

	TRANSPORTATION	IX-B-1
STRAIT REGIONAL CENTRE FOR EDUCATION <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	General Services	
	CANCELLATION OF SCHOOL BUS SERVICE DUE TO WEATHER OR ROAD CONDITIONS	
	Adopted:	January 8, 1997
	Revised:	February 4, 2004 February 21, 2011
SRCE Revised:	August 31, 2018	
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Cancellation of School Bus Service Due to Weather or Road Conditions

POLICY STATEMENT

The Strait Regional Centre for Education recognizes that the time students are engaged in learning activities should be maximized. Extreme adverse weather, however, sometimes results in the Regional Centre not being able to provide the required services to operate a public school program safely.

Decisions to alter normal school operations including reduced transportation services, cancellation of classes or closing schools, shall be made in consideration of accurate timely information and recommendations in accordance with established procedures.

GUIDELINES

1. It is the responsibility of the Regional Executive Director of Education, or designate, to authorize the cancellation of classes or closing of schools due to adverse road or weather conditions. These decisions shall be made with information and recommendations provided by the Director of Operations in consultation with Manager of Transportation and school principals.
2. The Manager of Transportation is responsible to monitor weather and road conditions closely. This shall occur through consultation with weather forecasting services, individual drivers, the Department of Transportation and Infrastructure Renewal staff and if required, the RCMP. Should weather conditions dictate, a decision shall be made to alter bussing services up to and including cancellation of bus runs, cancellation of bus services on unpaved roads, cancellation of bus services to a geographical area, cancellation of classes, delayed opening of schools, early dismissal and partial or complete system shutdown (schools and buildings closed).
3. Parents/guardians will exercise their discretion when deciding if weather or road conditions are appropriate for the safe conveyance of their children.
4. Predicted extreme weather and deteriorating conditions shall be monitored by the Operations Department during the day in consultation with school principals and bus drivers. Should the situation dictate, a recommendation from the Director of Operations will be made to the Regional Executive Director of Education/designate to cancel classes or implement an early dismissal or close a school(s) early and transport students home while conditions are still safe.

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5. Each school will develop a cancellation plan that is consistent with and supports this policy and will communicate the cancellation plan to parents/guardians, staff and to community users of school facilities.
6. A student's academic program will not be impacted in cases where students miss classes due to the cancellation of school bus service due to weather or road conditions by the Strait Regional Centre for Education. Accommodations will be made by teaching staff and school administration.
7. Extra- and co-curricular activities shall be cancelled on the days when classes are cancelled or schools are closed due to weather conditions. Exceptions may be made under unusual circumstances with the approval of the Regional Executive Director of Education.
8. Communication of an alteration of normal school operation shall be done in accordance with established procedures. These procedures shall be reviewed and amended as required to adjust to changes in staff structure and improvements in the process.
9. Bus Drivers who initiate a complete or partial cancellation of their daily bus run shall consult with the Strait Regional Centre for Education's Manager of Transportation and/or the Director of Operations prior to the cancellation.

Once authorized by the SRCE, a Cancellation of Bus Run Report included in Appendix A shall be completed and filed. All complete or partial cancellations of a bus run shall be reviewed and approved daily by the Manager of Transportation and/or the Director of Operations.

10. The Strait Regional Centre for Education has developed a document titled School Cancellation Procedures due to Extreme Weather Conditions to guide all aspects of this policy and is accessible in the Document Depot section of the Regional Centre's website, www.srce.ca.

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Appendix A: Cancellation of Bus Run Report

Driver's Name: _____

Bus Run: _____

Bus #: _____

Date of Cancellation: _____

Time Run Cancelled: _____

Contact Made With: _____

Contact Made At (time): _____

Weather Conditions: _____

Road Conditions:

Method of Determining Road Conditions: _____

Signature

Date

This report is to be submitted (faxed) to the Manager of Transportation within 24 hours of the cancellation. Fax # 902-747-3655.