



A. Weather Conditions that Warrant Cancellation of Buses

1. Extreme weather conditions that warrant the cancellation of bus transportation in the Division

In cases of cold weather, temperatures -40° Celsius or colder or wind chills -45° Celsius, or colder shall be considered hazardous. The decision will be based on weather and windchill data from the Environment Canada and the Weather Network website. In all instances, the coldest readings will be used. This decision will be made by the Transportation Administration and will be communicated to all bus drivers and principals by members of the Transportation Department. Parents and students will be advised of the cancellation by means of local radio stations not later than 7:00 A.M.

2. Weather conditions that warrant the cancellation of all buses traveling to a particular community or school

This decision will be made by the Transportation Administration in consultation with the local drivers and will be communicated to all bus drivers and principals involved by members of the Transportation Department. Drivers must communicate their concerns with the Assistant Transportation Coordinator or the Coordinator of Operations prior to 6:45 a.m. and the concerns must be based on local weather and road conditions. Parents and students will be advised of the cancellation by means of local radio stations not later than 7:00 A.M.

3. Weather conditions that warrant the cancellation of individual buses

It is realized that there can be local weather or road conditions that affect as few as one bus route. In circumstances such as this the driver has the responsibility to communicate these conditions to the Assistant Transportation Coordinator or the Coordinator of Operations not later than 6:45 A.M., and to jointly decide whether the bus trip will be cancelled or changed to another time. The principal(s) involved will be advised of the cancellation as soon as possible. Parents and students involved will be advised of the cancellation by means of local radio stations not later than 7:00 A.M.

B. Early Dismissal of Students to Enable Buses to Leave Early

If a weather pattern develops or persists during the day that prevents buses from running at their regular afternoon dismissal time, schools will have the option, in consultation with the Transportation Department Administration, to initiate an early dismissal or initiate their emergency response plan which may include the billeting of students. This decision will be made not later than 1:00 P.M. on the affected day.

If a decision is made for an early dismissal, bus drivers will be responsible to initiate the storm tree procedure to contact and advise parents of the decision.

Cross Reference:			
Board Informed:	Procedure Review Date:	Procedure Revision Date:	Page
		September 2010 November 2007	1 of 3



C. Bus Scheduling after Billeting

If the afternoon (return to home) trip has been cancelled on any day when there is school the next day, the bus will not make its usual trip the next morning, but will make the usual afternoon trip on that day provided that weather conditions are such that further cancellation is not required.

If the afternoon (return to home) trip has been cancelled on any day when there is not school the next day, individual families will be responsible for arranging the return home of the students concerned.

D. Billeting of Transported Students

All pertinent billet information required as part of the school emergency response plan will be collected at all schools annually as part of the student registration process.

In the event that a decision is made to initiate the billet process divisionally or in a specific community or communities, schools will be responsible for contacting student billets. The school should have a plan for accommodating at the school, those students not billeted in private homes.

In the event of a cancellation of service, bus drivers will be responsible to initiate the storm tree procedure to contact and advise parents of the decision.

E. Storm Assessment Procedure

Step #1 – If a storm is in progress late in the evening, communication between the designated drivers and the Assistant Transportation Coordinator must occur to determine its severity. This will assist in determining whether or not early attention will be necessary in the morning.

Step #2 – The Transportation Administration must be assessing weather and travel conditions no later than 5:30 A.M. on days where adverse weather has occurred or is expected. The Transportation Office must be attended by 6:30 A.M. if a storm will disrupt transportation services. It is preferable to have more than one person there to handle incoming and outgoing telephone and radio calls.

Step #3 – The designated drivers should be contacted by 6:15 A.M. to determine the severity of the storm. If the storm persists, the information received from the designated bus drivers in addition to other information related to weather forecasts and road conditions will be used to assist the Transportation Administration with their decision making process.

If the storm has abated, the Transportation Administration will assess, in consultation with the designated bus drivers, travel and road conditions to determine the extent to which the transportation system can run or whether conditions require the cancellation of service.

Cross Reference:			
Board Informed:	Procedure Review Date:	Procedure Revision Date:	Page
		September 2010 November 2007	2 of 3



SECTION F - TRANSPORTATION
CANCELLATION OF BUS SERVICE

In all instances decisions will be made and communicated to designated bus drivers, mechanics and principals prior to 6:45 A.M. Designated bus drivers would be responsible for notifying all other drivers of the decision. School principals and secretaries will receive email notification of all cancellations.

Step #4 – All bus route cancellations will be announced through the following media, with instructions that the announcement be broadcast as early as 7:00 A.M. and several times thereafter. The message must clearly state what routes are cancelled, unless all routes are affected.

C.K.D.M.	Dauphin	(204) 638-7878
G.X. 94	Yorkton	(306) 782-2256

Prior to 7:00 a.m., all school bus delays and/or cancellations will also be posted on the division website (www.mvsd.ca).

Announcement

Please be advised that the following bus routes in the Mountain View School Division will be closed today due to weather:

Bus Route _____ **Driver** _____

School will be open as usual.

The Assistant Transportation Coordinator or his authorized designate will be responsible for all media communication.

Step #5 – Monitor radio stations to ensure the message is broadcast correctly.

Step #6 – The Transportation Administration, in consultation with staff, will continue to monitor storm conditions throughout the day. A decision regarding afternoon bus runs will be made not later than 1:00 P.M., and communicated to parents and staff at that time.

Cross Reference:			
Board Informed:	Procedure Review Date:	Procedure Revision Date:	Page
		September 2010 November 2007	3 of 3