

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Inclement Weather/Hazardous Road Conditions

Policy Type: Transportation

Number: 6010

Date Approved: November 28, 2005; June 2, 2008

Legal Reference: *The Education Act, 1995*; Section 91(a) 194

The Board of Education (the Board) believes that a priority of student transportation services is to ensure student safety.

On occasion, weather conditions and/or road conditions may be such that safe transportation services are put at risk.

The Board, therefore, authorizes the cancellation of bus operations in accordance with guidelines and administrative procedures of this policy.

Guidelines:

A. BUSSING:

1. When the temperature is at or below -40°C , bus runs will be cancelled. When the temperature is at or below -35°C and the wind chill temperature is at or below -45°C , bus runs will normally be cancelled.
2. Wheelchair lifts will not be operated at or below -35°C . When the temperature is at or below -35°C , the developmental education buses will normally be cancelled.
3. Bus run cancellations, as determined by the Supervisor of Transportation, can apply to the entire Division, to clusters of school attendance areas, or to individual schools.
4. Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.
5. Weather information used for purposes of decision-making shall be as reported by the Weather Information Office of Environment Canada at the Prince Albert Airport, the Melfort Weather Station or a bus driver survey of on-site temperatures.
6. Bus cancellations should normally only be made in the morning before buses drivers begin their route or at noon if weather conditions deteriorate during the day.

7. Decisions regarding Division-wide closure of schools do not in any way detract from the authority and responsibility of individual drivers to cancel their own run should local conditions warrant.

B. REPORTING TO WORK:

1. Staff are required to report to their work site, if it remains open, to receive their daily rate of pay. Staff may apply for leave as a personal day, an earned leave, or leave without pay.
2. The principal is to make every reasonable effort to ensure that designated personnel are on site by 8:30 a.m. so that doors can be unlocked and students who arrive inadvertently can be supervised.
3. Schools that are not located in a community or have all or most of their students transported to school by bus, will be closed when busses are cancelled. (The schools that will be included in this classification are: Christopher Lake, East Central, Meath Park, Osborne, Red Wing, Spruce Home, West Central and Wild Rose.) Staff are not required to report to work in closed schools.
4. If the R.C.M.P. closes a highway that prevents access to a school/work site, those staff affected by the highway closure, are not required to report to their school/work site.

C. COMMUNICATION:

1. CKBI and CJVR radio shall be the School Division's main communication medium with regard to decisions relative to this policy.
2. During inclement weather, staff, students, and parents are asked to take extra precaution in terms of communications, proper clothing and cooperation in order to ensure student safety.

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ADMINISTRATIVE PROCEDURES

A. BUS CANCELLATIONS AND SCHOOL CLOSURE PROCEDURES:

1. The Supervisor of Transportation may consult with the Director, weather offices and/or with others, as appropriate, in arriving at a decision regarding the cancellation of bus runs.
2. The Director of Education or designate will announce morning bus cancellations or school closures through CKBI and CJVR by 6:30 a.m. Noon cancellations will be announced over CKBI and CJVR as soon as the decision is finalized.
3. In addition to radio announcements, noon closures will require further notification to bus garage and driver personnel and all principals of schools attended by Saskatchewan Rivers School Division students. Principals shall arrange to have affected parents notified of the noon closure.
4. In the event that a Weather Watch is declared, the Supervisor of Transportation shall contact the weather stations in Prince Albert and Melfort to determine the severity of the situation. If it is determined that a major storm is imminent, including a Tornado Watch or Warning, the Supervisor shall assess which, if any, bus runs are in danger and take action, including the delay or cancellation of bus runs, to avoid putting students at risk. Parents and schools shall be advised accordingly.
5. For the cancellation of individual bus runs, the following steps are required:
 - a) for bus runs to Kinistino School and Birch Hills School:
 - i) the bus driver informs the contact bus driver who is acting as a central registry,
 - ii) the contact bus driver informs the Supervisor of Transportation,
 - iii) the contact bus driver informs the principal or vice-principal,
 - iv) if the bus driver cannot reach the contact driver, the principal or vice-principal is to be informed directly,
 - v) contacts are to be made by 7:00 a.m.

- b) for all other bus runs:
 - i) the bus driver informs the Supervisor of Transportation of the decision to cancel,
 - ii) the bus driver contacts the families of all children on the bus run,
 - iii) the bus driver informs the principal or vice-principal,
 - iv) contacts are to be made by 7:00 a.m.

- 6. The Director, in consultation with the principals of the schools, shall determine appropriate working conditions should severe inclement weather continue beyond one day. The following schools will be closed when all busses are cancelled to that school: Christopher Lake, East Central, Meath Park, Osborne, Red Wing, Spruce Home, West Central and Wild Rose.

B. STAFF RESPONSIBILITIES:

- 1. When a school has been closed because busses have been cancelled due to inclement weather:
 - a) School closures will be announced along with the bus cancellation information.
 - b) Teachers shall be on call and will work at home unless the principal calls a meeting.
 - c) Support staff shall be rescheduled to work an alternate day.
 - d) Caretakers shall contact their supervisor to determine their assignment for the day.

- 2. When a highway is closed by the R.C.M.P.:
 - a) Teachers who are unable to arrive at their work site shall work at home.
 - b) Support staff shall be rescheduled to work an alternate day.
 - c) Caretakers shall contact their supervisor to determine their assignment for the day.

Wind Chill Calculation Chart

Where T_{air} = Air temperature in °C and V_{10} = Observed wind speed at 10m elevation, in km/h.

T air	-20	-25	-30	-35	-40
V 10					
5	-24	-30	-36	-41	-47
10	-27	-33	-39	-45	-51
15	-29	-35	-41	-48	-54
20	-31	-37	-43	-49	-56
25	-32	-38	-45	-51	-57
30	-33	-39	-46	-52	-59
35	-33	-40	-47	-53	-60
40	-34	-41	-48	-54	-61
45	-35	-42	-48	-55	-62
50	-35	-42	-49	-56	-63
55	-36	-43	-50	-57	-63
60	-37	-43	-50	-57	-64
65	-37	-44	-51	-58	-65
70	-37	-44	-51	-59	-66
75	-38	-45	-52	-59	-66
80	-38	-45	-52	-60	-67

Approximate Thresholds:

Risk of frostbite in prolonged exposure at

-27

Warm skin, suddenly exposed.
Shorter time if skin is cool at the start.

Frostbite possible in 10 minutes at

-35

Warm skin, suddenly exposed.
Shorter time if skin is cool at the start.

Frostbite possible in less than 2 minutes at

-60

Warm skin, suddenly exposed.
Shorter time if skin is cool at the start.