Student Transportation Guide

For Parents and Guardians
School Bus Transportation Zones Renfrew County

Buses are running. Follow @RCJTC_Trans on twitter, visit www.onthebus.ca, download the app, and check subscriber emails for delay info.

All buses in this zone are cancelled.

RCJTC Staff:

Justin Jeffrey
Assistant Manager
All Areas

Lino DeGasperis
Transportation Router
Area: Madawaska (Zone 4)
• George Vanier
• Killaloe
• Madawaska Valley District High School
• Plamer Rapids
• St. Andrews
• St. John Bosco
• Sherwood
• Whitney

Sue Taylor
Transportation Router
Area: Deep River (Zone 1)
• Mackenzie Community School (Elementary & High School)
• St. Anthony's
• St. Mary's

Area: Petawawa (Zone 2)
• Herman Street
• Our Lady of Sorrows
• Pineview
• St. Francis of Assisi
• Valour (Elementary & High school)

Area: Pembroke (Zone 3)
• Beachburg
• Bishop Smith Catholic High School
• Bishop Smith Elementary
• Cathedral

Kim Clouthier
Transportation Router
Area: Cobden, Douglas, Eganville (Zone 5)
• Cobden
• Eganville
• Opeongo High School
• St. James
• St. Michaels

Area: Renfrew (Zone 6)
• Admaston
• Central
• Our Lady of Fatima
• Queen Elizabeth
• Renfrew Collegiate Institute
• Renfrew Collegiate Intermediate
• St. Joseph's (in Calabogie)
• St. Joseph's Elementary (in Renfrew)
• St. Joseph's High School
• St. Thomas the Apostle

Area: Arnprior (Zone 7)
• A.J. Charbonneau
• Arnprior District High School
• John XXIII
• McNab
• St. Joseph's (in Arnprior)
• Walter Zadow
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Welcome to RCJTC!

The Renfrew County Joint Transportation Consortium is located in Pembroke, Ontario. We are a non-for-profit organization set up between the Renfrew County Catholic District School Board and the Renfrew County District School Board. With a reach of approximately 7,851 sq.km among 53 different school sites, the 166 school buses operated under the consortium travel over 33,353 km to transport roughly 10,000 students on a daily basis. That’s more than 7 trips to Vancouver daily!

Mission Statement

In support of the educational mandate of our Partner Boards, the Renfrew County Joint Transportation Consortium (RCJTC) is committed to providing a: Safe Efficient Effective transportation service to our students.

We Are Committed To...

Providing safe and efficient transportation services, in a reasonable period of time for the students, from their place of residence to the school and from the school to their place of residence.

Providing individualized transportation services for students who cannot access regular transportation due to a physical or physiological disability, or for other medical reasons, as well as for students identified as “exceptional” students.

Handling complaints, and requests for information or changes, on an individual basis, in accordance with the policies and procedures of RCJTC.
Safety Guidelines for Students

The English speaking School Boards, our consortium, and all bus operators in Renfrew County believe in the safety and safe conduct of its students to be of utmost importance. The school bus is an extension of the classroom, therefore Board policies and procedures apply to student behaviour on the school bus. Transportation is a privilege.

Bus Stop Safety

- Be aware of the danger zone around school vehicles.

- Be at the pick-up point five (5) minutes early.

- Do not abuse, damage, or litter private property while waiting for a school bus.

- Wait in an orderly manner, well back from the road.

- Wait until the school vehicle driver directs you to cross the road or board the vehicle.

- Line up in a single file and when the bus comes to a complete stop, board it in an orderly manner. Remember to use the hand rail when going on the bus.

- As you cross the street in front of the bus, walk ahead at least 10 giant steps (three meters). Cross only when the driver signals you to cross. Proceed across the road, looking both ways for oncoming traffic.

New to busing?
Earn Buzzy the Bee’s Safety Certificate! http://vimeo.com/229625011

Grades 1 to 4 | Earn Buster’s Safety Badges! http://vimeo.com/229631702

Grades 4-8 | Do you know who Soteria is? http://vimeo.com/230603498

For all ages | Enjoy Ontario’s school bus safety videos http://vimeo.com/oecmsbrs
Riding School Buses Safely

- Walk directly to your seat and sit down. Remain seated until ready to leave the school vehicle.
- Do not smoke, eat, or drink on the school vehicle. The Boards have a no eating policy on all buses due to life threatening allergies of some students.
- Do not abuse, damage, or litter the bus.
- Books and parcels must be kept on your lap. The aisles must be kept clear at all times.
- Do not distract or disturb the driver.
- Windows may be opened only with the permission of the driver.
- Your hands, feet, arms, and head must be kept inside the school vehicle.
- Always obey the driver’s directions.
- Emergency exits, or any other school vehicle equipment, must not be touched except in case of an emergency.
- Use appropriate language, e.g. no swearing.

Leaving the School Bus Safely

- Remain seated until the bus comes to a full stop.
- Walk to the front of the bus in a single file and use the handrail while exiting.
- Leave the bus in an orderly manner.
- Move away from the bus outside the danger zone around the school vehicle.
- If you drop something near the bus, do not pick it up. Tell the driver or some other adult.
- As you cross the street in front of the bus, walk ahead at least 10 giant steps (three meters). Cross only when the driver signals you to cross. Proceed across the road, looking both ways for oncoming traffic.

Transporting Equipment on the School Bus

Small musical instruments must be transported in cases and should be kept on your lap whenever possible.

Ice skates must be kept on the floor at your feet and carried in a sports bag, or tied together with the blades covered.

Parents or guardians are expected to transport bulky items such as large school projects or large musical equipment.

Dangerous objects are not permitted on the school bus. In case of a dispute, the final decision rests with the driver.

When Safety Rules are Broken

The driver first talks with the student and records the incident.

If the student does not cooperate, the driver will report the student to the principal.

The principal makes a record of the driver’s report and takes the appropriate action (which can include suspension of transportation privileges for the student).

The principal informs the parent/guardian and school bus driver of the action.
Parents/guardians have an important role to play in our efforts to maintain a high standard of safety and acceptable student behaviour while travelling on school buses.

All parents/guardians:

- Must realize that school bus transportation is a privilege. The Boards provide basic transportation (home to school, school to home). Bus passes will not be issued for reasons such as: appointments, birthday parties, sleepovers, extracurricular activities, part-time jobs, etc. Bus passes are for emergency purposes only, and issued at the school’s discretion only.

- Must determine whether or not it is safe for their child to leave for school under severe weather conditions, as well as other times. When buses are cancelled due to inclement weather and the school remains open, a student who normally travels on the bus should remain at home unless arrangements for transportation to school and from school have been made.

- Must have their children at the bus stop five (5) minutes before the scheduled arrival of the bus. Drivers are not required to wait.

- Are responsible at all times for their children’s safety and conduct at the designated bus stop. This includes walking to and from the bus stop.

- Are expected to cooperate with the principal and the bus driver.

- Are not to stop or delay the bus when the bus driver is transporting students to and from school.

- Should note that neither the bus driver nor the school can make changes to the bus route. You must contact the Transportation department to request route changes.

- Should introduce their child to the bus driver on the first day.

- Should attach the bus tags for Junior and Senior Kindergarten students to their backpacks.

- Should arrange bus buddies for young students.
Cancellations

When route cancellations due to bad weather or road conditions are announced, these cancellations apply to the entire school day for all Renfrew County District School Board and Renfrew County Catholic District School Board schools. Cancellation information is posted on the web at www.onthebus.ca as well as on Facebook, Twitter, iPhone App on iTunes (verify with “RCJTC”) or Android App on Google Play (verify with “RCJTC”). Families are encouraged to sign up to receive email notifications for cancellations and delays by visiting www.onthebus.ca.

When school bus routes are cancelled, it may be announced that schools will remain open for students. In these circumstances, busing will not be available for students who normally ride school buses. If parents/guardians choose to send their children to school, they will be responsible for driving and picking up their children from school.

It is the decision of the parent/guardian as to whether they send their child(ren) to school using the Board provided transportation.

Student Transportation Entitlement

The roads buses take are municipally assumed and maintained, passable, and where cul-de-sacs (of adequate size to safely accommodate a vehicle turnaround) are accessible. The Boards may provide transportation for all its students in grades JK to 6 who are attending designated schools within the defined attendance boundaries, and who live the following distance from their schools:

<table>
<thead>
<tr>
<th>Grade</th>
<th>To/From School</th>
<th>To/From Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior and Senior Kindergarten</td>
<td>0.5 km (0.3 mile)</td>
<td>0.5 km (0.5 mile)</td>
</tr>
<tr>
<td>Grade 1 to 6</td>
<td>1.6 km (1 mile)</td>
<td>1.6 km (1 mile)</td>
</tr>
</tbody>
</table>

The Boards may provide transportation for students in grades 7 to 12, within all areas of the Board’s jurisdiction who are attending designated schools within the defined attendance boundaries, and who live within the following distance from their schools:

<table>
<thead>
<tr>
<th>Grade</th>
<th>To/From School</th>
<th>To/From Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 7 to 12 (rural)</td>
<td>1.6 km (1 mile)</td>
<td>1.6 km (1 mile)</td>
</tr>
<tr>
<td>Grade 7 to 12 (urban/developed)*</td>
<td>2.5 km (1.55 mile)</td>
<td>2.5 km (1.55 mile)</td>
</tr>
</tbody>
</table>

Transportation service by school bus may be provided to and from a pick-up and drop-off point that is consistent, five days a week. These points may be located 0.5 kilometers (500 meters) up to 1.6 kilometers (1,600 meters) walking distance from a student’s home or caregiver location.
Helping You With Your Concerns

In order to better serve our students, the following schedule defines who is responsible for transportation concerns.

<table>
<thead>
<tr>
<th>Nature of Concern</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Discipline/Safety</td>
<td>School</td>
</tr>
<tr>
<td>Address/Contact Changes (Home/Sitter/Joint Custody)</td>
<td>School</td>
</tr>
<tr>
<td>Traffic Hazard/Routing Problem</td>
<td>Transportation Consortium</td>
</tr>
<tr>
<td>Eligibility</td>
<td><a href="http://www.onthebus.ca">www.onthebus.ca</a></td>
</tr>
<tr>
<td>Road/Sidewalk Maintenance</td>
<td>Municipality</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request For</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation for Certified Medical Reasons</td>
<td><a href="http://www.onthebus.ca">www.onthebus.ca</a></td>
</tr>
<tr>
<td>Temporary Seat Application Form</td>
<td><a href="http://www.onthebus.ca">www.onthebus.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Information</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and Procedures</td>
<td>Transportation Consortium</td>
</tr>
<tr>
<td>Driver Concerns</td>
<td>Bus Operator</td>
</tr>
<tr>
<td>Lost Items</td>
<td>Bus Operator</td>
</tr>
<tr>
<td>Vehicle Related Problems</td>
<td>Bus Operator</td>
</tr>
<tr>
<td>Bus Arrival and Departure Times</td>
<td>Bus Operator</td>
</tr>
</tbody>
</table>

If you are not sure whom to contact, please call the Renfrew County Joint Transportation Consortium (RCJTC) for assistance. The RCJTC office hours are from 6:30 a.m. to 5:30 p.m., Monday through Friday on normal operating days during the school year. During the summer months, the office hours are 8:00 a.m. to 4:00 p.m..

To set up transportation or make address/contact changes (home, sitter or joint custody, telephone #, email) during the regular school year (from September to June), parents/guardians are to contact their specific school. The school will then enter student information into the school’s database during this time. For the summer months (July to August), parents/guardians are to contact their School Board office. Once the information has been entered, RCJTC will then upload the changes and assign the student to a designated stop, and advise the parent/guardian of the details via email. If an email address has been not been provided to the school/Board, the school/Board will make contact.
Family Checklist

Getting Ready for School

☐ I have registered my student for school, and provided their school with up to date address and contact information, including an email address.

☐ I have logged on to the “student/parent portal” to confirm my student’s bus stop information and subscribed for email notifications of cancellations and delays.

☐ My child is dressed for today’s weather.

☐ I have reviewed the Student Transportation Guide with my child and I have posted this Family Checklist somewhere visible (e.g. fridge, bulletin board).

☐ My child knows how to recognize the bus stop and find their way home.

☐ My kindergarten children will stay on the bus until they see a parent or caregiver, or let the driver know if they are not at the stop.

☐ My child knows what to do if:
   1. They have missed their stop,
   2. Are on the wrong bus,
   3. The bus is late or does not arrive,
   4. No one is home, and
   5. There is an emergency school closure

Safe Travel To and From the School Bus Stop

☐ I understand that I am responsible for my child’s safety to and from the bus stop, and that I must be at the bus stop five (5) minutes before arrival and departure.

☐ If I am unable to accompany my child to and from the bus stop, I have made appropriate arrangements (i.e. Grandparents, sitters) to get my child safely to and from the bus stop.

☐ My child understands street safety, and will only cross streets when it is safe to do so.

At the School Bus Stop

☐ My child will respect private property and will not use it as a gathering point as their pick up or drop off locations.

☐ I will not drive into a school bus loading zone to pick up or drop off my child, or otherwise interfere with the safe travel of the bus.

☐ My child will:
   1. Stand and wait at least five (5) giant steps away from the school bus as it is arriving and departing.
   2. Get on and off the bus in an orderly fashion.

On the School Bus

☐ To ensure the bus driver can focus on driving students safely to and from school, my child will:
   1. Follow the School Bus Rules.
   2. Avoid bringing restricted items on the bus.
Throughout the year, you will need your child(ren)’s OEN number to log in to the Parent Portal to view bus changes, bus routes, and delays/cancellations. Knowing your bus operator’s contact information is also crucial for voicing driver concerns, items forgotten on the bus, and bus arrival/departure times.

For your convenience and easy access, please use this section to write down your child(ren)’s student and transportation information. If you have any questions, feel free to [contact RCJTC](#) for assistance.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Bus Number #</th>
<th>Bus Operator</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Phone Number (#)</td>
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<tr>
<td></td>
<td></td>
<td>Company Name</td>
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