

**ADMINISTRATIVE POLICY NO. 805 (2007-2008)**

CLOSURE – SEVERE WEATHER AND STUDENT TRANSPORTATION

Because of the geographic size of Prairie South School Division the Board believes that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education, or designate is authorized to dismiss students, discontinue transportation services, and/or close school in emergency situations.

**PROCEDURES**

**1. Responsibility of the Director of Education**

- a. The Director of Education or designate, in consultation with the principal(s), may close one or more schools in the Division.
- b. The Director is to instruct the Transportation Manager to inform bus drivers when classes have been rescheduled, students have been dismissed, or a school has been closed.
- c. The Director is to receive, review, and maintain on file reports from the Transportation Manager and principals regarding the stopping of any operation of buses or schools.
- d. The Director of Education or designate shall cancel applicable bus routes when the temperature reaches  $-40^{\circ}\text{C}$  and/or  $-45^{\circ}\text{C}$  with wind chill.
- e. Buses may be cancelled pending consideration of the following factors:
  - Severely drifted or extremely icy roads
  - Limited visibility because of fog or blowing snow
  - Other environmental conditionsThese environmental conditions are typically announced by Environment Canada through its telephone information services, web site or on a local radio station.
- f. The decision to cancel morning buses is to be made by 7:00 a.m.

## **2. Responsibility of Principals**

- a. Principals in consultation with the Director are responsible for deciding when to relocate students or, when applicable, to reschedule classes to ensure the safety and well being of students.
- b. When students are relocated, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians either directly or indirectly.
- c. The Transportation Manager is to notify news media to broadcast pertinent information for parents and students.
- d. The principal is to inform the principal(s) of any other school(s) and other appropriate authorities affected by the decision.
- e. If necessary, the principal is responsible for billeting students and staff at the school. The division will assume any costs incurred.
- f. The principal is to maintain a record of emergency residences for all bus students.
- g. The principal is to ensure that the school is accessible to students during normal school hours when classes have been dismissed or when the school has been closed.

## **3. Responsibility of Bus Drivers**

- a. Each bus driver is responsible for canceling a route to ensure the safety and well being of his/her passengers.
- b. Having made such a decision, the bus driver is to inform the Transportation Manager by telephone or radio. In addition, the driver is to complete and submit the *Route Information Form* stating the circumstances leading to the decision.
- c. Under no circumstances should buses start on the route at the height of a winter storm.
- d. Under no circumstances should bus drivers commence their routes prior to normal departure time.
- e. If the decision is made before students have been picked up from home, the driver is to inform parents or guardians of all passengers that the bus will not operate.

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f. If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. Drivers are to inform parents or guardians directly or indirectly of the location of the students. The driver must also inform the principal and Transportation Manager.

#### ***4. Responsibility of Transportation Manager***

a. The Transportation Manager is to facilitate communication among schools, bus drivers, and parents or guardians.

b. The Transportation Manager is to inform the Director whenever a partial bus operation has been cancelled due to weather conditions.

c. In the event bus service is cancelled pursuant to 1(e), the Transportation Manager shall notify the bus drivers and schools through the local radio stations and internal communication.

#### ***5. Responsibility of Teacher and Other School Personnel***

a. Except when notified that the school is closed, all teachers and personnel are expected be in attendance for the purpose of performing their normal or related duties. Personnel are not to lose pay when informed that the school has been closed.

b. Upon receipt of a written explanation, the Director or designate may deal with individual instances of absence due to weather or other hazardous situations.

#### ***6. Responsibility of Parents or Guardians***

a. Parents or guardians of all bus students are to arrange for appropriate emergency residences for the individual students and to inform the school and bus driver of those arrangements.

b. Parents and guardians always have the right to keep their children at home during severe weather conditions or when in the considered opinion of the parent or guardian, they have concern regarding the safety of their children. They also have the right to drive their children to school if the bus does not run.

*Learning Excellence*