

ADMINISTRATIVE DIRECTIVE 136

INCLEMENT WEATHER

INTRODUCTION/FOREWORD

The School Board provides instruction to students according to the provisions of its calendar. However, changes to the school transportation schedule or the cancellation of school buses and the closing of the school will be considered where emergency situations affect the health and/or security of the students. The Board's schools **shall remain open** despite inclement weather conditions.

GENERAL DIRECTIVES

1. Cancellation of transportation service

- 1.1 School bus routes shall be cancelled when weather conditions pose health and security risks to students.
- 1.2 When weather conditions present health and security risks to students, the decision to cancel one or more school bus routes shall be made by the bus drivers.
- 1.3 The routes cancelled in the morning will not be run in the afternoon.
- 1.4 Schools remain open to welcome students who decide to attend.
- 1.5 In those cases where school bus routes have been cancelled for the day, the Superintendent of Schools, in consultation with the school principal and nearby school principals, may decide to close the school. Nevertheless, a staff member shall always be present at the school during the hours of operation for students who decide to attend.
- 1.6 When inclement weather occurs during the day, no student shall be driven home before the usual return time.
- 1.7 If it is deemed unsafe to drive rural students home by school bus at the end of the day, the school Principal and staff shall advise parents of the situation and, if necessary, make arrangements to billet students locally or at the school.

2. Changes to the school transportation schedule

- 2.1 School bus schedules may be delayed if weather conditions (e.g. fog) present temporary health and safety risks to students.
- 2.2 A new schedule shall be communicated to those concerned.

3. When, in spite of reasonable efforts, a staff member cannot attend the school because of weather conditions or impassable roads, that staff members shall still be remunerated at their

usual salary on condition that the school Principal has been informed and has given their authorization. School Principals shall base their decision on information received from the person responsible for transportation, from school bus drivers and the appropriate municipal authorities concerning road conditions.

4. If the Superintendent of Schools closes the school, staff shall be paid as if they had been present at the school.

PROCEDURES

1. General

- 1.1 School administrators or their representatives shall advise staff of the procedures to follow when transportation services have been cancelled or the schedule has been modified.
- 1.2 School administrators or their representatives shall advise parents and students of the procedures to follow when transportation services have been cancelled or the schedule has been modified.

2. Cancellation of school buses

Procedures to follow in the case of extreme weather or conditions that could pose safety risks to students:

2.1 Transportation services shall be cancelled when:

- a) The official temperature with wind chill is equal to or inferior to -40°C , or
- b) Road conditions render transportation impractical.

2.2 On those days with extreme cold or inclement weather (-40°C with wind chill, ice storm), school bus drivers shall consult local media and cancel their bus route.

2.3 When a school bus driver has cancelled a bus route in a particular region because of the weather conditions, he or she shall advise the person responsible for school transportation before 6:45 a.m. This person shall then advise the Superintendent, school Principals and local media. The bus driver shall call the parents.

2.4 When the person responsible for transportation decides to cancel school transportation, the decision shall be communicated immediately to the Superintendent and the school Principals.

2.5 The decision to cancel school transportation for the day shall be taken, whenever possible, between 5:00 a.m. and 7:00 a.m.

2.6 The person responsible for transportation communicates the decision to cancel school transportation to the school bus drivers.

2.7 The person responsible for transportation asks the local media to announce the changes to the school transportation's schedule.

2.8 The bus drivers call the parents.

3. Changes to the school transportation schedule

- 3.1 When heavy fog affects visibility or when any other temporary condition affects the security of students, the school bus routes shall be delayed. If fog persists, the trip shall be cancelled, but only

after the hours indicated below:

- a) For trips of 50 km or more, transportation shall be cancelled after 11:00 a.m.
- b) For trips between 35 km and 49 km, transportation shall be cancelled after 11:45 a.m.
- c) For trips 35 km or less, transportation shall be cancelled after 12:15 p.m.

3.2 The bus driver notifies the person responsible for transportation of the situation.

3.3 The bus driver advises the parents of the projected changes.

3.4 The person responsible for transportation advises the school administrators of the projected changes.

4. Inclement weather conditions at dismissal time

4.1 When weather conditions present security risks at dismissal time, school administrators and staff shall communicate the changes affecting the school transportation schedule to the parents and will arrange billeting, if needed, of the students who cannot return home.

4.2 School administrators advise parents of the situation.

4.3 School administrators set up an appropriate action plan and communicate it to the person responsible for transportation.

Reference

Section 33(1)(d), Education Act