

## **Protocol for Extra-Curricular Travel in Private Vehicles**

### **Introduction**

Administrative Policy 805, Closure - Severe Weather and Student Transportation, governs all travel in severe weather conditions in Prairie Spirit School Division, including extra-curricular travel. This policy specifically details conditions for bus transportation.

The following protocol provides guidance for travel in private vehicles for extra-curricular activities as Policy 805 does not specifically make reference to private vehicle travel.

### **Protocol**

According to Policy 805, school personnel must refer to the Environment Canada weather office to determine current weather conditions. Coaches and officials are advised to monitor weather and highway conditions the day before the event, the morning of travel and throughout the day. In addition to consulting Environment Canada and the Highway Hot Line, Administrators should use their discretion to make decisions regarding travel based on local weather and/or road conditions.

When travel proceeds for extra-curricular events with good travel conditions and a combined temperature and wind chill below  $-40^{\circ}\text{C}$ , the following protocol must be adhered to:

- The principal is made aware of the travel plan and consulted before travel proceeds.
- Parents are made aware of the severe temperatures and provide permission for their child to participate in the extra-curricular travel.
- The coach has a phoning tree which includes phone numbers for team members, coaches, home contacts and school administration.
- There is at least one cell phone in each vehicle.
- Each vehicle has a contact number for the coach.
- As much as possible, vehicles travel in a convoy.
- Players phone home before leaving the site of tournament or game to indicate that the team is beginning travel home.
- Once the adult driver has dropped off all passengers, the driver contacts the coach.
- The coach phones the principal or vice-principal to indicate that the tournament or game is over and all travel is completed.

### **References**

#### **Coach**

*For this protocol, "coach" refers to the Prairie Spirit staff member or approved volunteer overseeing the activity.*

**[Administrative Policy 805 – Closure – Severe Weather and Student Transportation](#)**

**Environment Canada**

975-4266 Saskatoon and area

929-2114 Prince Albert and area

*Saskatoon temperatures are to be used as a guide for all schools, with the exception of Duck Lake, Blaine Lake and Leask, which are to use Prince Albert temperatures.*

**Highway Hot Line**

1-888-335-7623

*Travel is not allowed if there is a current weather advisory against travel posted on the Highway Hot Line stating "Travel Not Recommended" and/or "Road Closed".*