

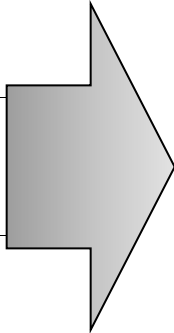
## 2022-23 Specialized Transportation Guide for Parents and Guardians

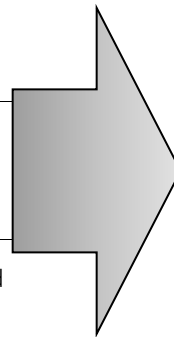
Please access the [Parent Portal](#) to view your child's transportation schedule.

- details on how to access the Parent Portal: [Parent Portal Setup Instructions](#)

If you have any concerns regarding your child's schedule, email [transportation@rcsd.ca](mailto:transportation@rcsd.ca).

<b>ANGEL GUARD:</b>	To give permission for an angel guard to be used while transporting your child, complete the form: <a href="#">Angel Guard Permission</a>
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HEALTH AND WELLNESS OF STUDENTS	Due to severe allergies and other concerns and to ensure the safety and wellbeing of all vehicle occupants being transported, <b>IT IS IMPERATIVE</b> that: <ul style="list-style-type: none"><li>○ A car seat/booster seat is:<ul style="list-style-type: none"><li>▪ Used by all students younger than 7 years of age.</li><li>▪ Clean and free from food, pet dander and odours</li><li>▪ <b>Disinfected daily by a parent/guardian before being placed in a vehicle.</b></li></ul></li><li>○ Students do not eat or drink in the vehicle</li></ul>	
PICKUP AND DROP OFF	<u>It is the responsibility of the Parent/Guardian to ensure the child is:</u> <ul style="list-style-type: none"><li>• ready prior to estimated arrival time</li><li>• seated and secured correctly in their assigned seat in the vehicle</li><li>• received by a responsible adult at drop off (<i>No child will be left unattended unless parent permission is provided in writing to <a href="mailto:transportation@rcsd.ca">transportation@rcsd.ca</a></i>)</li></ul>	
TEMPORARY SCHEDULE ADJUSTMENTS	If your child doesn't require transportation due to illness, vacation, appointments, etc, email <a href="mailto:transportation@rcsd.ca">transportation@rcsd.ca</a> <b>prior to 7:30 AM.</b> <i>(advance notice preferred)</i>	
ADDRESS CHANGES	Contact the transportation office <b>at least 3 days prior</b> , if you require changes to your child's transportation address or school.	 <ul style="list-style-type: none"><li>• Email: <a href="mailto:transportation@rcsd.ca">transportation@rcsd.ca</a></li></ul> <p><b>DO NOT</b> contact the service provider, school or driver.</p>
TERMINATION OF SERVICE	If your child no longer requires RCSD Specialized transportation, email the transportation office	
FAILURE-TO-NOTIFY	<b>If you do not notify the Transportation office as per the above, it may result in a Failure-to-Notify.</b>	
	<u>10</u> failures to notify:	A warning *
	<u>20</u> failures to notify:	Service by request only, subject to timely notification and availability.
	<i>At each level, school administration will also be notified by Transportation.</i>	<i>* St. Luke School and Cornwall School students are subject to a service review after three (3) consecutive days of failure-to-notify.</i>
	<b>NOTE: This process will begin anew each school year.</b>	



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- DO NOT** contact the service provider, school or driver.