

## Administrative Procedures

<p><b>AP-805</b></p> <p><b>BUS SERVICE CANCELLATION DUE TO INCLEMENT WEATHER</b></p>	<p><b>Date of implementation:</b> Fall 2007</p> <p><b>Date of update:</b> September 1, 2023</p>
	<p><b>Related Administrative Procedures:</b></p> <p><a href="#">AP-807 Transportation in Private Vehicles</a></p>

**Purpose:** To guide school bus service cancellation due to inclement weather. Because of the Division’s geographic size, it is possible that inclement weather conditions may affect parts of the Division when other parts are unaffected. As a result, the Division believes that enabling procedures for local discretion in dealing with inclement weather conditions is both prudent and appropriate.

Schools remain open for staff and students despite inclement weather and will only be closed in the event of a threat to health and/or safety. Parents are welcome to transport their children to school at any time during the regular school day, whether buses are running or not.

### 1) Responsibility of the Director of Education

- a) The Director of Education or designate has the authority to cancel school bus service on a Division-wide basis. Inclement weather driving conditions may be a valid reason for non-operation of school buses.

### 2) Early Morning Decisions – Inclement Weather Conditions Procedures

- a) Buses are not to run in the morning if the temperature is -40 degrees Celsius or the combined temperature/windchill factors result in a reading of -45 degrees Celsius or below at 6:00 a.m. Drivers must refer to the Transportation page of the Division website by 6:15 a.m. to confirm all temperature data and bus cancellations.
- b) In determining if buses should run, Environment Canada Saskatoon temperatures are to be used as a guide for all schools.
- c) If buses are cancelled due to adverse temperature conditions, the Transportation Manager or designate will update the [Bus Cancellations](#) on the Transportation page of the Division website after 6:00 a.m. The Division’s information hotline (306-683-2805) also provides a recorded message on the status of buses not running.
- d) Wheelchair lift equipment will not operate if combined temperature and windchill are at or below -35 degrees Celsius at 6:00 a.m. Drivers must contact the student’s family if the lift equipment is not operating. The bus will pick up the student in the afternoon if the combined temperature is above -35 degrees Celsius at 12:00 noon.
- e) Educational tours and/or extra-curricular travel by bus are to follow the procedures set out for regular bus routes.

- f) Staff who transport students as part of their regular duties using private vehicles are to follow the same procedures as set out for school buses.

### 3) Mid-Day Decisions – Inclement Weather Conditions

- a) Bus routes cancelled at 6:00 a.m. are expected to operate on their regular routes at the end of the school day, provided that temperatures reported at 12:00 noon are warmer than -40 degrees Celsius or -45 degrees Celsius (combined temperature/windchill).
- b) Bus routes that operate in the morning will operate at the end of the school day, even if the temperature is -40 degrees Celsius or lower or the combined temperature/windchill is -45 degrees Celsius or lower.
- c) Education tours and/or extra/curricular travel by bus will operate in the afternoon provided that temperatures reported at 11:00 a.m. are warmer than -40 degrees Celsius (temperature) or -45 degrees Celsius (combined temperature/windchill).
- d) Wheelchair lift equipment will be operational in the afternoon if the combined temperature is above -35 degrees Celsius at 12:00 noon. Drivers will contact the student's family if the lift equipment is operating. The bus will pick up the student in the afternoon.

### 4) Educational Tours and Extra-Curricular Travel – Private Vehicles

- a) Educational tours or extra-curricular travel by private vehicle will be allowed at the discretion of the principal provided the following are met:
  - i) All cold/severe weather criteria identified in Division procedures must be followed before any tours or trips are permitted.
  - ii) The Highway Hot Line and Environment Canada do not post advisories that travel is not recommended and/or that roads are closed.
  - iii) A record is maintained regarding confirmation of above details (i.e. time, date of calls, etc.).
- b) In addition to the criteria above, extra-curricular travel in private vehicles is permissible in temperatures of -40 degrees Celsius or below or combined temperature/windchills of -45 degrees Celsius or below subject to conditions set out in AP-807 Transportation in Private Vehicles, Appendix A "Volunteer Approved Driver Authorization Form."

### 5) Other Considerations

- a) Road conditions can deteriorate during spring melting and prolonged rainy weather. Bus drivers should consult with families on their route to determine if roads are safe to travel and use their discretion whether to travel down certain roads, provide yard service or choose an alternate route/road to travel on.
- b) Buses are not to operate if weather conditions, such as blizzard, freezing rain, dense fog, heavy rain or severe dust storms, impair visibility or otherwise cause dangerous travel conditions.

- c) The good judgment of bus drivers in their decisions regarding safety is to be supported.
  - i) Bus drivers, in consultation with the Transportation Manager or designate, are to decide whether to run by no later than thirty (30) minutes before the first scheduled morning pick up, and by no later than one (1) hour prior to the scheduled afternoon dismissal.
  - ii) If a decision is made not to operate a rural bus route (except as in 2(a) above), the bus driver is to immediately inform the school principal by no later than 7:15 a.m.
  - iii) Rural bus drivers will also inform all families on the route about the decision not to run. Urban families will be notified using the MyStop app. If the bus does not run due to mechanical problems, the route will only be cancelled for the morning or afternoon run. Consultation with a service technician is required for determining if a repair or another bus will allow for the route to be run.
- d) There is to be no early dismissal due to deteriorating weather conditions. Individual bus drivers will consult with the Transportation Manager about cancelling routes. If multiple routes/schools will be impacted, the Transportation Manager will consult with the Deputy Director. If it is determined that the buses will not run at the regular dismissal time, the school principal will ensure that previously arranged in-town billeting is to be used for bus students. The school will also ensure families are notified of those arrangements in the event the families are unable to pick up their child from school.