



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Inclement Weather Bus Cancellations	Procedure # : 024	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 3	Retire : Nov 5, 2012

Statement	<p>The decision to cancel school transportation is the responsibility of the member Board assigned Senior Business Official in coordination with the Manager of Transportation Services.</p> <p>When transportation services are cancelled, the schools and offices in the effected zones will be considered closed. If a bus route or transportation services are cancelled in the morning, this decision remains in effect for the entire school day.</p> <p>Ultimately, it is the responsibility of parents and/or guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.</p>
Procedures:	<ol style="list-style-type: none">1. The decision to cancel transportation due to inclement weather shall be made after discussions have taken place with school bus operators and information has obtained from: Environment Canada, OPP, Accuweather, and local road supervisors from the City of Brantford and County of Haldimand.2. The geographic areas of Brant, Haldimand, and Norfolk Counties served by STSBHN are divided into 4 geographic zones for the purposes of inclement weather.3. The Manager of Transportation Services will assign one of the department's staff to co-ordinate the inclement weather bus cancellations communications amongst the stakeholders.4. Information relating to Inclement Weather procedures can be found on the website of each respective Board. For a complete list of television stations, radio stations and other media outlets, visit the transportation website (www.stsbhn.ca).5. If a bus travels through other inclement weather zones during the normal course of its route to take students to school, the bus route will not operate on inclement weather bus cancellation days.



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Procedures... continued:	The Inclement Weather Zones are as follows: Zone 1 – Norfolk County: Zone 2 - Haldimand County Zone 3 – Brant County Zone 4 – City of Brantford
Responsibilities Based on Weather and Road Conditions	<u>Early Morning</u> The Manager of Transportation Services will: <ol style="list-style-type: none">1. Investigate weather and road conditions for Brantford, Brant, Haldimand, and Norfolk prior to 5:30 a.m.2. Communicate with the Bus Operators in their respective zones prior to 5:45 a.m. if weather or road conditions require further investigation.3. Receive recommendations by 6:00 a.m. from the Bus Operators and other contacts relating to possible bus cancellations.4. Make a recommendation to the Senior Business Officials on the cancellation of the buses. The Senior Business Officials will make the final determination for the inclement weather cancellation.5. If the buses are cancelled, the inclement weather phone tree for the cancellation of school buses and the closure of schools goes into effect.6. Contact the Manager(s) of Communication who will post the inclement weather announcement to the Boards web site by 6:30 a.m. to inform the public of the decision to cancel buses and close schools/ offices.



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Responsibilities Based on Weather and Road Conditions...continued	The Bus Operator(s) responsible for inclement weather within their zone will: <ol style="list-style-type: none">1. Communicate with the Road Superintendents between 5:30 a.m. and 6:00 a.m. to determine the condition of the roads.2. Make a recommendation to the Manager of Transportation if the buses should operate by 6:00 a.m. If the decision of the Operators within their zone is buses can operate no further action is taken.3. If the decision of the Manager of Transportation is buses cannot operate, the inclement weather phone tree for the cancellation of school buses and the closure of schools goes into effect.
Early Dismissal	<p>Early dismissal will only occur in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon and with the information being broadcast through the traditional means of regular inclement weather cancellations/ delays.</p> <p>When it has been deemed necessary to dismiss early, parent(s)/ guardian(s) (or alternate emergency contacts) of the students, from junior kindergarten to grade 8, will be contacted, unless the school has previously made alternate arrangements with parent(s)/ guardian(s). If no contact can be made before buses leave, students will remain at the school until parent(s)/ guardian(s) have been contacted and have made arrangements to pick-up their child(ren).</p>