



AP #807 - School Closure due to Adverse Weather Conditions

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

Transportation

Procedure Manual

Policy Ref: 10, 14, 15

The safety of students and staff of the School Division is a prime concern of the Board.

A number of factors and variables need to be considered in dealing with adverse weather conditions. This procedure attempts to address the various situations which will arise from time to time.

Full Closure - entire division

In specific circumstances where uniform factors affect all of the Division's areas, a decision may be made to cancel transportation and close all schools for the entire Division. Such decision will be taken by the Superintendent/CEO and the Transportation Supervisor.

School Regions

Except for cases of full closure, buses will operate (or will not operate) in a school region. It is understood that school buses not running in the morning will not run in the afternoon. A school region is defined as one of the following three areas: Region A (includes area from Miami to Elm Creek), Region B (includes Elie, St. Francois Xavier and St. Eustache) Region C (St. Laurent).

Decision-Making Process - School areas

- a.) the following criteria shall be used when giving consideration to the cancellation of buses within a school area.
 - Weather reports and warnings.
 - Wind chill factors in excess of -45 .
 - Temperatures in excess of -35°C .
 - Current weather, visibility, and road conditions, in relation to the knowledge of day-to-day operations.
 - A combination of above factors which would make transportation hazardous.
- b.) Considering the above criteria, the Transportation Supervisor shall gather information from individuals in the particular region.
- c.) The Transportation Supervisor shall then consult with the Superintendent/CEO regarding the possible school closure.
- d.) Should buses be running on the afternoon run and a bus is unable to complete the run, the Division Office and/or the Bus Garage will be advised immediately, so that the individual school's billet system can be put into place. The Supervisor of Operations shall advise the Superintendent/CEO and the Principal of each school.
- e.) Should the decision be made that buses for a particular region not run, the schools in that particular region will be closed for the day. Bus drivers shall inform the parents on their individual routes that buses will not be running.



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Notification Procedure

The Transportation Supervisor will then advise the following as early as possible that schools are closed for the day:

- radio stations
- school principals
- area trustee

Afternoon Runs (after school dismissal)

The decision to operate or not operate the afternoon runs shall be made using the same process as outlined above. If the afternoon buses do not run, the individual school's billeting system, as outlined in the emergency plan, shall be put into operation. It is the responsibility of each Bus Driver to inform the parents on his/her route that the buses will not be running.

Communication of Information

- a) The Principal of each school shall be responsible for advising parents of the details of this policy, including the list of radio stations acting as information centres for each school year.
- b) Each year, it shall be the responsibility of the Transportation Supervisor to:
 - familiarize drivers and parents with cancellation of school bus procedures;
 - select and appoint area captains;
 - ensure that emergency homes are appropriately identified by principals;
 - provide Principals with the following information:
 - Bus Driver names and telephone numbers;
 - substitute drivers names and telephone numbers;
 - maps or route and/or a list of pick-up and drop-off times for that school.

Radio stations

The following radio stations will be notified when required:

CBC – 990 CKY – 580 CFRY - 920 CJOB – 680 CFAM – 950 CKMW - 1570

Student attendance at school

When the school is closed and classes are cancelled, all students are expected not to attend.