

Purpose/Background

The Division shall establish procedures that promote safety of bus students during periods of inclement weather or when road conditions are hazardous.

Procedures

1. Inclement Weather or Impassable Roads – Cancellation of Bus Service

- 1.1 A school bus operator shall be responsible and have the authority to cancel service for his/her bus route or a portion of that route if in his/her opinion road or climate conditions are of a nature that would make operation of the bus hazardous to the safety and well being of the school bus passengers. Should service be cancelled, the bus operator shall be responsible for notifying parents, the Director of Transportation and principals.
- 1.2 In the event of hazardous driving conditions in an attendance area, the Director of Transportation in consultation with bus drivers/bus contractors may cancel all buses to a school or group of schools. The Superintendent, the designated Principal, and the local trustee shall be informed of this decision.

2. General

- 2.1 Once students are being conveyed to school, the school will not be closed by the Principal until regular dismissal time. School buses shall be allowed to depart from the school only if it is deemed safe by the Principal, in consultation with the bus drivers. Problems in one school during the day may result in students being housed in another facility.
- 2.2 As well, the Principal shall have the authority to cancel afternoon bus service if he/she deems travel hazardous to the well being of students. When students are held at the school, the Principal shall arrange for adequate supervision. Should departure be delayed or cancelled, the bus operator shall be responsible for notifying parents through the telephone fan-out system. A copy of the fan-out list will be kept on file at the school, and it is the bus operator's responsibility to ensure that the accuracy of this list is maintained.
- 2.3 The Principal has the responsibility to provide adequate supervision, which may include arranging billets for students stranded at school if, in the judgment of the Principal and in consultation with the bus drivers, buses cannot operate safely on the trip home.

3. Communication

- 3.1 Area bus cancellations are to be aired over radio stations by 6:00 a.m. on the school day in question. The Communications Department shall be responsible for informing the media about the bus cancellation(s) and posting the information on the Division website by 6:00 a.m.
- 3.2 Principals shall inform parents and students in writing of this administrative procedure.

- 3.3 The Director of Transportation shall inform school bus operators in writing of this Administrative Procedure.

Reference:

- School Act Sections 18, 20, 45, 45.1, 57, 60, 61, 113, and 117
- Employment Standards Act