

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 and Renfrew County Catholic District School Board schools. Cancellation information is broadcast in the morning over the local radio station and posted on the web at www.onthebus.ca as well as on Facebook and Twitter. 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, students who normally ride school buses should not be driven to school unless their parents/guardians have made arrangements to pick them up at the regular dismissal time.)**

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 Boards may provide transportation for all its students in grades JK-6 who are attending designated schools within the defined attendance boundaries and who live the following distance from their schools:

Junior/Senior Kindergarten	0.5 kilometres or more
Grades 1 to 6 inclusive	1.6 kilometres or more

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 the following distance from their schools:

Grades 7 to 12 inclusive	Urban	2.5 kilometres or more
Grades 7 to 12 inclusive	Rural	1.6 kilometres or more

Transportation service by school bus may be provided to and from a pick-up and/or drop-off point that is consistent, five days a week. These points may be located 0.5 kilometres (500 metres) up to 1.6 kilometers (1,600 metres) 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.

Nature of Concern	Responsible
Student Discipline / Safety	School
Loading Problems	School
Permanent Stop Change / Additions	School
Traffic Hazard / Routing Problem	Transportation Consortium
Eligibility	www.onthebus.ca
Request For	
Transportation for Certified Medical Reasons	www.onthebus.ca
Temporary Seat Application Form	www.onthebus.ca
General Information	
Policy/ Procedure	Transportation Consortium
Driver Concerns	Bus Operator / School / Transportation Consortium
Lost Items	Bus Operator / School
Vehicle Related Problems	Bus Operator/ Transportation Consortium
Bus Arrival/ Departure Times	Bus Operator/ Transportation Consortium
Address/Contact Changes (Home/Sitter/Joint Custody)	School

If you are not sure whom to contact, please call the Renfrew County Joint Transportation Consortium 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), parents/guardians are to contact their specific school during the regular school year (from September-June). For the summer months (July-August), parents/guardians are to contact their School Board office. The school/ Board enters this information into the school's database. 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 provided to the school/ Board); if not the school/ Board will make contact.



999 Cecelia St.
Pembroke, ON K8B 1A4
Phone: 613-732-8419
Toll Free: 1-888-732-8419



Student Transportation Guide for Parents/Guardians



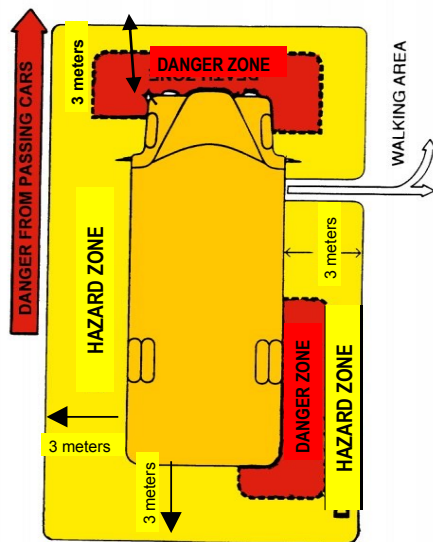
Safety Guidelines For Students

The English speaking School Boards, in Renfrew County, believe the safety and safe conduct of its students to be of the 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 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.
- 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.

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 school 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 other adult.
- 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.

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 lrg. school projects or lrg. sports or lrg. 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 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, sleep overs, extra curriculum activities, part-time jobs, etc. Bus passes are for emergency purposes only, and issued at the schools 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 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 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 arrange for bus buddies for young students.
- Should attach the bus tags for Junior and Senior Kindergarten students to their backpacks.