

Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.10
Administrative Procedure Title	
Special Needs Verification and Assignment Procedure	
Date	Revised
December 20, 2013	

Special needs students will be defined as:

- a JK or SK special needs student who is pre-registered in the current year to start school in the following school year (September);
- a full grade special needs student (Grades 1 through 7) who is pre-registered at his prospective new school in the current year and will require transportation to the new school at the beginning of the next school year (September);
- all elementary special needs students when graded up must attend another designated elementary school;
- all Grade 8 special needs students registering to their secondary school for the following school year (September);
- a new JK – Gr. 12 student who is registered during the current year and is approved by the respective Special Needs Department.

RCJTC will provide documentation of the deadline date and the need to receive the information to reflect the requirements of the students for the following school year.

RCJTC will provide directive regarding information required, specifying requirements needed to provide superior level of services.

RCJTC will request that all emergency equipment required be verified.

RCJTC will request that any monitored student notification be three (3) weeks in advance to accommodate their needs.

RCJTC will request that all new special needs students have accompanying documentation to ensure that the requirements and the equipment needs of the student are met and properly addressed for initial set up.

Verification Process

Upon receipt of the completed application(s) from the Special Needs Departments, RCJTC will proof each application to ensure all information is complete.

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If determined that the application does not meet criteria, RCJTC will communicate with the individuals as required to correct any errors or omissions as noted. This need for communication to clarify any errors may delay the implementation of transportation.

Upon RCJTC approval:

- the operator will be authorized to implement the transportation;
- a designate will contact the family and school of the arrangements.

RCJTC will monitor the route information uploaded on the server to ensure effective transportation is being provided as directed.

RCJTC will maintain the special needs student transportation data lists for all boards.

The Special Needs Department

- Will provide the current electronic database to the RCJTC before June 15 of the current year.
- Will complete the requirements listed below and return the document by requested deadline dates.
- Will provide required information for **ALL** returning special needs students electronically, including those that have had changes to their needs.
- Will provide required information for all special needs students transferring to new educational location in the coming school year.
- Will provide required information for all pre-registered special needs students newly coming into the educational system.

Information Required

- Student Surname, Given Name
- Student Identification Number
- Grade
- 911 Address
- Transportation Address
- Gender
- Home Telephone Number
- Email contact information
- Emergency Contact Name
- Emergency Contact Phone Number (different than home number)
- Date of Birth
- Parent/Guardian Name, Home Telephone Number (if differ from child), Work and Cellular Telephone Numbers
- Receiving School
- Exiting School (if required)
- Start Date
- Length of Day (if on modified day)
- Special Physical or Medical Considerations
- EpiPen®, if Yes, What
- Allergen, if Yes, What
- Safety Equipment Required
- Additional Information, if Required, (i.e. Height, Weight)

Transportation Operator

The transportation operator will be notified where possible of special needs assigned students by the week prior to August 1st.

Related RCJTC Policy

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

Related RCJTC Administrative Procedures

- AP.01.09 *Special Needs Transportation Procedure*
- AP.01.13 *Small Vehicle Arrangement Procedure*
- AP.02.01 *Accessibility Plan – Loading and Unloading*
- AP.02.02 *Type 1 Diabetes Emergency Procedure*
- AP.02.03 *Transporting Service Dogs Procedure*
- AP.03.09 *EpiPen® Procedure*

Related RCJTC Forms

- F.02.01.1 *Personalized Accessibility Plan for Students with a Special Need*
- F.02.01.2 *Specialized Transportation Request*
- F.02.02 *Diabetes Hypoglycemia Emergency Action Plan*
- F.03.09 *Anaphylaxis Emergency Treatment Plan*