

Administrative Procedures

<p>AP-805</p> <p>BUS SERVICE CANCELLATION DUE TO INCLEMENT WEATHER</p>	<p>Date of implementation: Fall 2007</p> <p>Date of update: April 25, 2019</p>
	<p>Related Administrative Procedures:</p> <p>AP-807 Transportation in Private Vehicles, Appendix A</p>

Purpose: To guide school bus service cancellation due to inclement weather. Because of the Division's geographic size, it is possible that inclement weather conditions may affect parts of the Division when other parts are unaffected. As a result, the Division believes that enabling procedures for local discretion in dealing with inclement weather conditions is both prudent and appropriate.

- 1) Responsibility of the Director of Education
 - a) The Director of Education or designate has the authority to cancel school bus service on a Division-wide basis. Inclement weather driving conditions may be a valid reason for non-operation of school buses.

- 2) Early Morning Decisions – Inclement Weather Conditions Procedures
 - a) If buses are cancelled for the day due to adverse temperature conditions, the Transportation Manager or designate will update the [Bus Cancellations](#) page on the Division website after 6:00 a.m. An information hotline (306-683-2805) with a recorded message on the status of buses not running will be available.
 - b) In determining if buses should run, Environment Canada Saskatoon temperatures are to be used as a guide for all schools, with the exception of Blaine Lake, Duck Lake and Leask, which are to use Prince Albert temperatures. Contacts for Saskatoon and area may be made at (306) 975-4266 or <https://weather.gc.ca/>. Contacts for Prince Albert and area (includes Duck Lake, Blaine Lake and Leask) may be made at (306) 929-2114 or <https://weather.gc.ca/>.
 - c) Buses are not to run if the combined temperature/wind chill factors result in a reading of -40 degrees Celsius or below at 6:00 a.m. Buses that do not run at the regular time in the morning due to a -40 degrees Celsius combined temperature/wind chill weather conditions are not to run at all on that same day.
 - d) Staff who transport students as part of their regular duties using private vehicles are to follow the same procedures as set out for school buses.
 - e) If buses do not operate due to a -40 degrees Celsius combined temperature/wind chill (as per (c) above), educational tours or extra-curricular travel by bus scheduled for later in the day will also be cancelled. Cancellation of educational tours or extra-curricular travel by private vehicle is to be at the discretion of the principal applying the following conditions:

- i) All cold/severe weather criteria identified in Division criteria must be followed before any tours or trips are permitted.
 - ii) There is no current weather advisory against travel.
 - iii) The Highway Hot Line and Environment Canada do not post advisories that travel is not recommended.
 - iv) A record is maintained regarding confirmation of above details (i.e. time, date of calls, etc.).
- f) In addition to the criteria in (b) above, extra-curricular travel in private vehicles is permissible in temperatures of -40 degrees Celsius or below subject to conditions set out in AP-807 Transportation in Private Vehicles, Appendix A "Volunteer Approved Driver Authorization Form."
- g) Wheelchair lift equipment are not to operate if combined temperature and wind-chill are at or below -35 degrees Celsius. Drivers must contact the wheelchair family to advise of no pickup that morning. They will pick up the child in the afternoon if the combined temperature is above -35 degrees Celsius. Drivers must refer to the Division bus cancellation website by 6:15 a.m. to confirm all temperature data.
- h) Road conditions can deteriorate during spring melting and prolonged rainy weather. Bus drivers should consult with families on their route to determine if roads are safe to travel and use their individual discretion whether to travel down certain roads, provide yard service or choose an alternate route/road to travel on.
- i) Buses are not to operate if weather conditions, such as freezing rain, dense fog, heavy rain or severe dust storms, impair visibility or otherwise cause dangerous travel conditions.
- j) The good judgment of bus drivers in their decisions regarding safety is to be supported.
- i) Bus drivers are to decide whether to run by no later than thirty (30) minutes before the first scheduled morning pick up, and by no later than one (1) hour prior to the scheduled afternoon dismissal.
 - ii) If a decision is made not to operate a rural bus route (except as in (a) above), the bus driver is to immediately inform the school principal and the Bus Shop (306-374-2496) no later than 7:15 a.m.
 - iii) The bus driver will also inform all families on the route about the decision not to run. If the bus does not run due to mechanical problems, the route will only be cancelled for the morning or afternoon run. Consultation with a service technician is required for determining if a repair or another bus will allow for the route to be run.
- k) Notwithstanding (h) above, if the Transportation Manager or designate makes a decision not to operate in-town bussing in the City of Warman or the City of Martensville, the school principal will be informed immediately.

- l) There is to be no early dismissal due to deteriorating weather conditions. If, after consultation between the school principal and bus driver, it is determined that the buses will not run at the regular dismissal time, the school principal will ensure that previously arranged in-town billeting is to be used for bus students. The school will also ensure families are notified of those arrangements in the event the families are unable to pick up their child from school.
- m) Schools remain open for staff and students despite inclement weather and will only be closed in the event of a threat to health and/or safety. Parents are welcome to transport their children to school at any time during the regular school day.



Protocol for Extra-Curricular Travel in Private Vehicles in Inclement Weather

Appendix A, AP-805 Bus Service Cancellation Due to Inclement Weather

AP- 805 Bus Service Cancellation Due to Inclement Weather governs all travel in severe weather conditions in the Division, including extra-curricular travel, for bus transportation.

The following protocol provides guidance for travel in private vehicles for extra-curricular activities.

Protocol:

1. According to AP-805, school personnel must refer to the Environment Canada weather office to determine current weather conditions.
2. Coaches¹ and officials are advised to monitor weather and highway conditions the day before the event, the morning of travel and throughout the day.
3. In addition to consulting Environment Canada and the Highway Hot Line, administrators, in consultation with their superintendent, should use their discretion to make decisions regarding travel based on local weather and/or road conditions.
4. When travel proceeds for extra-curricular events with good travel conditions and a combined temperature and wind chill below -40 degrees Celsius, the following protocol must be adhered to:
 - a. The principal is made aware of the travel plan and consulted before travel proceeds.
 - b. Parents are made aware of the severe temperatures and provide permission for their child to participate in the extra-curricular travel.
 - c. The coach has a phoning tree that includes phone numbers for team members, coaches, home contacts and school administration.
 - d. There is at least one (1) cell phone in each vehicle.
 - e. Each vehicle has a contact number for the coach.
 - f. As much as possible, vehicles travel in a convoy.
 - g. Players contact home before leaving the site of tournament or game to indicate that the team is beginning travel home.

¹ For this protocol, “coach” refers to the Prairie Spirit staff member or approved volunteer overseeing the activity.

- h. Once the adult driver has dropped off all passengers, the driver contacts the coach.
- i. The coach phones the principal or vice-principal to indicate that the tournament or game is over and all travel is safely completed.