



**LOST STUDENT REPORT**

Transportation Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Driver: \_\_\_\_\_ Route No.: \_\_\_\_\_

Regular Driver  Spare Driver Incident #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade:  JK  SK or \_\_\_\_\_

911 Address: \_\_\_\_\_  
Number Street Name City Postal Code

Stop Location: \_\_\_\_\_

Incident Type: Left unattended? .....  Yes  No  
Incorrect drop off? .....  Yes  No  
Student board wrong vehicle? .....  Yes  No  
Did student board vehicle, but was to have stayed at school (for  
Day Care or parent/guardian pick up)? .....  Yes  No  
Other: \_\_\_\_\_

School: \_\_\_\_\_ Board: \_\_\_\_\_

Incident Details: \_\_\_\_\_

Breach of Discipline Report Form Submitted?  Yes  No

If yes, describe: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*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.*