

## Administrative Procedures 125

### Severe Weather

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> July 23, 2018
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 85, 175</li></ul>	<b>Internal References:</b> <ul style="list-style-type: none"><li>• AP 415 Leaves</li><li>• AP 550 Transportation of a Student on a School Bus</li><li>• Critical Incident and Crisis Response Handbook</li></ul>

### Background

Because of its geographic size it is possible that severe weather conditions may affect parts of the Division when other parts are unaffected. As a result appropriate procedures providing local discretion in dealing with weather conditions is both prudent and appropriate. Adverse winter driving conditions may be valid reasons for non-operation of school buses.

The Director or designate is authorized to discontinue transportation services in emergency situations.

### Procedures

#### 1. Early Morning Decisions

- 1.1 The following criteria shall be used as guidelines in determining the operation of school buses:
  - 1.1.1 Temperature at, or lower than  $-40^{\circ}$  C by no later than 7:00 a.m.
  - 1.1.2 Severe wind chill at, or lower than  $-40^{\circ}$  C by no later than 7:00 a.m.
  - 1.1.3 Severely drifted or extremely icy roads.
  - 1.1.4 Limited visibility because of fog or blowing snow.
- 1.2 Bus drivers are in the best position to determine the appropriateness of transporting students at any time.
  - 1.2.1 In the event the Bus driver has determined their bus will be cancelled, the drivers must:
    - 1.2.1.1 Contact each family on the route and confirm they received the message.
    - 1.2.1.2 Contact each school they transport to.
    - 1.2.1.3 Contact the Transportation Department.
- 1.3 In-town pick-ups will occur where practicable.
- 1.4 Despite the non-operation of a school bus route, employees are expected to be in attendance at their places of employment, as are all students who do not receive bus service. Non-operation of school buses may not preclude safe travel by automobile by employees.

- 1.5 When road conditions are poor early in the morning and employees choose to report to work after daylight or as conditions improve, the employee will suffer no loss in salary for the portion of the day missed during the first half of the workday (Reference Administrative Procedures 415 Leaves).
- 1.6 When road travel is considered unsafe for reasonable travel, employees will report to the school in their home community (if applicable).
- 1.7 Parents retain the right to decide whether to send their children to school during inclement weather.
  - 1.7.1 Students who are not present will be marked absent.

## 2. School Day Decisions

- 2.1 Occasionally, adverse weather conditions, which make transportation of students dangerous, may develop during the course of a school day. In such cases, the decision to operate school buses is to be made by the school bus driver in collaboration with the Principal and the Transportation Supervisor.
- 2.2 The Transportation Supervisor may make the decision to cancel bus routes, when severe weather conditions warrant such action.
- 2.3 School buses are not to begin their home routes from the school any earlier than regularly scheduled times and when students are dropped off, the driver must ensure students are safely home and in the care of a responsible person.
- 2.4 If a school bus is not operated for the morning run due to weather or road conditions it will not operate for the afternoon run. If weather conditions are favourable the following morning, the bus will operate.
- 2.5 If a school bus is not operated on its afternoon home route from the school, the Principal is responsible for the safe care of students and staff at the school until safe transportation is possible.
- 2.6 Billeting
  - 2.6.1 Each school is required to maintain a billet listing for rural students. School bus drivers who live in town may be called upon to deliver students to their billet.