

Section	Administrative Procedure Number
<b>Transportation Procedures</b>	<b>RCJTC AP.01.15</b>
Administrative Procedure Title	
<b>Emergency Transportation Procedure</b>	
Date	Revised
<b>December 20, 2013</b>	

The privilege of using the existing transportation system, for purposes other than the authorized home to school service, may be available to pupils of both elementary and secondary schools for emergencies only. Issuing of emergency passes is NOT to be used for things such as; sleep overs, birthday parties, parental vacation, as this is not an exhaustive list and only to be used as some examples. Some examples of emergencies are; death of parent/ caregiver/ sibling, same day hospital admission of parent/ caregiver/ sibling, as this is not an exhaustive list and only to be used as some examples. Transportation shall be provided subject to there being room on the vehicle and utilizing an existing stop, this shall be determined after the principal consults with the RCJTC to ensure adequate space is available and then when authorized by the principal, or designate, using the **Emergency Transportation Pass**.

Drivers shall not permit pupils on the vehicle, other than their regular pupils, unless the pupil shows proof of authorization by providing a properly signed Emergency Transportation Pass.

The school principal and driver shall take the responsibility of controlling the use of this privilege in cases of obvious abuse or discipline problems.

The driver, in providing this service, shall not be permitted to extend the regular route, or create unnecessary stops.

Parents/guardians shall be fully responsible for the whereabouts of their son/daughter under the terms of this emergency transportation privilege.

**Related RCJTC Policy**

P.01 *Transportation Policy*

**Related RCJTC Administrative Procedures**

**Related RCJTC Forms**

F.01.15 *Emergency Transportation Pass*

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

~ S A M P L E ~

EMERGENCY TRANSPORTATION PASS

School: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

Route #: \_\_\_\_\_ Transportation Operator: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

A.M. Pick Up Location: \_\_\_\_\_

P.M. Drop Off Location: \_\_\_\_\_

Verified with RCJTC:  Available Space  Existing Designated Stop

School Authorization: \_\_\_\_\_

DISTRIBUTION: To be retained by the Transportation Operator and returned to school monthly.

**“SAFETY REQUIRES THAT PUPILS OBEY THE TRANSPORTATION RULES”**

Copies: White – Driver/Transportation Operator; Canary – School