



Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.20
Administrative Procedure Title	
Transportation Consideration for Secondary Students Procedure	
Date	Revised
December 20, 2013	

Service will be considered only if the student can utilize their home to school assigned vehicle and will only use an existing stop. Students must complete a Transportation Consideration for Secondary Students Request form at their respective school. The school will complete the required fields and forward the application to RCJTC. Processing may require one (1) to two (2) weeks at which point, the decision will be forwarded to the school for student notification.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.01.20 *Transportation Consideration for Secondary Students Request*

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

~ S A M P L E ~

TRANSPORTATION CONSIDERATION FOR SECONDARY STUDENTS REQUEST

Request is made for transportation after school to an alternate location for work/academic needs (or to/from a co-op placement). It is understood that the vehicle providing this service must be the same vehicle as used from home and an existing stop must be used – no new stops will be added to the route. Requests must be re-applied for annually. Ordinarily, requests of this nature will take one (1) to two (2) weeks to review; though in some circumstances there may be delays. While each request will be considered, there is no guarantee that the request will be granted.

Student's Name: _____

School: _____ Grade: _____ (only 9-12 approved)

911 Address: _____
and Street PO Box City Postal Code

Reason for Special Consideration: (Check appropriate reason and indicate location and address.)

Work Community Service Hours Co-op Tutoring Academic Need: _____

Morning Afternoon Full Day Requested Start Date: _____

Location and 911 Address: _____
and Street City Postal Code Telephone

Name of Business/Comments/Further Information: _____

Requested by Parent/Guardian:

Telephone: (H) 613- _____ (W) 613- _____

(C) 613- _____ E-mail: _____

Print Name _____

Signature _____

Date: _____

Forward this form to the School Office.

SCHOOL'S USE ONLY:

This is a student at my school and is in good standing: Yes No

Parent/Guardian signature is authentic: Yes No

Comments: _____

Signature: _____
Principal/Vice Principal Only

Date: _____

Forward this form to RCJTC.

RCJTC USE ONLY:	
Home & Alternate Route: _____	Operator: _____
Closest Existing Stop: _____	Time: _____ : _____ / _____ :
Distance Away from Alternate Drop Off Requested: _____	
Recommendation re: Transportation Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date: _____
Comments:	
Signature: _____	Date: _____

c.c. Parent/Guardian School Transportation Operator

*The personal information you have provided on this form and any other correspondence relating to transportation is collected by the Renfrew County Joint Transportation Consortium (RCJTC) under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to arrange appropriate transportation, and to give information to employees and transportation providers to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the **General Manager of the RCJTC, 999 Cecelia St., Pembroke, 613-732-8419.***