



### **Weather Related Emergencies**

Student and staff safety has the highest priority with Park West School Division. With respect to transported students, the Division, under the provisions of the Public Schools Act and supporting regulations, is responsible for student safety from the time that students board the bus in the morning and are delivered back to their designated stop after school. If bus transportation is deemed unsafe due to road or weather conditions, this procedure will determine the process for cancellation of bus service and possible school closures.

With respect to severe weather, the CEO in consultation with the Transportation Supervisor has the authority to decide whether there is a full or partial cancellation of bus service and/or school closures.

Severe weather is classified into two categories: wind chill days and storm days.

#### **1. Wind Chill Days**

School bus service will be cancelled if the air temperature reaches  $-40$  or if the wind chill factor reaches  $-45$ , as reported by Environment Canada for the Shoal Lake weather station at 6:00 am. When the wind chill factor is between  $-40$  and  $-44$ , the Transportation Supervisor will consider existing road and local weather conditions to determine the advisability of school bus service.

#### **2. Storm Days**

Storm days occur when weather conditions, warnings, road closures or reports of impending weather conditions create visibility and/or road conditions that make travel unsafe or impossible. Adverse weather conditions may also include reduced visibility due to extreme fog and/or blowing snow and hazardous road conditions or road closures due to snow and/or ice-covered sections.

Parents also have knowledge of the actual and probable road and weather conditions in their area. They should exercise discretion in permitting their children to ride the bus when weather conditions are, or expected to become, dangerously inclement. Parents shall call the school if their children will not be attending. Parents are also responsible for naming possible local billets if the buses are unable to run after school.



***Procedures for bus cancellations and/or school closures:***

**a. Communication:**

1. For individual bus cancellations and community-wide bus cancellations in the morning, bus drivers will notify parents/guardians.
2. For Division-wide bus cancellations and/or school closures in the morning, the Division shall:
  - Notify regional radio stations by 6:45 am.
  - Send notification of the cancellation to stakeholders via the divisional School Messenger service.
  - Post the announcement on the Park West School Division website [www.pwsd.ca](http://www.pwsd.ca) and on divisional social media.
3. For individual, community-wide, and Division-wide bus cancellations in the afternoon, individual schools will notify parents/guardians.

**b. Wind Chill Days:**

On wind chill days, all divisional buses will be canceled.

Schools will remain open, and all staff will report for work at their school as usual. Student attendance is at the discretion of parents/guardians.

**c. Individual Bus Cancellations:**

Individual bus drivers shall decide, in consultation with the area captain, whether they can safely get students to school that morning.

If the bus driver is unable to make the regular run, they shall inform the Transportation Supervisor and the parents/guardians on the route.

The Transportation Supervisor shall inform the principal of the school and the CEO.

For individual bus cancellations, schools will remain open, and all staff will report for work at their school as usual. Student attendance is at the discretion of parents/guardians.



**d. Community or Division-Wide Bus Cancellations:**

The Transportation Supervisor will consult with community bus captains and recommend to the CEO whether weather conditions are such that bus service is inadvisable in some communities, or Division-wide.

For community or Division-wide bus cancellations, schools will remain open, and all staff will report for work at their school as usual. Student attendance is at the discretion of parents/guardians.

**e. School Closures:**

The Transportation Supervisor will consult with community bus captains and recommend to the CEO whether weather conditions are such that school closure is advisable in some communities, or Division-wide.

If one or more schools are closed, staff and students from those schools do not attend.

The school principal/head custodian is responsible for the safety and security of the building on all closure days. The principal must also ensure that someone is at the school in the morning to meet any students that may come to school inadvertently. In cases where principals do not live in the community it is expected that the principal will make appropriate arrangements.

On school closure days due to inclement weather, there will be no after school or evening student extracurricular activities or community use of schools.

**f. Afternoon Bus Cancellations:**

To ensure the safety of transported students, it is recommended that buses do not leave the school at other than regularly scheduled times at the end of the school day. If the weather deteriorates significantly during the day, buses may not run in the afternoon. This decision will be made by 2:00 pm so that schools have time to notify parents/guardians and/or arrange appropriate billets.