

Section	Procedure Number
Transportation Procedures	RCJTC AP.01.01
Procedure Title	
New Student Registration Assignment Procedure	
Date	Revised
December 21, 2013	October 5, 2016

School

The Principal determines if the student is in the school's attendance boundary.

After determining student eligibility, the school enters all appropriate information into the school's database. The school ensures that all the information is correctly filled out including EpiPen® information.

RCJTC

Student data is pulled from school's database overnight and loaded into transportation software.

RCJTC will assign the student to a designated stop and advise the parent/guardian (if an email address has been provided to the school), school and transportation operator including start date via transportation software.

RCJTC will monitor student data lists for consistency in information provided.

RCJTC will use student data lists for route analysis that includes the number of vehicles in service, the number of students per stop and for the provision of information and resolution of parent inquiries as required.

RCJTC will use student data for route optimization with the transportation software.

RCJTC will use student data for school boundary analysis as required.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

AP.02.04 *Anaphylactic Procedure*

Related RCJTC Forms

F.01.01. *Student Transportation Request Protocol*

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