

Administrative Procedures

<p>AP-6010</p> <p>Bus Service Cancellation Due to Inclement Weather</p>	<p>References: The Education Act, 1995, Sec 85, 87, 108, 109, 110, 116, 175 Government of Canada - Weather</p> <p>Related:</p>	<p>Tracking: Received by Board: October 2007</p> <p>Updated: December 2007 – section 4, 6 September 2008 – section 1-6 February 2009 – section 2-4, 6 July 2009 January 2011 – section 2c, 2d, 3 August 2016 – minor edits January 2017 – added section 5a.vi August 2017 – minor edit</p>
	<p>Status: Operational</p>	

Background

The Division is committed to delivering safe and reliable transportation services to students. This administrative procedure outlines the procedures to be followed in severe weather at both the Division-wide and local levels.

Procedures

1. Prairie Valley School Division uses four Environment Canada (www.weatheroffice.gc.ca) weather towers to track weather conditions for each school, as shown in the chart below.

Regina Tower	Indian Head Tower	Fort Qu'Appelle Tower	Broadview Tower
Balgonie	Indian Head	Balcarres	Broadview
Bethune	McLean	Cupar	Grenfell
Edenwold	Montmartre	Fort Qu'Appelle	Kennedy
Grand Coulee	Qu'Appelle	Kelliher	Kipling
Lumsden	Sedley	Lemberg	Whitewood
Milestone	Vibank	Lipton	
Pense	Wolseley	Neudorf	
Pilot Butte		Southey	
Regina			
Regina Beach			
White City			

2. School Division-Wide Cancellation of Bus Service

- a. The Director of Education/CEO or designate has the authority to cancel bus service on a Division-wide basis.
- b. In making this decision, the Director of Education/CEO will use discretion, based on the best interests of students. Factors to be considered include, but are not limited to:
 - i. Severe cold weather temperature of -40 Celsius or colder without a wind chill factor at 6:00 a.m. as reported by Environment Canada.
 - ii. Severe cold weather temperatures of -45 Celsius or colder with a wind chill factor at 6:00 a.m. as reported by Environment Canada.
 - iii. Severely limited visibility created by blizzard, white-out conditions or extremely dense fog.
 - iv. Unsafe or extremely adverse road conditions cause by ice or drifting snow.
- c. If the Director of Education/CEO decides to cancel bus service School Division-wide, the Supervisor of Transportation will:
 - i. Use School Messenger to notify all bus drivers, families, and administrators, starting at 6:15 a.m.
 - ii. Email members of the Administrative Consortium.
 - iii. Contact the following radio stations: CKRM, the Wolfe, Lite92, CJME, Big Dog 92.7, Z99, Jack-FM, CJGX 94 Yorkton, CREEK radio and 1190 Weyburn; and the following news sites: Leader-Post, CTV, CBC, Global.
 - iv. Arrange for a notice to be posted on the division website at www.pvsd.ca.
- d. All out of school curricular and extra-curricular activities are cancelled on days that transportation services are cancelled.

3. Local Cancellation of Bus Service

- a. If weather conditions do not meet the criteria for a School Division-wide cancellation, the decision to cancel bus service may be made at a local level by the bus driver as per the conditions listed below.
- b. Factors to be considered by drivers are as follows:
 - i. Severely limited visibility created by blizzard, white-out conditions or extremely dense fog.
 - ii. Unsafe or extremely adverse road conditions caused by ice or drifting snow.
 - iii. Mechanical issues with the bus.
- c. If the bus driver decides to cancel the route for that day, the driver will:
 - i. Notify the Supervisor of Transportation and the principal by 6:45 a.m.
 - ii. Notify the parent or guardian of each child on the route using School Messenger.

- d. The principal will:
 - i. Inform all staff members of the bus cancellations.
 - ii. Cancel curricular and extra-curricular travel for the day, regardless of the mode of transportation to the activity, if the cancellation of bus service is sufficient to disrupt the normal functioning of the school.
- e. The Supervisor of Transportation will prepare a master list of cancellations for the day and provide it to the Director of Education/CEO and the Chief Financial Officer.
- f. If the bus driver decides to stop the route after some or all students have been picked up, the driver is to deliver each student to a safe, supervised destination and:
 - i. Inform parents or guardians directly or indirectly of the location of the students and inform any families who have not yet been picked up; and,
 - ii. Inform the Regina or Grenfell transportation office and the principal.

4. Severe Weather Conditions or Other Bus Cancellations After Students Have Arrived at School

- a. The principal will, in consultation with the driver(s), make the decision to cancel busing and prepare to put the school's procedures to billet students and staff into effect.
- b. Bus drivers may not come to school to start their runs early.
- c. Students may not be released until the normal school dismissal time, unless a parent or guardian comes to the school and takes their child or children into their own care.

5. Responsibilities Related to Bus Service Cancellation Due to Inclement Weather

- a. Responsibilities of Principals
 - i. Develop procedures to ensure the school is accessible to students during severe weather conditions.
 - ii. Keep a record of emergency billets for all bused students.
 - iii. Develop procedures to ensure students are directed safely to their emergency billets and inform parents/guardians.
 - iv. Develop procedures to billet students and staff at the school if necessary. In such instances the School Division will assume all reasonable and necessary costs.
 - v. Develop procedures to ensure all parents, guardians or independent students have access to information about the division and school severe weather procedures before the time of year when severe weather conditions might be reasonably expected. This information must include, but is not limited to:
 - 1. A summary of this Administrative Procedure.
 - 2. A request to provide the school with the name, contact number and street address of billets and to keep this information current.
 - 3. A list of radio stations that will carry announcements of bus cancellations.
 - 4. Notifications that out of school curricular and extra-curricular activities will be cancelled on days when bus service is cancelled.

- 5. Procedures to be followed if severe weather occurs during the day, after buses have completed their morning runs and students are in school.
 - vi. Ensure that student attendance monitoring and recording is followed as per AP-3040 – Student Attendance.
- b. Responsibilities of Parents or Guardians
 - i. At the start of each school year, parents of bused students are to arrange for appropriate emergency billets and inform the school and bus driver of those arrangements.
 - ii. Parents are expected to keep the record current and inform the school and driver of any change that may occur during the year.
 - iii. Parents always have the right to keep their children at home during severe weather conditions or when, in their opinion, the safety of their children may be in jeopardy.
 - c. Responsibilities of Teachers and Other School Personnel
 - i. All teachers and personnel assigned to a school are expected to be in attendance at school to perform their normal or related duties. Employees will be paid in accordance with the terms of their collective or individual agreements.
 - ii. Upon receipt of a written explanation, the Director of Education/CEO or Designate may deal with individual instances of absence due to weather or other hazardous situations.
 - d. Responsibilities of the Supervisor of Transportation
 - i. Ensure bus drivers are aware of the procedures to be followed if severe weather conditions are apparent before the start of their morning run or severe weather conditions develop during the school day.
 - ii. Facilitate internal and public communication among schools, bus drivers, other staff and parents.
 - iii. Maintain accurate and up to date records of bus cancellations, whether Division-wide or local.