

Renfrew County Joint Transportation Consortium

999 Cecelia Street, Pembroke, ON K8B 1A4

Telephone: 613.732.8419

Website: www.onthebus.ca Email: trans@onthebus.ca

F.03.07.2

DISRUPTION REPORT FORM

- 1. Call dispatcher. Request appropriate assistance.
- 2. Contact RCJTC as soon as possible via telephone 613-732-8419 or email trans@onthebus.ca.

			Level 1	Level 2	
Transporting For:	☐ RCCDSB	School(s):			
Date:	Time:	a.m. p.m.	Location:		
Route #:	Company:				
A: SCHOOL VEHICLE INFORMATION					
Vehicle Make:		Unit #:	Vehicle Size:		
Model:		Year:	Licens	e Plate #:	
Vehicle Identification No.:					
Insurance Company:		Policy No.:			
B: DISRUPTION DETAILS					
1. Type of Run: To or From School Field Trip Late Run 2. Location: Rural Urban					
3. Road Conditions: Gravel Paved Dry Wet Ice Snow Hilly Curve Flat					
4. Speed: Posted Limit km/hr Approximate Speed of Bus km/hr Direction					
5. Weather Conditions: Clear Fair Raining Freezing Rain Fog Snowing					
6. Direction of Bus: ☐ Going Straight ☐ Turning Right ☐ Turning Left ☐ Reversing ☐ Stopped					
7. Was the disruption caused by a defect in the school vehicle?					
Booster seats in the ve	ehicle?	☐ No If yes,	how many?	(Please contact RCJTC to have	

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C: DRIVER INFORMATION					
Name:	Licence #:				
Address:	Telephone #:				
Years driving a school vehicle:	Years Years driving a vehicle of this size: Years				
Was the Daily Inspection completed?	☐ Yes ☐ No				
D: In your own words, please describe the disruption with as much detail as possible, leading up to, during, and after the disruption. Use more paper if necessary.					
					
Date:	Driver's Signature:				
Company Representative: Signature:					
For RCJTC Use Only					
☐ Preventable☐ Non-preventaFailed to Inform:☐ Yes	able RCJTC File #:				

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