



Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.18
Administrative Procedure Title	
Late Transportation Procedure	
Date	Revised
December 20, 2013	

In the case of pupils requiring late transportation services, a **Late Transportation Pass** shall be issued by the principal, or designate, on behalf of the pupil, authorizing the driver to provide this service. This pass shall be issued for each occasion and/or for long term events. Drivers shall not permit pupils on the vehicle unless the pupil shows proof of authorization by providing a properly signed Late Transportation Pass. Drivers shall have students render the Late Transportation Pass when it expires.

Schools are responsible for arranging and payment of late transportation routes.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.01.18 *Late Transportation Pass*

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

~ S A M P L E ~

LATE TRANSPORTATION PASS

School: _____ Date: _____
(dd/mm/yyyy)

Route #: _____ Transportation Operator: _____

Student's Name: _____ Grade: _____

P.M. Drop Off Location: _____

Activity: _____

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