4 Best Practices**

a) Upon afternoon arrival to school loading zone, drivers should turn off engine and not restart until time to depart. Should weather conditions necessitate idling the vehicle, idling will be minimized and should take place outside the student loading zone. The vehicle will then pull in as close to pick-up time as possible, turn off the engine, load students, and restart and drive away (refer to Section 10J.5).

b) In cold weather, schools should provide a space for drivers who arrive early to wait inside the school.

c) At depots or places where drivers have their vehicle, warm-up idling should be limited to what the manufacturers recommend (usually three [3] to five [5] minutes).

d) Vehicles should not idle while waiting for students on field trips, events or any trips off school grounds.

- e) Loading Zones, when feasible, should be located at least 30 meters (100 feet) from air intakes, doors, and windows of the school building. When this is not possible, school personnel should take steps to limit air intake during loading and unloading times.
- f) Where possible, vehicles should use a diagonal parking pattern with the front end towards the school entrance rather than the typical nose-to-tail pattern.
- g) Service and delivery and personal vehicles should not idle in school zones. In instances where idling is necessary to facilitate delivery (such as oil delivery), deliveries should be scheduled before or after school hours.
- h) All drivers and delivery companies will receive notification of this policy at the beginning of each school year. "No-Idling Zone" signs will be placed in visible locations in addition to the "Loading Zone" signs.
- i) In instances where idling is necessary to facilitate loading or unloading of pupils with special requirements (such as wheel chair lifts), these vehicles will be exempt for the sole purpose of this procedure.
- j) The schools should have the pupils available to load in a timely fashion in order to lessen the exposure to the exhaust.

#### **10J.5 Weather Provisions**

- a) If the outside temperature is 1 degree Celsius or higher, idling should be limited to 3-5 minutes for loading/ unloading purposes.
- b) If the outside temperature is between 0 degrees and -10 degrees Celsius, idling to operate heaters should be allowed for up to 15 minutes.
- c) If the outside temperature is -11 degrees Celsius or lower, there is no time restriction on idling to use heating equipment.
- d) If the weather is such (high dew point) that the driver requires the window defroster to be operational to prevent windows from fogging up, there is no time restriction on idling.
- e) If the weather is such that the driver requires the air conditioner to be operational to cool the vehicle for students with sensitivity to heat, there is no time restriction on idling.

#### **10K. Standards of Performance**

The Standards of Performance has been prepared to guide operators involved in providing transportation to the students of the Renfrew County Catholic District School Board and the Renfrew County District School Board.

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

- AP.01.21 *Vehicle Loading/Unloading Procedure*
- AP.01.24 *Vehicles Idling Procedure*
- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.40 *Responsibility of Transportation Operators Procedure*
- AP.01.41 *Responsibility of Drivers Procedure*
- AP.01.42 *Responsibility of Schools Procedure*
- AP.01.43 *Responsibility of Students Procedure*
- AP.01.44 *Standards of Performance Procedure*
- AP.02.04 *Anaphylactic Procedure*

- AP.03.01 *RCJTC First Ride Program Procedure*
- AP.03.02 *First Aid/CPR Certification Procedure*
- AP.03.04 *Bus Evacuation Procedure*
- AP.03.08 *Incident Reporting Procedure*

**Related RCJTC Forms**

- F.01.29 *School Vehicle Complaint*
- F.02.04 *Anaphylaxis Emergency Treatment Plan*
- F.03.07 *Near Hit Report Form – Level 1*
- F.03.08.1 *Safe Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.11</b>
Date	Revised
<b>December 21, 2013</b>	

**11. PRINCIPALS RESPONSIBILITIES REGARDING TRANSPORTATION**

**11A. Discipline on the Vehicle**

- 11A.1** The school purpose vehicle shall be considered to be an extension of the classroom. Therefore, the principal shall be responsible for his/her pupils while they are on the vehicle. The principal shall ensure that the pupils receive adequate instruction regarding the rules of conduct and safety on vehicles. The principal shall be responsible to have staff available in the evenings to answer calls up until the last student is dropped off.
- 11A.2** The principal shall be responsible for assigning seats as a disciplinary measure on the vehicle, but may delegate this responsibility to the driver (refer to Section 10C.1).
- 11A.3** The principal shall investigate all reported disciplinary problems on the vehicle and discipline pupils for breaches of acceptable conduct, including suspension of transportation privileges, if necessary (refer to Sections 10C.2, 12B, 12C and 12D).

**11B. Determining Transportation for Pupils with Exceptionalities/Allergies**

The principal shall inform the RCJTC of pupils, who, because of physical, medical, emotional or intellectual problems, require special attention while riding on the vehicle.

- 11B.1** When pupils with exceptionalities require transportation to and from school, each case shall be individually reviewed and the most appropriate form of transportation and support systems chosen for that pupil.
- 11B.2** When pupils with exceptionalities, including those susceptible to allergic reactions, are transported to and from school in vehicles contracted by the RCJTC, the principal or designate shall be responsible for reviewing the exceptionalities of the pupils with the driver and outline any special precautions required while the pupil is on route.

**11C. Reporting Problem Areas**

- 11C.1** The principal shall report to the transportation operator any problems with routes, arrival and departure times, pupil safety, driver attitude, etc.
- 11C.2** The principal shall report to the RCJTC, failing any problems not being resolved to their satisfaction, with routes, arrival and departure times, pupil safety, driver attitude, etc.

**11D. Loading/Unloading Areas at Schools**

The principal shall be responsible for establishing and supervising the school bus loading/unloading areas at the school. Pupils shall be loaded/unloaded only at the areas established by the principal and/or RCJTC. Drivers are required to comply with the procedures as defined by the principal and/or RCJTC.

**11E. Awareness Meeting**



Principals, in conjunction with transportation operators, shall organize annual “Awareness Meetings” at the beginning of the school year for all drivers to make both parties aware of school policies, principals’ concerns, driver concerns, medical concerns, etc. Both sides are to make their expectations known and have them addressed. All drivers are expected to attend each year (refer to Section 10B.7). RCJTC should be advised of these meetings as they are scheduled.

**Related RCJTC Administrative Procedures**

- AP.01.09 *Special Needs Transportation Procedure*
- AP.01.10 *Special Needs Verification and Assignment Procedure*
- AP.01.21 *Vehicle Loading/Unloading Procedure*
- AP.01.24 *Vehicles Idling Procedure*
- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.40 *Responsibility of Transportation Operators Procedure*
- AP.01.41 *Responsibility of Drivers Procedure*
- AP.01.42 *Responsibility of Schools Procedure*
- AP.01.43 *Responsibility of Students Procedure*
- AP.01.44 *Standards of Performance 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*
- AP.03.08 *Incident Reporting Procedure*

**Related RCJTC Forms**

- 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*
- F.02.03 *Diabetes Hypoglycemia Emergency Action Plan*
- F.02.04 *Anaphylaxis Emergency Treatment Plan*
- F.03.08.1 *Safe Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.12</b>
Date	Revised
<b>December 21, 2013</b>	

**12. PUPILS RESPONSIBILITIES REGARDING TRANSPORTATION**

In order for the RCJTC to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules and procedures.

**12A. Pick Up Time**

While being transported on vehicles, pupils shall be at the designated stop five (5) minutes in advance of the scheduled pick up time and allow five (5) minutes after..

**12B. Pupils Responsibilities/Consequences Regarding Safety Rules**

**12B.1** The safety of all pupils while being transported requires that prompt and appropriate action be taken when a pupil chooses to ignore the safety rules. The driver shall maintain control of the vehicle, using the principles of assertive discipline. A pupil who refuses to cooperate with the driver shall be reported by the driver to the principal/designate, using either the Safe Schools Incident Reporting Form or the Breach of Discipline Report Form (infractions outlined in Bill 157 must be reported to the school principal using the Safe Schools Incident Reporting Form; all others must be reported on the Breach of Discipline Report Form). The next step will be the immediate and consistent application of the following consequences by the principal/designate, with the full support of the School Boards and RCJTC.

**12B.2** Based on all written documentation by the driver (the Safe Schools Incident Reporting Form or the Breach of Discipline Report Form) and the student’s conduct while in school and the principle of progressive discipline, the principal/designate may impose consequences as per the examples below.

**EXAMPLES OF MISCONDUCT**

**SERIOUS**

Sitting in unauthorized seat.  
Littering on the vehicle.  
Carrying unauthorized equipment on the vehicle.

**CONSEQUENCES**

The principal/designate may conference with the driver and shall warn the pupil; and inform the parents/guardians; and may impose a transportation suspension up to a maximum of 10 school days.

**MORE SERIOUS**

Yelling or loud talk.  
Using obscene language or gestures.  
Play Fighting.  
Opening vehicle windows without permission.  
Sitting in an unsafe manner.

**CONSEQUENCES**

The principal/designate shall conference with the driver and pupil; shall inform the parents/guardians; may impose a transportation suspension up to a maximum of 20 school days.

**VERY SERIOUS**

Not obeying the driver's instructions.  
Threatening or intimidating driver, and/

**CONSEQUENCES**

The principal/designate shall conference with the driver and pupil; shall inform the

or, other pupils.  
Standing, leaving seat or running in aisle, while vehicle is in motion.  
Throwing or shooting objects on, off or at the vehicle.  
Fighting on the vehicle.  
Tampering with safety or emergency equipment on the vehicle.  
Projecting parts of the body outside of the vehicle.  
Smoking or lighting matches/lighters on the vehicle.  
Vandalizing the vehicle.  
Using alcohol or drugs on the vehicle.  
Consuming food or drink on the vehicle.  
Ignoring safe loading/unloading procedures.

parents/guardians; and may impose a transportation suspension up to a maximum of 10 months.

**12C. Notes and Explanations Re: Safety Rules, Responsibilities/Consequences**

- 12C.1** The Safety Rules, Responsibilities/Consequences Model, together with the Boards' various Administrative Policies, in particular, the Safe Schools Act and the RCJTC Policy and Administrative Procedures will serve as the guidelines for assessing the seriousness of a pupil's breach of safety rules and determining the appropriate consequences.
- 12C.2** Furthermore, a pupil's conduct on the vehicle will be evaluated in light of his/her general conduct in the total school setting. Additional consequences, such as, a suspension from school may be imposed as a result of this evaluation.
- 12C.3** Depending on the circumstances surrounding a pupil's misconduct on the vehicle, a suspension may be imposed immediately in any of the examples described in the Safety Rules, Responsibilities/Consequences Model. For example, fighting on the vehicle may result in an immediate and extended suspension. Notice of suspension from transportation will be forwarded to the transportation operator of that pupil by the principal.
- 12C.4** These guidelines do not preclude the principal/designate, with the full support of the Boards/RCJTC, from applying consequences with respect to infractions not listed in the examples of misconduct.

**12D. General Procedures in Support of Safety Rules, Responsibilities/Consequences**

- 12D.1** When a suspension has been imposed by the principal/designate, the parents/guardians, driver and General Manager shall be informed immediately.
- 12D.2** The principal/designate may issue a Suspension Warning letter to the parents/guardians, as a final warning, before a suspension from the vehicle is imposed.
- 12D.3** When pupils from two or more schools are involved in a misconduct incident on the vehicle, collaboration shall take place between the administration of the schools, in order to ensure consistency in the evaluation of the incident and imposition of appropriate consequences.
- 12D.4** Damage to the vehicle, or physical assaults which occur on the vehicle, may involve the police. This decision will be made by the principal, operator or parent/guardian of the pupil.
- 12D.5** Parents/guardians shall be notified of the RCJTC Policies and Procedures, at the beginning of each school year, by the school, through the school newsletters.

**12D.6** Safety courses shall be provided for the pupils, by the schools, at the elementary level.

**12D.7** Drivers in-service training may be offered each school year. School principals, RCJTC and transportation operators will be responsible for organizing and providing this training. Specialty courses, such as, Assertive Discipline, Bus Evacuation and Defensive Driving will be offered on an as need basis. Driver attendance at training sessions shall be mandatory.

**Related RCJTC Administrative Procedures**

AP.01.21 *Vehicle Loading/Unloading Procedure*

AP.03.01 *RCJTC First Ride Program Procedure*

AP.03.04 *Bus Evacuation Procedure*

AP.03.08 *Incident Reporting Procedure*

**Related RCJTC Forms**

F.03.08.1 *Safe Schools Incident Reporting Form*

F.03.08.2 *Breach of Discipline Report Form*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.13</b>
Date	Revised
<b>December 21, 2013</b>	

**13. VEHICLE COLLISION/DISRUPTION/NEAR HIT**

In the event that a vehicle is involved in a collision/disruption/near hit, a series of communications and actions must take place, depending on the seriousness of the collision/disruption/near hit. Our first and foremost priority is the students' well being.

**Collision Definition**

If anyone is injured or suspected of injury, and/or if the total damage to all the vehicles involved appears to be MORE than \$1,000 (or as amended by the Highway Traffic Act), or if you suspect that any of the other drivers involved are guilty of a *Criminal Code* offence (such as driving under the influence of drugs or alcohol), then call 911.

**Disruption Definition**

NO bodily injuries, minor fender bender, damage to all the vehicles involved is less than \$1,000 (could be when impact occurs with an animal depending on damage). When in doubt, always respond as collision.

**Near Hit Definition**

NO bodily injuries, NO minor fender bender, NO damage to the vehicles involved. When in doubt, respond as disruption.

**Levels of Collision**

- Level 1 – Serious injury(ies) sustained by student(s) and/or passenger vehicle
- Level 2 – Non-serious injury(ies) sustained by student(s) and/or passenger vehicle

**Levels of Disruption**

- Level 1 – Situation/Circumstance requiring a change of vehicle only (breakdown at side of road)
- Level 2 – Situation/Circumstance causing a delay in vehicle travel time (due to weather conditions/traffic conditions)

**Levels of Near Hit**

- Level 1 – Occurrence of vehicle that nearly hit a student
- Level 2 – Occurrence of a bus that nearly hit another vehicle

**13A.** In the event of a vehicle collision the **driver and/or transportation operator** shall:

- (i) ensure the safety of all students on the vehicle;
- (ii) obtain emergency assistance immediately by calling 911 for any injured and/or suspected injured party(ies);
- (iii) once the police arrive, cooperate with them in their investigation into the cause of the collision;
- (iv) notify the RCJTC and principal immediately and supply all known details of the collision;
- (v) complete the Collision Report Form, as prescribed by the RCJTC, within twenty-four (24) hours or sooner.

- 13B.** In the event of a vehicle collision the **principal** shall:
- (i) notify the parents/guardians of injured and/or suspected injured students immediately;
  - (ii) inform the area superintendent, as soon as possible;
  - (iii) complete the Accident Report Form, as prescribed by their respective Board, if necessary.
- 13C.** In the event of a vehicle disruption the **driver and/or transportation operator** shall:
- (i) ensure the safety of all students on the vehicle;
  - (ii) notify the RCJTC and principal immediately and supply all known details of the disruption;
  - (iii) complete the Disruption Report Form, as prescribed by the RCJTC, within twenty-four (24) hours.
- 13D.** In the event of a vehicle disruption the **principal** shall:
- (i) inform the area superintendent, as soon as possible;
  - (ii) complete the appropriate form, as prescribed by their respective Board, if necessary.
- 13E.** In the event of a vehicle near hit the **driver/and or transportation operator** shall:
- (i) ensure the safety of all students on or outside the vehicle;
  - (ii) notify the RCJTC and principal immediately and supply all known details of the occurrence;
  - (iii) complete the Near Hit Form, as prescribed by the RCJTC, within twenty-four (24) hours.
- 13F.** In the event of a vehicle near hit the **principal** shall:
- (i) notify the parents/guardians of the occurrence immediately;
  - (ii) complete the appropriate form, as prescribed by their respective Board, if necessary.

**Related RCJTC Administrative Procedures**

AP.03.07 *Vehicle Collision/Disruption/Near Hit Reporting Procedure*

AP.03.07.1 *Collision Preventability Determination Guideline*

**Related RCJTC Forms**

F.03.07.1 *Collision Report Form*

F.03.07.1.1 *Collision Checklist and Communication Template for RCJTC Staff*

F.03.07.2 *Disruption Report Form*

F.03.07.2.1 *Disruption Checklist and Communication Template for RCJTC Staff*

F.03.07.3 *Near Hit Report Form*

F.03.07.3.1 *Near Hit Checklist and Communication Template for RCJTC Staff*

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.14</b>
Date	Revised
<b>December 21, 2013</b>	

**14. UNAUTHORIZED PERSONS ON VEHICLES**

- 14.1** The General Manager, principals and transportation operators/drivers shall not permit unauthorized persons to ride on the vehicle while authorized pupils of the RCJTC are being transported.
- 14.2** Transportation for parent volunteers who have no means of transportation available other than by school purpose vehicle may be authorized by the General Manager in consultation with the school principal and transportation operator.

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.15</b>
Date	Revised
<b>December 21, 2013</b>	

**15. INCLEMENT WEATHER, SCHOOL CLOSURE AND EMERGENCY EVACUATION TRANSPORTATION ARRANGEMENTS**

The Renfrew County Joint Transportation Consortium recognizes there will be occasions when inclement weather will cause student transportation services to be disrupted with the Renfrew County Catholic and Public School Boards.

**15A.1** The decision to cancel school transportation is the responsibility of the transportation operators in co-operative consultation with the RCJTC.

When transportation services are cancelled, the schools remain open. If a route or transportation services are cancelled in the morning, this decision remains in effect for the entire school day. If parents and guardians who choose to bring their child(ren) in to school on these days they are also responsible to provide transportation from school in the afternoon for their child(ren).

**Note:** RCJTC is a shared integrated operation with limited flexibility. We cannot cancel one part of an area without impacting other parts. Cancelling transportation service is a decision made for the safety of our students.

The [www.onthebus.ca](http://www.onthebus.ca) website has been chosen by the RCJTC to be the designated website to broadcast interruptions to transportation services and emergency school closures from all areas in the county of Renfrew. Media outlets obtain this information from the RCJTC website.

The RCJTC website has been set up to find transportation information and to answer common transportation questions. You may access this website using a link on both Boards' websites, by toggling on the RCJTC.ON.CA links, or by asking for [www.onthebus.ca](http://www.onthebus.ca). This website includes a section that provides today's reports on route delays or cancellation (this service is active from September to June).

**15A.2 PARENTS/GUARDIANS** should:

- know their children's route number and the transportation operator;
- become familiar with the Inclement Weather policy and procedures; and
- provide the RCJTC and their child(ren)'s school with updated emergency contact information (including phone number).

Teachers should also be aware of the policy and procedures. If parents/guardians call in they are to be deferred to the [www.onthebus.ca](http://www.onthebus.ca) web site.

Children should be dressed appropriately for the weather. Unexpected mechanical problems with the vehicle may occur, and vehicles cool off very quickly in cold weather. Thus, children must be prepared.

WHEN transportation service is cancelled in the morning, it is understood that the cancellation will apply to the afternoon as well, and that parents/guardians who bring their children to school on that day will also be responsible for their return home.



**IT IS A PARENTS/GUARDIANS RIGHT NOT TO SEND THEIR CHILDREN TO SCHOOL DURING INCLEMENT WEATHER.**

**15A.3 Weather Cancellations**

A decision to cancel transportation is made between 5:00 a.m. and 5:30 a.m. Decisions are based on several factors including precipitation, air temperature, wind chill factors, road conditions, and projected weather forecasts.

The schools in Renfrew County have been divided into the following **Zones**:

- (a) Zone 1 – Deep River Area Schools
- (b) Zone 2 – Petawawa Area Schools
- (c) Zone 3 – Pembroke Area Schools
- (d) Zone 4 – Madawaska Area Schools
- (e) Zone 5 – Opeongo Area Schools
- (f) Zone 6 – Renfrew Area Schools
- (g) Zone 7 – Arnprior Area Schools

**15A.4 Before the School Day Begins**

The decision to cancel transportation due to inclement weather shall be made after discussion with transportation operators and other transportation agents from various areas.

Transportation operators check road conditions before 5:30 a.m. The transportation operator contacts RCJTC by 5:30 a.m. with their decision to operate or not. The RCJTC website, [www.onthebus.ca](http://www.onthebus.ca), is updated on or about 6:00 a.m.

Road conditions (as seen before 6 a.m.), weather forecasts, and police reports are all part of the consideration for safe operation of the vehicles.

**It is the decision of the parent/guardian as to whether they send their child(ren) to school using the Board provided transportation.**

**15B. System Wide Transportation Cancellation**

In a system wide transportation cancellation: all vehicles in the system would be cancelled.

**15C. General Area School Transportation Cancellations in Extreme Circumstances**

In general area transportation cancellations: all vehicles in a zone would be cancelled.

**15D. Individual Route Cancellations**

**An individual driver who runs into difficulty, prior to the start of the route, or on route, and is unable to complete the route.**

Due to the geographical size and diversity of the Renfrew County Catholic and Public School Boards, it is recognized that there may be varying weather patterns, which may necessitate the cancellation of student transportation services in one or more geographical areas or to one or more specific schools rather than on a system-wide basis.

**15E. School Transportation Cancelled for the Day**

Subject to the foregoing Clauses 15A, 15B, 15C and 15D, when transportation service is cancelled in the morning, it is understood that the cancellation will apply to the afternoon as

well, unless otherwise specified, and that parents/guardians who bring their children to school on that day will also be responsible for their return home.

**15F. Individual Route Delays**

In the case of an individual route delay and a replacement vehicle may need to be dispatched.

**15G. Individual Vehicle Breakdowns**

In the case of an individual vehicle breakdown and a replacement vehicle is dispatched.

**15H. Early/Late School Dismissal**

During the School Day

When the weather deteriorates during the day, while all the students are at school, RCJTC will attempt to maintain their regular schedule. The **decision to send the students home early or to cancel transportation services for the end of the day** may be made by the General Manager of RCJTC, after discussion with transportation operators. In the event that such a decision is made, which will only happen as a last resort, the school principals will then be responsible for contacting the parents and guardians to inform them that their child(ren) will be leaving school early. Only students whose parents/guardians have been contacted will be dismissed. It will be the responsibility of parents and guardians who could not be contacted, to provide transportation for their child(ren) at the end of the school day.

**15I. Emergency School Closure/Evacuation**

In case of an emergency evacuation caused by a single emergency, or upon implementation of a municipal emergency preparedness program during regular school hours, the Board/RCJTC shall have priority in the use of the school buses. Only when the Board/RCJTC has completed the evacuation will the school buses be released for other purposes.

Transportation operators shall be expected to provide such service promptly, combining routes where possible. The RCJTC shall compensate the transportation operators for expenses only if, in order to provide this service, extra trips are required.

**15J. Emergency Numbers**

At the beginning of each school year, a list of emergency operators and principals' telephone numbers is provided to the transportation operators and to the respective boards.

**Related RCJTC Administrative Procedures:**

AP.01.81 *Incident Weather, School Closure, and Emergency Evacuation Transportation Arrangements*

**Related RCJTC Administrative Forms:**

F.01.81.1 *Incident Weather Spotter Report*

F.01.81.2 *Record of Transportation Cancellations/Delays*

F.01.81.A *Communication Procedures for System Wide Transportation Cancellations*

F.01.81.B *Communication Procedures for General Area Transportation Cancellations*

F.01.81.C *Communication Procedures for Individual Route Cancellations*

F.01.81.D *Communication Procedures for Individual Route Delays*

F.01.81.E *Communication Procedures for Individual Vehicle Breakdowns*

F.01.81.F *Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal*

Section <b>Transportation Policy</b>	Policy Number <b>RCJTC P.01.16</b>
Date	Revised

16. PLACE HOLDER

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.17</b>
Date	Revised
<b>March 7, 2016</b>	<b>December 14, 2016</b>

17. **ELIGIBILITY FOR BUSSING**

17.1 **“In” Attendance Boundary Bussing:**

School bus transportation services **will be** provided to students residing in their home school attendance boundary subject to the walking distance requirements stipulated in the walk policy.

17.2 **“Out” of Attendance Boundary Bussing:**

Out of Boundary attendance requests are approved at the school/ Board level.

School bus transportation service **may be** provided to students residing outside of their home school attendance boundary providing;

- 1) there is room on the existing bus,
- 2) there is an existing stop,
- 3) there are no additional costs.

17.3 **“Temporary Seat”:**

A temporary seat is a temporary seat assignment and can be withdrawn should the seat be required for an eligible student within the attendance boundary.

School bus transportation service **may be** provided to students providing;

- 1) there is room on the existing bus,
- 2) there is an existing stop,
- 3) there are no additional costs.

Approval for temporary seats will be communicated by the RCJTC after September 30<sup>th</sup> once all eligible students have been assigned a seat.

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.18</b>
Date	Revised

18. PLACE HOLDER

Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.91</b>
Date	Revised
<b>March 7, 2016</b>	

**91. RIDERSHIP, RUN & ROUTE REVIEW**

**91.1** The Renfrew County Joint Transportation Consortium (RCJTC) is committed to provide an effective and efficient student transportation system centred around three (3) main core planning areas:

- 1) Ridership
  - 2) Runs
  - 3) Routes
- ...the 3 R's.

**Related RCJTC Administrative Procedures:**

AP.01.91 *Ridership, Run & Route Review Procedure*

Section <b>Transportation Policy</b>	Policy Number <b>RCJTC P.01.92</b>
Date	Revised

92. PLACE HOLDER



Section	Policy Number
<b>Transportation Policy</b>	<b>RCJTC P.01.93</b>
Date	Revised
<b>March 7, 2016</b>	

**93. OPERATOR AUDITS**

**93.1** Renfrew County Joint Transportation Consortium (RCJTC) will perform operator audits

**93.2** An operator audit is a process designed to mitigate risk and enhance contractor performance through active contract compliance monitoring and performance measurement. Elements of the contract between RCJTC and our school bus contractors are monitored and measured to determine if contract expectations are being met.

**93.3** RCJTC will collect operator audit data throughout each school year and provide reports to contractors with the ultimate goal of ensuring excellent customer service.

**Related RCJTC Administrative Procedures:**

AP.01.93 *Operator Audits Procedure*

**Related RCJTC Administrative Forms:**

F.01.93 *Route Audit Form*