



#### Background

Holden Rural Academy (HRA) believes that parents/guardians have the first decision as to whether or not to send their student(s) to school on days when weather conditions are a factor. On occasion, it may be unwise to operate bus routes due to the risks involved in transporting students as a result of weather/road conditions.

#### Procedures

##### 1. Setting and Reviewing the Process

The bus drivers, Transportation Director and the Principal must, early in each school year, meet to establish a suitable procedure for checking and reporting conditions and reaching a collective decision relative to the wisdom of operating school buses when weather/road conditions would create an unnecessary risk for the safe transport of students.

##### 2. Making the Decision

In the case of extreme weather/unsafe road conditions, the bus drivers are to communicate their assessment of the situation to the Principal. The Principal and bus drivers shall reach a collective decision as to whether or not all bus routes serving a school will be cancelled for that day.

##### 2.1 Temperature

2.1.1 Bus Routes will be cancelled when the air temperature reaches -40 degrees Celsius;

2.1.2 Bus Routes will be cancelled when the air temperature combined with wind chill reaches -40 degrees Celsius.

2.1.3 Air temperature and wind chill will be determined by accessing [www.theweathernetwork.com](http://www.theweathernetwork.com) and viewing the information for the communities of Holden, Ryley and Tofield. This website displays temperature and wind chill for each area.

2.1.4 The information acquired above shall be obtained just prior to the bus route, not the night before. However, in extreme conditions, the Transportation Director may make the decision the night before.

##### 2.2 Fog

When considering whether or not a bus route should be cancelled due to fog, the bus driver shall make an effort to contact parents/guardians at various locations on their route to determine the severity of the fog and whether it is widespread or localized. Once a morning route has been cancelled due to fog, and if conditions are not foggy for the afternoon route, bus drivers should make the afternoon run to deliver students home.

##### 2.3 Other Weather Issues

When a morning bus route has been cancelled due to any other weather related issue such as a winter storm or poor road conditions, bus drivers are not expected or required to run their afternoon route. Parents/guardians who have delivered their student(s) to school are expected to pick them up at dismissal.

3. Extra-curricular and Co-curricular
  - 3.1 If all buses are canceled, all extra-curricular and co-curricular events will be cancelled.
  - 3.2 If some buses are running, the School Administrator(s) in consultation with the destination host, must make the decision, based on student and staff safety, whether or not to participate in the activity.
4. Parents/guardians can view route cancellations at [www.holdenruralacademy.ca](http://www.holdenruralacademy.ca).
  - 4.1 The Transportation Director will update the website and request the bus driver(s) to conduct a phone fan-out to parents/guardians as needed.
5. Notification - Cancelling All Routes

When a decision has been made between bus drivers and the Principal to cancel all routes:

  - 5.1 The Principal will call the Transportation Director.
  - 5.2 The bus drivers will be required to initiate their emergency phone fan-out.
6. Notification - Cancelling an Individual Route

When a bus driver determines it is necessary to cancel all or a portion of their individual bus route, once safe to do so, the bus driver will make every effort to notify the following in order:

  - 6.1 Principal.
  - 6.2 Transportation Director.
7. Sending Buses Home Early During the School Day

In the case of the development of extreme weather/unsafe road conditions during the instructional day, the bus drivers are to communicate their assessment of the situation to the Principal. The Principal and the bus drivers shall reach a decision as to whether or not bused students will be sent home early.

  - 7.1 The Principal) shall notify the Transportation Director and Superintendent of the decision to send buses home early.
  - 7.2 The Principal will ensure all bus drivers are notified.
  - 7.3 It is the responsibility of the Principal to set up a telephone fan-out plan to be implemented during such emergencies.
    - 7.3.1 Students may be released to travel home if the Principal is confident that it is safe to do so.
8. Housing Students During Severe Weather/Road Conditions

Students will be housed at the Academy in the event that weather/road conditions occurring during the school day would put students at risk when traveling home.

  - 8.1 In the event that weather conditions occur during the school day that would put students at risk when traveling home, students will be housed at the Academy until conditions allow for safe travel.
    - 8.1.1 The Transportation Director will consult with the Superintendent regarding severity of the weather and the road conditions and the Transportation Director's decision regarding the operation of buses.
    - 8.1.2 The Superintendent will then make the decision whether students would be at risk when traveling home and to house students at the Academy until conditions allow for safe travel.
  - 8.2 In the event that weather conditions occur during the school day that would put students at risk when traveling home, bus operations will be suspended until conditions allow for

the safe transportation of students

9. Extreme Conditions - Decisions made by the Superintendent's Office

9.1 The Academy will remain open during inclement weather, even when conditions prevent buses from operating.

9.1.1 HRA will be closed for inclement weather only when the Superintendent has determined that a serious safety issue exists for staff and students.

9.2 Schools may be closed due to inclement weather when safety becomes a factor

9.2.1 When the Transportation Director receives information that a state of inclement weather exists that compromises student and staff safety if the Academy remains open, the Transportation Director will consult with the Superintendent regarding the severity of the weather. The Superintendent will then make the decision, either to close HRA or to keep it open.

9.2.2 In the event that the Principal identifies that a state of inclement weather exists that puts students and staff at undue risk if the Academy is kept open the Principal will contact the Superintendent or the Transportation Director by 0530 hours.

9.3 In the event that the Superintendent has made the decision to close the Academy, staff members will not be required to report to work.

9.3.1 In the event that the Superintendent has made the decision to close HRA, the Principal will ensure that at least one (1) staff member is present at HRA at the normal Academy opening times to ensure that students from families that have not received the Academy closure message are safely housed until they can be safely returned home.

Reference: Section 11, 33, 36, 37, 52, 53, 59, 60, 68, 196, 197, 222, 225 Education Act  
Section 25 Employment Standards Code  
Occupational Health and Safety Act