

## Administrative Procedure 710

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### BUS CANCELLATIONS

#### Background

Student safety is the Division's first priority.

On occasion, weather conditions and/or road conditions may be such that safe transportation services are put at risk.

The Division, therefore, authorizes the cancellation of bus operations as provided in this administrative procedure.

#### Procedures

1. When the temperature is at or below  $-40^{\circ}\text{C}$ , bus runs will be cancelled. When the temperature is at or below  $-35^{\circ}\text{C}$  and the wind chill temperature is at or below  $-45^{\circ}\text{C}$ , bus runs will normally be cancelled.
2. Wheelchair lifts will not be operated at or below  $-30^{\circ}\text{C}$ . When the temperature is at or below  $-30^{\circ}\text{C}$ , the developmental education and functional integrated programming buses will normally be cancelled.
3. Bus run cancellations, as determined by the Manager of Transportation, can apply to the entire Division, to clusters of school attendance areas, or to individual schools.
4. Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.
5. Weather and road conditions information used for purposes of decision-making shall be as reported by the Weather Network and the Saskatchewan Highway Hotline.
6. Bus cancellations will normally only be made in the morning before bus drivers begin their route or at noon if weather conditions deteriorate during the day.
7. Individual drivers have the authority and responsibility to cancel their own run should local conditions warrant.
8. The website - [www.srsd119.ca](http://www.srsd119.ca), the Division's notification service and local media shall be the Division's main communication medium with regard to decisions relative to this policy.
9. The Manager of Transportation may consult with the Director, CFO, weather offices and/or with others, as appropriate, in arriving at a decision regarding the cancellation of bus runs.
10. The Director or designate will announce morning bus cancellations or school closures by 6:30 a.m. Noon cancellations will be announced as soon as the decision is finalized.
11. Noon closures will require further notification to bus garage and driver personnel and all principals of schools attended by Division students. Principals shall arrange to have affected parents notified of any noon closure.

12. In the event that a Weather Watch or forest fire is declared, the Manager of Transportation shall consult relevant sources to determine the severity of the situation. If it is determined that a major storm, forest fire or other threatening situation is imminent, the Manager shall assess which, if any, bus runs are in danger and take action, including the delay, early dispatch or cancellation of bus runs, to avoid putting students at risk. Parents and schools shall be advised accordingly.
13. For the cancellation of individual bus runs, the following steps are required:
  - 13.1 The bus driver reviews the decision to cancel with the Manager of Transportation of the decision to cancel,
  - 13.2 The Manager of Transportation will announce individual bus cancellations through the website, and [www.srsd119.ca](http://www.srsd119.ca), the Division's notification service and local media.
  - 13.3 The bus driver informs the principal or vice-principal,
  - 13.4 Contacts are to be made by 7:00 a.m.
14. Schools will remain open - regardless of inclement weather or bus cancellations - unless closed for cause by the Director of Education. Staff members are expected to report to their scheduled work site unless an appropriate leave request has been approved.

Reference: Section 85, 87, 196, 197, *The Education Act, 1995*  
*Highway Traffic Act*

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