



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EBCD – TRANSPORTATION - STORM

The School Division is responsible for the safe transportation of students on school buses. The Division shall exercise due care and caution in approving the operation of school buses during inclement and potentially hazardous weather and road conditions.

To ensure the safety of students and staff, the Division shall assess these conditions daily and cancel or alter bus service as required. The decision to cancel bus service shall be the responsibility of the Superintendent or designate as per the Student Transportation-Storm Regulation.

The Division acknowledges and respects that the parent or legal guardian has the discretion to decide if the student(s) travel by school bus and/or attend school during inclement/hazardous weather and/or road conditions.

The Bus Driver, Transportation Supervisor, School Principal and /or any other affected personnel will follow the procedures outlined herein.

In the absence of the Transportation Supervisor his/her responsibilities will be delegated as follows:

1. Assistant Transportation Supervisor
2. Superintendent
3. Secretary-Treasurer
4. School Bus Driver

Definition Inclement / Hazardous Weather and Road Conditions:

Inclement / hazardous weather and road conditions are defined as any one or more of the following:

- The wind chill approximates -45C as determined by Environment Canada, Brandon, MB
- Road and/or visibility conditions due to fog, blowing snow, heavy snowfall or ice that make travel on roads within the Division dangerous.

Division Wide Cancellation of Bus Service (Morning):

- Prior to 7:00 a.m. the Transportation Supervisor will:
 - Assess the information available from Environment Canada;
 - Communicate with the various bus drivers throughout the Division to determine local road and weather condition.
 - Consult with the Superintendent or designate to decide if Division Wide Bus Service will be cancelled. The Superintendent or designate will decide if Division Wide Bus Service will be cancelled.

- Prior to 7:15 a.m. the Transportation Supervisor will publicize the cancellation via:
 - Public service announcement on radio stations CKLQ, Star FM, KX96, CBC, 101 The Farm and CJ97.1;
 - Posting on the Division Webpage;
 - Notifying employees and students/parents by automated voice message
- School Bus Drivers, other employees, and parents/students are responsible to access one of the notification methods listed above for notification of Division Wide Bus Service Cancellation.
- Bus Drivers will not contact radio stations.
- All School Division meetings are cancelled if division wide bus service is cancelled.

Local Bus Service Cancellation (Morning)

- Bus drivers who feel that they are unable to commence their bus route due to unsafe local weather or road conditions will contact and discuss the proposed cancellation with the Transportation Supervisor.
- The School Bus Driver will contact the parents on the route to inform them of the cancellation. Bus Drivers will not contact radio stations.
- The Transportation Supervisor will contact the School Principal to advise of any local cancellation in bus service.
- A route that is cancelled in the morning will not operate in the afternoon. In the event that parents transport their child(ren) to school in the morning, it becomes the parents' responsibility to transport their child(ren) at dismissal time.

Temporary Bus Service Interruption / Route Changes

- If a bus driver becomes delayed, needs to alter their route or is unable to complete their route they will contact Division Office via bus radio.
- The Transportation Supervisor will contact the School Principal and affected parents to advise of any changes in bus service. Bus Drivers will not contact radio stations.
- A route that is changed in the morning will operate in the afternoon as per the change in the morning. In the event that parents transport their child(ren) to school in the morning, it will be the parents' responsibility to transport their child(ren) at dismissal time. Dependent on the weather / road conditions at dismissal time, exceptions to this will be made at the discretion of the Bus Driver if a request is made by a parent to the Bus Driver.

Afternoon Cancellation / Early Dismissal of Bus Service

- The Transportation Supervisor in consultation with the Superintendent's Department will decide by 12:00 noon, if weather or road conditions require the early dismissal or afternoon cancellation of bus service.
 - The Transportation Supervisor may decide if afternoon early dismissal bus service will be implemented.
 - The Superintendent or designate will decide if the afternoon scheduled Division Wide Bus Service will be cancelled.

Early Dismissal

- Bus Drivers will contact the parents of the students who are under 18 years of age to advise of the early dismissal and to ensure they will be home when the school bus arrives at their residence.
- The Bus Driver will complete and sign the Storm Policy Check List form.
- The Bus Driver will provide the completed Storm Policy Check List form to the School Principal. The School Principal will review the completed form and release the appropriate students to the Bus Driver for transportation home.
- Students whose parents have not been contacted and/or who arrangements have not been made for early dismissal will not be transported home and will be billeted as per the Afternoon Bus Service Cancellation procedures.

Afternoon Bus Service Cancellation

- All transported students will identify a storm billet in town in the event that buses are unable to operate. School Principal's will ensure every bus student has identified a storm billet prior to October 1st each year. Students travelling from a "feeder" area require a storm billet in both communities.
- Bus Drivers will inform parents that bus routes are cancelled and that students are being billeted. A Bus Driver will notify the School Principal of the names of any parents that were not contacted.
- The School / Principal will contact the student's storm billet before the student is permitted to leave the school at the regular dismissal time.

Extra - Curricular Travel

- The Transportation Supervisor and/or School Principal will cancel an extra-curricular, sport or field trip in the event of inclement weather or road conditions. If a trip is cancelled, the School Principal and Transportation Supervisor will inform each other as soon as the decision is made to cancel the trip.
- The School / Principal will be responsible to ensure teachers, students and parents are notified of the trip cancellation.
- If weather becomes inclement or road conditions become hazardous during an extra-curricular, sport or field trip, the Bus Driver and Supervising Teacher will make every attempt to consult with the Transportation Supervisor. The School Principal and Transportation Supervisor will be notified of any changes to an extracurricular route/schedule.

School Closure

- The Superintendent will decide to close schools due to inclement weather and/or road conditions prior to 7:15 a.m. and will ensure the school closure is publicized via:
 - Public service announcement on the radio stations CKLQ, Star FM, KX96, CBC, 101 The Farm and CJ97.1
 - Posting on the Division Web Page
 - Notifying permanent and term employees and students/parents by automated voice message
 - The School / Principal is responsible to ensure all substitute teachers and casual employees scheduled for the day are notified of the school closure.

- School Bus Drivers, other employees, and parents/students are responsible to access one of the notification methods listed above for notification of Division Wide Bus Service Cancellation.
- Bus Drivers will not contact radio stations.
- The Principal or designate will open the school in the morning for a brief period to advise those students who are not aware of the school closure.

Date Adopted: March 21, 2002

Date Reaffirmed: October 5, 2006

Date Reaffirmed: October 6, 2010

Date Revised: May 6, 2015

Date Revised: October 30, 2019