

Section	Administrative Procedure Number
Administration Procedures	RCJTC AP.01.40
Administrative Procedure Title	
Responsibility of Transportation Operators Procedure	
Date	Revised
December 20, 2013	

Transportation operators must:

1. endeavour to abide by all laws and Acts that govern the operation of a vehicle and the policies and procedures of the RCJTC;
2. consistently adhere to the routes and schedules set out by the RCJTC;
3. notify the school in the event of any delay of more than ten (10) minutes;
4. notify the RCJTC in the event of any delay of more than fifteen (15) minutes and give the reasons for the delay;
5. notify RCJTC of all travel cancellations that occurred during the either the morning or afternoon route;
6. maintain effective and open communication with parents and guardians, to inform them about delays on routes. This communication must be maintained from the first student on a vehicle, up to until the last student exits the vehicle, whatever time of day this may be;
7. ensure that the necessary steps are taken in the event of an accident;
8. maintain its vehicles and ensure that drivers drive them according to the requirements of the Public Vehicles Act and the regulations thereunder, and any other public transit laws and any transportation rules established by the RCJTC;
9. provide the RCJTC with the following documents:
 - proof that the driver holds a valid Class B driver’s licence allowing him/her to drive a school bus and Class E driver’s licence allowing him/her to drive a school purpose vehicle;
 - proof of insurance as required by the Public Vehicles Act;
 - twice a year, a copy of the Safety Standards Certificate (MOT), as well as the Vehicles and Owners Evaluation Form issued by the MOT (report on buses for physically disabled passengers and Bus Inspection Report for Owners/Bus Inspection Owner’s Report). Owners are expected to maintain at least a satisfactory rating;

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- a copy of his/her Operating Permit, if he/she wishes to provide vehicles to school boards for non-educational outings;
- proof that all drivers receive training preparing them to fulfill their responsibilities;

10. make sure to keep the vehicles clean and free of any hazards;

11. not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported to the school principal, who will be responsible for taking the necessary disciplinary measures.

The RCJTC shall withhold payment for services rendered from any transportation operator who does not follow the requirements described above.

Related RCJTC Policy

- P.01 *Transportation Policy*
- P.03 *Safety Policy*

Related RCJTC Administrative Procedures

- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.41 *Responsibility of Drivers Procedure*
- AP.01.44 *Standards of Performance Procedure*
- AP.01.81 *Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements*
- AP.03.02 *First Aid/CPR Certification Procedure*
- AP.03.07 *Vehicle Collision/Disruption/Near Hit Reporting Procedure*
- AP.03.07.1 *Collision Preventability Determination Guideline*
- AP.03.08 *Incident Reporting Procedure*

Related RCJTC Forms

- F.01.29 *School Vehicle Complaint*
- F.01.81.1 *Inclement Weather Spotter Report*
- F.01.81.2 *Record of Transportation Cancellations/Delays*
- F.01.81.A *Communication Procedures for System Wide Transportation Cancellations*
- F.01.81.B *Communication Procedures for General Area Transportation Cancellations*
- F.01.81.C *Communication Procedures for Individual Route Cancellations*
- F.01.81.D *Communication Procedures for Individual Route Delays*
- F.01.81.E *Communication Procedures for Individual Vehicle Breakdown*
- F.01.81.F *Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal*
- F.03.07.1 *Collision Report Form*
- F.03.07.2 *Disruption Report Form*
- F.03.07.3 *Near Hit Report Form*
- F.03.08.1 *Safe Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*