

**REQUEST FOR STOP LOCATION REVIEW FORM**

As the parent/guardian, I understand that (check boxes below):

- it is my responsibility to ensure the safety of my child(ren) at the designated stop;
- it is my responsibility, if I feel it age appropriate, to walk with my child(ren) to and from the designated stop;
- there is no requirement to provide door to door transportation for students.

If these are not the reasons for a stop location review request, please complete the information required in Section 1. RCJTC staff will determine within fifteen (15) to thirty (30) working days whether the stop location should be relocated. No reviews 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 to assign students to transportation.

Parent/Guardian Last Name	First Name	Date Submitted (mm/dd/yyyy)	
Student's Last Name	First Name	School	Grade
911 Address (Street Number, Street Name)	City		Postal Code
Mailing Address (if different from above)	City		Postal Code
Email Address	Home Phone (613)	Work Phone (613)	Cell Phone (613)

Nature of concern and preferred stop location

A.M. Stop      Route #: \_\_\_\_\_       P.M. Stop      Route #: \_\_\_\_\_

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**\*\* Incomplete forms will be rejected.\*\***  
 ~ Please send completed form to RCJTC at above address. ~

<b>For RCJTC Use Only</b>	
<b>RCJTC File #:</b>	

*The personal information you have provided on this form and any other correspondence relating to transportation is collected by the Renfrew County Joint Transportation Consortium (RCJTC) under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to arrange appropriate transportation, and to give information to employees and transportation providers to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the **General Manager of the RCJTC, 999 Cecelia St., Pembroke, 613-732-8419.***