

Administrative Procedure 131

INCLEMENT WEATHER / HAZARDOUS ROAD CONDITIONS

Background

School buses are to operate on all school instructional days except when inclement weather and/or hazardous road conditions or other emergency reasons constitute a significant hazard to the safety and wellbeing of school bus students.

Procedures

1. Schools

- 1.1 The safety of the students shall be the primary criterion to determine whether a school remains open.
- 1.2 Schools shall remain open on all scheduled school days, if at all possible. However, in extreme situations, the Superintendent may determine the school shall be closed in its entirety.
 - 1.2.1 In the event that a school is closed in its entirety, the Principal shall ensure all parents are notified.
- 1.3 Principals will ensure that a plan is implemented to open all commonly used school entrances by 8:30 a.m. or the normal opening time (whichever is earlier) to accommodate students and parents who are not aware of school closures.
- 1.4 Principals will ensure that appropriate educational arrangements are made for any students who do arrive at school.
- 1.5 Should weather conditions become extremely adverse during a regular school day; the Principal shall request approval from the Transportation Coordinator in consultation with the Superintendent to initiate proceedings for an early departure of students.
- 1.6 The school shall contact all parents/guardians to ensure that someone is home to receive the child. If the parent/guardian cannot be contacted the student will remain at the school until the parent has been contacted to make alternative arrangements.

2. Parents

- 2.1 If parents decide to send or take their child to school in inclement weather, it is the parents' responsibility to ensure that the child is adequately clothed for the existing weather conditions.
- 2.2 If parents decide to keep their child home, it is the parents' responsibility to ensure that the child does assigned homework, so that the child does not fall behind those who attend school.

- 2.3 The parent/guardian shall pick the child up from the school no later than normal bus drop-off time.

3. School buses

- 3.1 No school bus shall operate on days when the temperature in the area is equal to or lower than -40 degrees Celsius at 6:00 a.m., as determined by a sole weather information service selected annually by the Transportation Coordinator based on accuracy and consistency; or when inclement weather and/or hazardous road conditions or other emergency reasons constitute a significant hazard to the safety and wellbeing of school bus students.
- 3.2 The Superintendent in consultation with the Transportation Coordinator may cancel buses when weather conditions are so inclement, or road conditions so hazardous, as to constitute a risk to the students being transported.
- 3.3 Individual operators are granted discretionary power to cancel or alter their route to ensure the safety of the students being transported, and will advise the parents of the students on their route, the principals of the affected schools, and the Transportation Coordinator.
- 3.4 The Transportation Coordinator shall communicate any information about cancellation or alteration of service to the Communications Officer, who shall share this information through division-based communications platforms and broadcast media serving the area.
- 3.5 Should weather conditions become extremely adverse during a regular school day, bus drivers shall contact the Principal(s) involved who shall request approval from the Transportation Coordinator in consultation with the Superintendent to initiate proceedings for an early departure of students on their route.
- 3.6 In the event of early departure, bus drivers shall take all necessary precautions to ensure that students arrive home safely.
- 3.7 The Transportation Coordinator shall develop, at the beginning of each school year, a communication plan to notify bus drivers.
- 3.8 In the event school busses don't operate the individual Operator will advise the parents of the students on his or her route.

Reference: Section 20, 57, 60, 61, 113, School Act
Employment Standards Act