

Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.13
Administrative Procedure Title	
Small Vehicle Arrangement Procedure	
Date	Revised
December 20, 2013	

RCJTC recognizes that exceptional circumstances may require the contracting of small vehicles for student transportation.

RCJTC

If it is determined that the student meets the criteria for small vehicle service, RCJTC will then forward a request via e-mail to the proper transportation operator for assignment.

Transportation Operator

Upon receipt of the request from RCJTC, the transportation operator will set up transportation as requested.

The transportation operator will contact the school and families of the arrangements, times and start date as directed by RCJTC.

Parents/Guardians

In the event of small vehicle transportation upon arrival or departure of any student, the parent/guardian is responsible to open/close the vehicle door, buckle or unbuckle the seat belt with or without the use of a booster seat as mandated by the RCJTC or as prescribed by the Highway Traffic Act. The drivers will visually inspect any device before proceeding.

Related RCJTC Policy

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

Related RCJTC Administrative Procedures

- AP.01.09 *Special Needs Transportation Procedure*
- AP.01.10 *Special Needs Verification and Assignment Procedure*
- AP.02.01 *Accessibility Plan – Loading and Unloading*

Related RCJTC Forms

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

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