



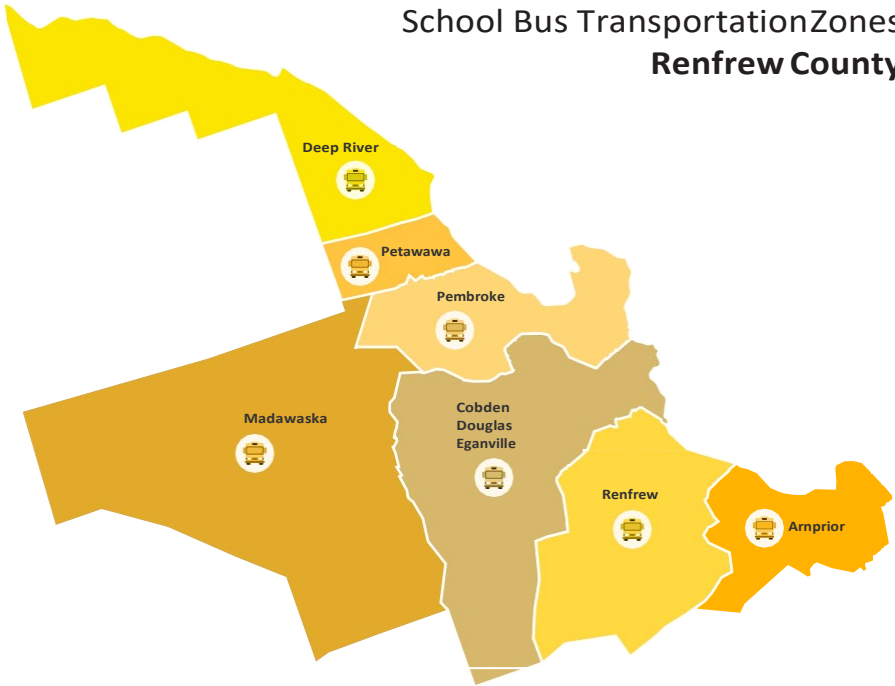
RCJTC

**Student**  
Transportation  
Guide

For **Parents and Guardians**

# School Bus Transportation Zones

## Renfrew County



### Zone 1: Deep River

- Mackenzie Community School (Elementary & High School)
- St. Anthony's
- St. Mary's

### Zone 2: Petawawa

- Herman Street
- Our Lady of Sorrows
- Pineview
- St. Francis of Assisi
- Valour (Elementary & High School)

### Zone 3: Pembroke

- Beachburg
- Bishop Smith Catholic High School
- Cathedral
- Champlain Discovery
- Fellowes
- Highview
- Holy Name
- Our Lady of Grace
- Our Lady of Lourdes
- Rockwood

### Zone 4: Madawaska

- George Vanier
- Killaloe
- Madawaska Valley District High School
- Palmer Rapids
- St. Andrews
- St. John Bosco
- Sherwood
- Whitney

### Zone 5: Cobden, Douglas, Eganville

- Cobden
- Eganville
- Opeongo High School
- St. James
- St. Michaels

### Zone 6: Renfrew

- Admaston
- Central
- Our Lady of Fatima
- Queen Elizabeth
- Renfrew Collegiate Institute
- St. Joseph's (in Calabogie)
- St. Joseph's High School
- St. Thomas the Apostle

### Zone 7: Arnprior

- 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, over 200 vehicles operated under the consortium travel over 30,000 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 ten (10) 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 handrail when going on the bus.
- As you cross the street in front of the bus, walk ahead at least ten 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!

<https://vimeo.com/724475731>

#### Grades 1 to 4 |

Earn Buster's Safety Badges!

<https://vimeo.com/724485594>

#### Grades 4-8 |

Do you know who Soteria is?

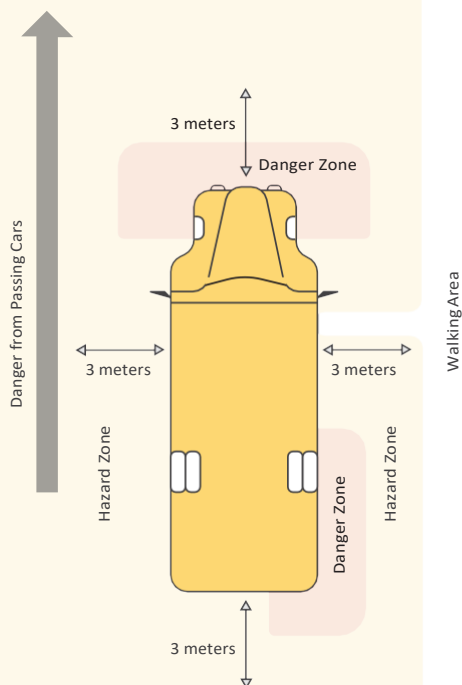
<https://vimeo.com/724527163>

#### For all ages |

Enjoy Ontario's school bus safety videos

<https://vimeo.com/oecmsbrs>

### School Bus Danger Zone



## 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 another 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.

# Guidelines for Parents/ Guardians

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 ten (10) 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 consortium 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 both the Renfrew County and the Renfrew County Catholic District School Boards. Cancellation information is posted on the web at [www.onthebus.ca](http://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](http://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 beyond the following distance from their schools:

	To/From School	To/From Stop
Junior and Senior Kindergarten	0.5 km (0.3 mile)	0.5 km (0.3 mile)
Grade 1 to 6	1.6 km (1 mile)	1.6 km (1 mile)

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 beyond the following distances from their schools:

	To/From School	To/From Stop
Grade 7 to 12 (rural)	1.6 km (1 mile)	1.6 km (1 mile)
Grade 7 to 12 (urban/developed)*	2.5 km (1.55 mile)	2.5 km (1.55 mile)

Transportation service 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 2.5 kilometers (2,500 meters) walking distance from a student’s home or caregiver’s location.



# Helping You With Your Concerns

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

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

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

General Information	Responsible
Policies and Procedures	Transportation Consortium
Driver Concerns	Bus Operator
Lost Items	Bus Operator
Vehicle Related Problems	Bus Operator
Bus Arrival and Departure Times	Bus Operator

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 not been provided to the school/Board, the school/Board will make contact.



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 to ten 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 for 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 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.

# Parent Portal



The Renfrew County Joint Transportation Consortium (RCJTC) has adopted a new **Parent Portal** where families can view their students' transportation assignments (including Route IDs, bus stop locations and pick-up/drop-off times). The Parent Portal also allows you to seamlessly receive transportation-related updates by email, including service interruptions (delays and cancellations).

## Steps to Sign Up

Parents / guardians can easily sign up for their Parent Portal account in under five (5) minutes using the six steps listed below. You can also download the **[step-by-step account set-up instructions](#)** for reference.

1. Visit the **[RCJTC Parent Portal](#)** website and select "Create Account". A pop-up message will appear prompting you to enter your email address and choose an account password. You must use the same email address that you have on file with your child's school as your child's transportation details are synced with only contacts that have been provided by the school.
  - If you change your email address, you must do so through the school in order for access to be updated in the Parent Portal.
  - If you forget your password, you can reset your password at any time using the "Forgot Your Password?" button.
2. You will receive a confirmation email to the email address that you entered in Step One. You must click on the "Confirm Email Link" text listed in the confirmation email. If you are not able to find the confirmation email, it may have been directed to your junk email inbox or spam filter.
3. A confirmation message will be shown to note that the new account has been confirmed. Click on the "Log In" link and enter your email address (username) and password to access your account.
4. Your Parent Portal will open and you can select "My Students" under the Parent drop-down list in order to select your student. The system will display their current transportation assignments. If you do not see your student, it is likely that your email address is not associated with their student profile. Contact your child's school to have your email address added or updated. This process takes approximately two (2) business days before your child will become visible in your Parent Portal.
5. To receive notifications regarding bus delays, cancellations and school closures, click on the "Update Subscriptions" button below each child's transportation assignments to add yourself to the notification list for that bus route and school.



Bus companies in Renfrew County are looking for friendly, positive individuals looking to make a difference in their communities by becoming bus drivers.

More details are available on our website: [www.onthebus.ca](http://www.onthebus.ca)

999 Cecelia Street  
Pembroke, ON K8B 1A4  
Phone: 613-732-8419  
Toll Free: 1-888-732-8419  
Website: [www.onthebus.ca](http://www.onthebus.ca)



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Renfrew County Joint  
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