

Section	Administrative Procedure Number
Safety Procedures	RCJTC AP.03.14
Administrative Procedure Title	
Pandemic Planning and Response Procedure	
Date	Revised
December 21, 2013	

The member Boards, as well as Public Health officials, in conjunction with the Pandemic Management Committee shall monitor the situation daily providing updates and decisions regarding school closures and/or cancellation of classes to the RCJTC.

RCJTC

1. Subject to daily review, vehicles will maintain regular schedules while schools are open. Absenteeism of drivers may jeopardize the transportation operator’s ability to provide an adequate level of service.
2. Notification of transportation cancellations will follow the inclement weather procedures minus the road spotters.
3. Students that demonstrate influenza symptoms will not be provided with board provided transportation.

Transportation Operators

1. Ensure the transportation operators have RCJTC approved pandemic plans and training programs for their drivers.
2. Transportation operators are to communicate incidents of high ridership absenteeism to RCJTC and must recommend route alterations or cancellations.
3. Train drivers to clean/sanitize all school purpose vehicles after each route.

Drivers

1. Drivers must report noticeably sick students to the school and their transportation operator.
2. Drivers must be trained to spray down all seat surfaces with an approved sanitized or solution at the end of each route.

Remember, proper hygiene principles (e.g. hand washing etiquette, use of hand sanitizers, coughing/sneezing etiquette) greatly reduces the probability and spread of influenza.

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

Related RCJTC Policy

- P.01 *Transportation Policy*
- P.03 *Safety Policy*

Related RCJTC Administrative Procedures

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

Related RCJTC Forms

- 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*