

Section	Policy Number
Operational Policy	RCJTC P.04.01
Date	Revised
December 21, 2013	

1. SCHOOL BELL TIME CHANGE

- 1.1 Many bus routes are shared among the district school boards and school bell times must be staggered to best utilize the contracted bus 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.
- 1.2 The RCJTC has the authority to reduce and/or increase the bell time window by up to thirty (30) minutes.
- 1.3 Time is set according to the National Research Council Web Clock found on the web at http://time5.nrc.ca/webclock_static_e.shtml.

Related RCJTC Administrative Procedures

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

Related RCJTC Forms

F.04.01 *Request for School Bell Time Change*

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

Section	Policy Number
Operational Policy	RCJTC P.04.02
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2. RECORDS RETENTION

2A.1 Retaining records serves two purposes. In the short term, it provides those responsible for management with the means to monitor transactions and resolve problems. In the long term, it enables RCJTC to comply with records retention regulations, as per Ministry guidelines.

2B. Application

2B.1 Financial records are RCJTC property and include: annual reports, budget and financial statements, government contracts produced or received, gifts and agreements, spreadsheets or other software programs that document calculations, memoranda, correspondence, planning documents and receipts, e-mail messages to the extent they authorize or provide substantiating information, or other documentation of individual entries made in the transaction of its business. This procedure applies to all original documentation supporting the accuracy, applicability and method of calculation for all financial entries. This applies to all original or archival forms of storage media, including: paper, microfilm, microfiche and/or jackets, aperture cards, optical disks, CD ROM, 8mm or other magnetic tape, computer drive, any size diskette or other magnetic, film or optical media.

Related RCJTC Administrative Procedures

AP.04.02 *Records Retention Procedure*

Related RCJTC Forms

F.04.02.1 *Table of Laws and Citations with Records Retention Requirements*

F.04.02.2 *Records and Information Management Classification and Retention Guideline Schedule*

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3. TRANSPORTATION SERVICES EVALUATION FOR SCHOOLS

The service level provided by RCJTC is important to us and this evaluation process will allow us to review and adjust our performance where required.

Related RCJTC Administrative Procedures

AP.04.03 *Transportation Services Evaluation Procedure*

Related RCJTC Forms

F.04.03 *Transportation Services Evaluation for Schools*

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4. RESPONSIBILITY OF RCJTC

- 4.1** Pursuant to the *Education Act*, R.S.O. 1990, school boards may provide transportation services for their students.
- 4.2** With the goal of constantly improving their efficiency, RCJTC has adopted common guidelines pertaining to student transportation.
- 4.3** Transportation is organized and supervised by the RCJTC.

Related RCJTC Administrative Procedures

AP.04.04 *Responsibility of RCJTC Procedure*

Related RCJTC Forms

Section	Policy Number
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5. Placeholder

Related RCJTC Administrative Procedures

Related RCJTC Forms

Section	Policy Number
Operational Policy	RCJTC P.04.06
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6. NON-DISCLOSURE AGREEMENT

All companies/consultants that conduct business with the RCJTC are required to sign a non-disclosure agreement prior to starting work with RCJTC and remains in effect until the conclusion of the contract plus two years.

Related RCJTC Administrative Procedures

AP.04.06 *Non-Disclosure Agreement*

Related RCJTC Forms

F.04.06 *Non-Disclosure Agreement*

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7. PROCESS FOR APPEALING DECISIONS

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.

Related RCJTC Administrative Procedures

AP.04.07 *Process for Appealing Decisions*

Related RCJTC Forms

F.04.07 *Transportation Appeal Process Form*