

BUSING DURING INCLEMENT WEATHER

Background

Livingstone Range School Division believes that the safety of students is of the utmost importance.

Procedures

1. In recognition of the great weather and topography variance that exists within the Livingstone Range School Division No. 68, the driver of each bus is responsible for making the final decision on whether or not to operate on any day when student safety may be in jeopardy.
2. The bus driver shall consult with one or more parents to double-check on weather conditions before making a final decision on a bus route.
3. A decision to close schools or cancel a bus route will take into consideration the following weather-related factors:
 - a) local temperatures, including wind chill, that are colder than -40C as of 6:00 a.m.;
 - b) severely reduced visibility (.2 km or less);
 - c) a combination of weather and/or road conditions that make bus operations unsafe.
4. When the decision has been made not to operate an individual bus route, the bus driver shall notify the Coordinator of Transportation Services and parents on that route. The Coordinator or Transportation Services shall notify the Principal(s) of the school(s) having students on that bus route.
5.
 - a) When the decision has been made by the Coordinator of Transportation Services not to operate all buses in a area, or all buses throughout the entire school jurisdiction, the Coordinator shall notify the Superintendent or designate.
 - b) The Superintendent will close all schools in a busing area, or all the schools in LRSD if buses throughout the jurisdiction are not operating. Utilizing a fan-out phone system, the Superintendent's office will notify all Principals involved regarding school closures.
 - c) The Coordinator of Transportation Services will notify the media and all bus drivers regarding school closures. The bus drivers will inform the parents on their route that buses are not running and that schools are closed.
 - d) The Coordinator of Transportation Services will update the School Alert System to communicate when school busses are not running.
6. A decision to close schools for the day due to inclement weather shall be made by the Superintendent prior to 6:45 a.m.

7. When conditions are such that a decision has been made to cancel buses and to close schools in a service area, or in the entire school jurisdiction, the following radio station(s), CHRB 1140 (High River), CBC 1010, CFAC 960 and 66 CFR (Calgary) (or CFFR Radio 660), CJPR 94.9 FM (CNP), Country 95.5 FM and The River 107.7FM (Lethbridge), shall be contacted as early as possible by the coordinator of transportation services to give public warning that the buses will not be operating.
8. When schools are closed in accordance with Administrative Procedure 131: *Emergency School Closings*, teachers and support staff (excluding custodians) will not be required to attend school.
9. In order to protect the safety of children who arrive at school during inclement weather, the Principal shall ensure that there is a responsible person at the school to look after their needs.
10. When a bus route or bus routes are shut down in the morning, they will not operate for the remainder of the day.
11. Once students are at school, drivers are encouraged to leave them there until the end of the school day. However, the bus driver may determine the need to make an earlier return run. The decision to take students home early should be made in consultation with parents, the Principal, and the immediate supervisor or the Coordinator of Transportation Services
12. When a decision has been made not to operate an afternoon bus route and to leave the students at school, all concerned individuals including parents, Principals, the immediate bus supervisor and the Coordinator of Transportation Services shall be informed.
13. Each Principal must have a contingency plan in place to accommodate students over night, if weather conditions are such that students cannot return home. The student billet form contained in the *Forms Manual* may be useful to administrators in developing a database for student billeting.
14. Parents are responsible for ensuring that their child(ren) is/are properly clothed for the weather conditions.

References

December, 2003
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