



1.07 Storm Day

1. General Administration - Administrative Procedure Manual

Storm prior to the morning bus run

1. School bus drivers have the authority to cancel their individual bus run due to inclement weather conditions. If a driver makes the decision to cancel their bus run, the driver shall contact the Transportation Coordinator to confirm the route cancellation and ensure that the school principal and the parents on the route are informed. The Superintendent will ensure that the cancellation is broadcasted on local radio stations.
2. A decision to cancel all buses for a particular school or area will be made by the Superintendent in consultation with the Transportation Coordinator and/or the Principal. The drivers shall ensure that the parents on the route are informed and the Principal will follow up with an announcement via the School Messenger System.
3. A decision to cancel all buses in the entire division is made by the Superintendent, in consultation with the Transportation Coordinator. Notification to all staff and parents will be sent via the School Messenger System as well as through announcements on local radio stations.

Storm during the school day

If a storm occurs after buses have delivered students to school in the morning and the Superintendent and/or Transportation Coordinator determine that weather conditions make it unsafe to run the buses, the school principal will be informed and the students will be billeted as per billeting instructions.

Extra-Curricular Travel

No buses will leave on extra-curricular trips when travel is not recommended by RCMP, if roads are closed by RCMP, or if weather advisories or warnings have been issued for either the area in which the school is located, or the area to which the bus is traveling. The Principal or designate is expected to confirm weather conditions before the trip leaves.

All extra-curricular activities will be cancelled on days that schools are closed.

If a bus run is cancelled for the morning run it will be assumed the bus will not run for the afternoon run, unless otherwise announced.

Billeting Instruction Procedures

All bus students require storm billets. Billeting information will be filed and maintained at school offices. In the event that buses are unable to run during the school day, after students have been delivered to school in the morning, the following procedures for billeting of students will be enacted:

1. The decision to billet will be made prior to 2:00 p.m. by the Superintendent, in consultation with the Transportation Coordinator and School Principal.
2. A notification via the School Messenger System will be sent out to parents, students' and storm billets.
3. Local radio stations will be informed of the cancellation.
4. Students whose parents make the decision to pick them up at school will be released to parents or their designate via a sign-out system.

5. All students will remain in school until the normal dismissal time unless picked up either by a parent, a parent designate, or a storm billet. Parents may authorize their child to be released via the sign-out system to designate if school personnel been notified
6. School personnel will make necessary arrangements to provide for students who do not have billeting instructions. School personnel will either arrange billeting or keep the students in the school. Parents may pick up their children. Other children may be released on instructions from their parents. In all cases, parents will be informed about the arrangements that have been made for their children