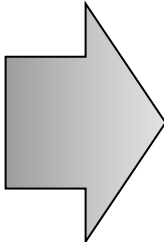


Welcome to Specialized transportation with Regina Catholic Schools. The RCSD Transportation office handles all matters related to Specialized van service. Please read over this guide and keep it for reference. For more information, visit the [RCSD Transportation website](https://www.rcsd.ca/transportation) or email transportation@rcsd.ca.

Create an account in the van [Parent Portal](#) and add your student to view their transportation details, including their van number, and pickup and drop off times. Times and vans change often throughout the school year. When changes occur, a route change notification is posted in First View. Information in the Portal updates on weekdays and changes take effect the following school day, or as noted.

Daily transportation notifications are available through [First View](#). Create an account and add your student and their routes to see whether the vehicle has been delayed or if a route change has occurred. Routes do not update automatically in First View. Email and distance notifications can also be configured.

ANGEL GUARD:	To give permission for an angel guard to be used while transporting your student, parent/guardian must complete the form each school year.	
HEALTH AND WELLNESS OF STUDENTS	<p>Due to severe allergies and choking hazards and to ensure the safety and wellbeing of all vehicle occupants, IT IS IMPERATIVE that:</p> <ul style="list-style-type: none"> ○ A car seat/booster seat is: <ul style="list-style-type: none"> ▪ Used by all students younger than 7 years of age ▪ Clean, dry, and free from food, pet dander and odours ▪ Disinfected daily by a parent/guardian before being placed in a vehicle ○ Students do not eat or drink in the vehicle. No open food or drink is allowed. ○ Vans are scent-free and fragrance-free. 	
PICKUP AND DROP OFF	<p><u>It is the parent/guardian's responsibility to ensure the student is:</u></p> <ul style="list-style-type: none"> • ready 5 minutes prior to scheduled pickup • seated and secured correctly in their assigned seat in the vehicle • received at the van by a responsible adult in a timely manner upon the van's arrival 	
CHANGES	Complete a new application to request changes to your student's address or school.	
DAILY TRIP CANCELLATIONS	<p>It is the parent/guardian's responsibility to email transportation@rcsd.ca BEFORE 7:30 a.m. if their student won't be riding the van that day.</p>	 <p>RCSD Transportation office</p> <ul style="list-style-type: none"> • transportation@rcsd.ca • 306-791-7214 <p>Trip cancellations must be received at the above by 7:30 a.m. or else a Failure-to-Notify applies.</p>
FAILURE-TO-NOTIFY	<p>* If you do not notify the RCSD Transportation office before 7:30 a.m. and your student doesn't ride in the van, it is called a Failure-to-Notify and the below actions will result.</p>	
	<u>10</u> Failures-to-Notify:	A warning and service review *
	<u>20</u> Failures-to-Notify:	Removed from regular service. Service by request only, subject to timely request and availability.
	At each level, school administration will also be notified by Transportation.	<i>* St. Luke School students are subject to a service review after three (3) consecutive days of Failure-to-Notify.</i>