



Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.09
Administrative Procedure Title	
Special Needs Transportation Procedure	
Date	Revised
December 20, 2013	

A JK – Gr. 12 student will be granted specialized transportation as deemed necessary per the Special Needs Department for each respective board.

Parent/Guardian/Caregiver

Pick up – Special needs students should be at their stop location and be readily available at least five (5) minutes prior to pick up time. Special needs students should be accompanied by a parent/guardian.

Drop off – Parents/Guardians must be available to receive the special needs students at the designated stop and time. If a student is not met at the stop and should be, the student will be taken back to the school.

Parents/Guardians of special needs students are required to contact the transportation operator directly if transportation is not needed due to illness, vacation, etc.

Small Vehicle Procedure

The parent/guardian is responsible to open/close small vehicle door, apply the safety devices assigned to the students i.e. buckling or unbuckling the seat belt, fastening or unfastening the buckle guard if needed, fastening or unfastening the vest to/from the harness straps as well as the seatbelt with the vest or any other devices as mandated by the Board. The driver will visually inspect any device before proceeding.

School

School staff member must be readily available as the vehicle arrives to receive the special needs student. The student will not be released from the vehicle unless a school official is available.

The school staff member is responsible to open/close a small vehicle door, buckle or unbuckle the seat belt with or without the use of a booster seat as mandated by the RCJTC under the Highway Traffic Act. The driver will visually inspect any device before proceeding.

The school staff member is responsible to apply the safety devices assigned to the students i.e. buckling or unbuckling the seat belt, fastening or unfastening the buckle guard if needed,

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fastening or unfastening the vest to/from the harness straps as well as the seatbelt with the vest or any other devices as mandated by the Board. The driver will visually inspect any device before proceeding.

Driver

The driver will ensure that the route description is followed as approved by RCJTC to ensure consistency and continuity.

The driver will visually inspect the use of and the implementation of the safety equipment to ensure that students are secured properly.

If a caregiver is not readily available to receive the special needs student upon arrival to the home or school, the student will not be released on his/her accord. The driver will contact their immediate supervisor and request further direction. If a student is returned back to school, the transportation operator will contact the school to ensure someone is there to meet the student.

RCJTC

RCJTC will ensure that directives forwarded to the Consortium by all Board's Special Needs Departments are carried out and assigned as required.

RCJTC will ensure that operators are fully aware of the safety equipment required for each special needs student.

RCJTC will provide the required equipment as needed.

The route change timeframes for school start-up are as follows:

- Last Monday in August – There will be no changes for the first week of school.
- NO changes will occur within the first six (6) days of school.

Changes requested as of the last Monday in August to the 1st Wednesday in September will be implemented on the 3rd Monday in September.

Changes requested after the 1st Wednesday in September to the 2nd Wednesday in September will be implemented on the 4th Monday of September.

Changes requested after the 2nd Wednesday in September to the 3rd Wednesday in September will be implemented on the 1st Monday of October.

Changes requested after the 3rd Wednesday in September to the 4th Wednesday in September will be implemented on the 2nd Monday of October.

Effective the 3rd Tuesday of October the change requests return back to the regular three (3) business day cycle.

The route change time frame for the remainder of the school year will be three (3) days upon RCJTC receiving the information.

Related RCJTC Policy

- P.01 *Transportation Policy*
- P.02 *Special Needs Policy*

Related RCJTC Administrative Procedures

- AP.01.10 *Special Needs Verification & Assignment Procedure*
- AP.01.13 *Small Vehicle Arrangement Procedure*
- AP.02.01 *Accessibility Plan – Loading and Unloading*
- AP.02.03 *Transporting Service Dogs Procedure*

Related RCJTC Forms

- F.02.01.1 *Personalized Accessibility Plan for Students with a Special Need*
- F.02.01.2 *Specialized Transportation Request*