

Title : Bus Cancellations, Delays and Early Dismissals due to Inclement Weather	Procedure # : 024	Effective : Nov 5, 2010
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Statement	<p>The decision to cancel school transportation is the responsibility of the member Board assigned Senior Business Official in coordination with the Manager of Transportation Services.</p> <p>When transportation services are cancelled, the schools and offices in the effected zones will be considered closed.</p> <p>Ultimately, it is the responsibility of parents and/or guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.</p>
Procedures:	<p>Cancellations of Service</p> <ol style="list-style-type: none"> 1. The decision to cancel transportation due to inclement weather shall be made after discussions have taken place with school bus operators and information has been obtained, where necessary, from: Environment Canada, Accuweather, and local road supervisors from the City of Brantford and Counties of Brant, Haldimand and Norfolk. 2. The geographic areas of Brant, Haldimand, and Norfolk Counties served by STSBHN are divided into 4 geographic zones for the purposes of inclement weather. 3. The Manager of Transportation Services will assign staff of the transportation department staff to communicate inclement weather bus cancellations to the key stakeholders of each region. 4. If a bus travels through a zone closed due to inclement weather during the normal course of its route to take students to/ from school, the bus route will not operate on that day. <p>Delays of Service</p> <p>In the event that inclement weather does not permit transportation services to commence at their regular scheduled time, but there is the possibility of conditions improving which would allow for services to be provided, a two</p>

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<p>Procedures... continued:</p>	<p>hour delay in services may be issued. Following a two hour delay, one of two courses of action will occur:</p> <ol style="list-style-type: none"> 1. Service will commence, with scheduled pick up and arrival times adjusted by two hours and factoring weather conditions, which may impact the ability of the vehicle to adhere to a regular schedule or 2. Services will be cancelled for the day <p>Early Dismissals</p> <p>Early dismissal will only occur in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon and with the information being broadcast through the traditional means of regular inclement weather cancellations/ delays.</p> <p>When it has been deemed necessary to dismiss early, parent(s)/ guardian(s) (or alternate emergency contacts) of the students, from junior kindergarten to grade 8, will be contacted by the school, unless the school has previously made alternate arrangements with parent(s)/ guardian(s). If no contact can be made before buses leave, students will remain at the school until parent(s)/ guardian(s) have been contacted and have made arrangements to pick-up their child(ren).</p> <p>The Inclement Weather Zones are as follows:</p> <p>Zone 1 – Norfolk County Zone 2 - Haldimand County Zone 3 – Brant County Zone 4 – City of Brantford</p>
<p>Responsibilities Based on Weather and Road Conditions</p>	<p>Early Morning</p> <p>The Manager of Transportation Services will:</p> <ol style="list-style-type: none"> 1. Investigate weather and road conditions for Brantford, Brant, Haldimand, and Norfolk prior to 5:30 a.m.

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<p>Responsibilities Based on Weather and Road Conditions...continued</p>	<ol style="list-style-type: none"> 2. Communicate with the Bus Operators in their respective zones prior to 5:45 a.m. if weather or road conditions require further investigation. 3. Receive recommendations by 6:00 a.m. from the Bus Operators and other contacts relating to possible bus cancellations. 4. Make a recommendation to the Senior Business Officials on the cancellation of the buses. The Senior Business Officials will make the final determination for the inclement weather cancellation/ delay. 5. If the buses are cancelled or delayed, the inclement weather phone tree goes into effect. 6. Contact the Manager(s) of Communication who will post the inclement weather announcement to the Board's website by 6:30 a.m. to inform the public of the decision to cancel/ delay buses and close schools/ offices. <p>The Bus Operator(s) responsible for inclement weather within their zone will:</p> <ol style="list-style-type: none"> 1. Drive, or have a responsible designate(s) drive a variety of roadways to determine actual conditions 2. Make a recommendation to the Manager of Transportation if the buses should operate by 5:45 a.m. If the Operators believe that the conditions are such that a cancellation is not warranted, no further action is taken. 3. If the decision by the Senior Business Officials is that buses cannot operate, the inclement weather phone tree for the cancellation/ delay of school buses and the closure of schools goes into effect. <p>For a complete list of television stations, radio stations and other media outlets, visit the transportation website (www.stsbhn.ca).</p>
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