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| Section | Administrative Procedure Number |
| Special Needs Procedures | RCJTC AP.02.03 |
| Administrative Procedure Title | |
| Transporting Service Dogs Procedure | |
| Date | Revised |
| September 1, 2010 | |

Service dogs are trained to assist children who have physical or developmental disabilities with their daily lives and living activities.

Specialized transportation requests are approved on an annual basis only and must be reviewed each year.

The parent/guardian shall:

1. Provide a letter to the Special Education Department outlining what they see as the benefits of having the service dog attend school with their child.
2. Provide a letter to the Special Education Department from their doctor recommending the use of a service dog for their child at school.
3. Provide a certificate of training from a certified training centre of service dogs.
4. Provide the school with annual proof that the dog has been vaccinated, in good health and is licenced by the municipality.
5. Assist in the training of the service dog to board, ride and alight the vehicle with their child prior to using the regular transportation service.

The Special Education Department shall:

1. Review the request for the student to use a service dog at school and approve where applicable.
2. Inform RCJTC and the school using the IPRC (Identification, Placement and Review Committee) Transportation Request that a student with special needs will be using a service dog as part of their daily activities.
3. Provide RCJTC and the school with copies of the documents submitted by the parents/guardians in regard to the use of the service dog by the student.
4. On an annual basis, review and approve the use of the service dog by the student.

...Providing safe, efficient, effective transportation to our students

The Principal, in consultation with the Special Education Department, shall:

1. Authorize and sign the Specialized Transportation Request form.
2. Obtain appropriate Board administrative approvals before forwarding the request to RCJTC.
3. Assist the student in boarding the vehicle and finding an appropriate seat with space for the service dog.
4. Inform RCJTC of any changes to the student's transportation requirements.
5. Send letter to parents/guardians of students riding the vehicle with the service dog.

RCJTC shall:

1. Consult with the Special Education Department and/or principal on the special needs of the student and service dog.
2. Organize transportation for the student and the service dog.
3. Inform the transportation operator that a service dog is being used by one of the passengers.
4. Coordinate the training of the student, service dog, school and driver on transporting students with service dogs.

Related RCJTC Policy

P.02 *Special Needs Policy*

Related RCJTC Administrative Procedures

AP.02.01 *Accessibility Plan - Loading and Unloading*

Related RCJTC Forms

F.02.01.1 *Personalized Accessibility Plan for Students with a Special Need*

F.02.01.2 *Specialized Transportation Request*