



ADMINISTRATIVE POLICY No. 805

IMPLEMENTATION FALL 2007
REVISED MARCH 2012

CLOSURE – SEVERE WEATHER AND STUDENT TRANSPORTATION

Because of its geographic size, it is possible that severe weather conditions may affect parts of the division when other parts are unaffected. As a result, Prairie Spirit School Division believes that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education, or designate is authorized to dismiss students, discontinue transportation services, and/or close school in emergency situations.

PROCEDURES

1. Responsibility of the Director of Education

- a. Delegation of authority by The Director of Education or designate to dismiss students, and/or close schools is appropriate and expected.
- b. Adverse winter driving conditions may be valid reasons for non-operation of school buses.

2. Early Morning Decisions

SEVERE WEATHER CONDITIONS

- a. Environment Canada Saskatoon temperatures are to be used as a guide for all schools, with the exception of Blaine Lake, Duck Lake and Leask, which are to use Prince Albert temperatures in determining if buses should run. Contacts for Saskatoon and area may be made at (306) 975-4266 or www.weatheroffice.ec.gc.ca. Contacts for Prince Albert and area (includes Duck Lake, Blaine Lake and Leask) may be made at (306) 929-2114 or www.weatheroffice.ec.gc.ca. Buses are not to run if the combined temperature/wind chill factors result in a reading of -40 degrees or below at 6:00 a.m.

- b. In stormy conditions, bus drivers within the same district are to contact one another and compare local weather road conditions and use their discretion whether or not to run.
- c. Buses that do not run at the regular time in the morning due to weather conditions are not to run at all on that same day.
- d. Buses are not to operate if weather conditions such as freezing rain, dense fog, heavy rain or severe dust storms impair visibility or otherwise cause dangerous travel conditions.
- e. School is usually closed to students only for reasons such as health and safety. So long as a school remains open for students parents are welcome to transport their children to the school at any time during the day.
- f. If buses do not operate cancellation of educational tours or extra-curricular travel scheduled for later in the day is to be at the discretion of the Principal applying the following conditions:
 - i. All cold/severe weather criteria identified in Division criteria must be followed before any tours or bus trips are permitted.
 - ii. There is no current weather advisory against travel.
 - iii. The Highway Hot Line and Environment Canada do not post advisories that travel is not recommended.
 - iv. A record is maintained regarding confirmation of above details (time, date of calls).
- g. In addition to the above criteria in (f), extra-curricular travel in private vehicles is permissible in temperatures of -40 degrees or below subject to conditions set out in the [Protocol for Extra-Curricular Travel in Private Vehicles](#).
- h. Buses dedicated for special needs students only are not to operate if the combined factors result in a reading of -35 degrees C or below using the Environment Canada "Saskatoon" temperatures/wind chill for all schools except Blaine Lake, Duck Lake and Leask, which schools shall use "Prince Albert" data. Determination of which buses are dedicated for special needs will be determined by the Conveyance Manager.

- i. The good judgment of bus drivers in their decisions regarding safety is to be supported.
- j. Bus drivers are to decide whether or not to run by no later than thirty minutes before the first scheduled morning pick up, and by no later than one hour prior to the scheduled afternoon dismissal.
- k. If a decision is made not to operate, the bus driver is to immediately inform the school principal and conveyance manager (by no later than 7:00 a.m.) and all families on the route about the decision not to run.
- l. Notwithstanding Section J above, if a decision is made by a Warman or Martensville rural route not to run, there will be no in-town busing in the Town of Warman or urban busing in the City of Martensville. The bus driver will inform the school Principal and Conveyance Manager (by no later than 7:00 a.m.). The Conveyance Manager will inform radio stations of all buses not running, including Warman in-town busing and Martensville urban busing.
- m. The Conveyance Manager is responsible for notifying the following radio stations in their district:

FM Stations	- 92.9 The Bull	244-1925
	- C95 / Rock 102	955-6397
AM Stations	- CJWW 600	244-1925
	- CKOM NTR 650	955-6397
- n. There is to be no early dismissal due to deteriorating weather conditions. If it is determined that the buses will not run at the regular dismissal time, previously arranged in-town billeting is to be used for bus students and families are to be notified of those arrangements.

Protocol for Extra-Curricular Travel in Private Vehicles

Introduction

Administrative Policy 805, Closure - Severe Weather and Student Transportation, governs all travel in severe weather conditions in Prairie Spirit School Division, including extra-curricular travel. This policy specifically details conditions for bus transportation.

The following protocol provides guidance for travel in private vehicles for extra-curricular activities as Policy 805 does not specifically make reference to private vehicle travel.

Protocol

According to Policy 805, school personnel must refer to the Environment Canada weather office to determine current weather conditions. Coaches and officials are advised to monitor weather and highway conditions the day before the event, the morning of travel and throughout the day. In addition to consulting Environment Canada and the Highway Hot Line, Administrators should use their discretion to make decisions regarding travel based on local weather and/or road conditions.

When travel proceeds for extra-curricular events with good travel conditions and a combined temperature and wind chill below -40°C , the following protocol must be adhered to:

- The principal is made aware of the travel plan and consulted before travel proceeds.
- Parents are made aware of the severe temperatures and provide permission for their child to participate in the extra-curricular travel.
- The coach has a phoning tree which includes phone numbers for team members, coaches, home contacts and school administration.
- There is at least one cell phone in each vehicle.
- Each vehicle has a contact number for the coach.
- As much as possible, vehicles travel in a convoy.
- Players phone home before leaving the site of tournament or game to indicate that the team is beginning travel home.
- Once the adult driver has dropped off all passengers, the driver contacts the coach.
- The coach phones the principal or vice-principal to indicate that the tournament or game is over and all travel is completed.

References

Coach

For this protocol, "coach" refers to the Prairie Spirit staff member or approved volunteer overseeing the activity.

[Administrative Policy 805 – Closure – Severe Weather and Student Transportation](#)

Environment Canada

975-4266 Saskatoon and area

929-2114 Prince Albert and area

Saskatoon temperatures are to be used as a guide for all schools, with the exception of Duck Lake, Blaine Lake and Leask, which are to use Prince Albert temperatures.

Highway Hot Line

1-888-335-7623

Travel is not allowed if there is a current weather advisory against travel posted on the Highway Hot Line stating "Travel Not Recommended" and/or "Road Closed".