

Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.14
Administrative Procedure Title	
Cultural Exchange Students Procedure	
Date	Revised
December 20, 2013	

A representative from the school/Board will submit a Student Transportation Request in writing to RCJTC a minimum of fifteen (15) days in advance.

The school is responsible for providing a list of host students who are currently receiving transportation (the names of host students who are not receiving transportation are not required). RCJTC requires the name of the exchange student, paired host student and days/dates for which the service is required.

RCJTC will review the request and reply to the school as soon as possible.

No new stops or changes to service will be made to accommodate exchange students, except with the approval of the RCJTC General Manager.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.01.01.1 *Student Transportation Request*

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