



701.12AP Bus Contractor/Driver Based Bus Cancellations

ESTABLISHED: 2013.04.17
REVIEWED: 2020.01.13 (2018.03.12) (2013.04.29)
APPROVED: 2020.01.15 (2018.03.21) (2013.04.29)

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.1AP Student Conduct/Discipline on Buses](#)
 - [701.7AP Roles & Responsibilities](#)
 - [701.11AP Jurisdictional Bus Cancellations](#)
-

The individual School Bus Contractor/Driver may alter the route, delay the start time or cancel regular school bus service for the following reasons:

1. When cold temperatures or impassable roads prevents the bus from safely transporting students.
2. When sudden storm conditions arise, and they must abandon completion of a morning or afternoon route.
3. When potentially dangerous storm conditions develop during school hours and buses must leave prior to normal dismissal time.

It is an expectation that all bus contractors/drivers will prepare themselves during inclement weather by communicating with parents as to road conditions along their bus route, physically checking their roads, and hold themselves in readiness for services in cases of pending extreme storm conditions.

PROCEDURES:

1. When cold temperatures or impassable roads prevents the bus from safely transporting students and the bus contractor/driver deems it unsafe to operate the bus, for the morning or afternoon run, the following procedures will occur:
 - a. Bus Drivers must:
 - i. Notify the parents/guardians on their bus route of the cancellation by telephone, individually or by fan-out system; however, direct contact

- must be made to ensure everyone has been notified.
- ii. Notify the school principal or designate for all schools serviced.
- iii. Notify the Director of Transportation so the website can be updated prior to 7:00 a.m. and as soon as possible when the decision has been made to cancel an afternoon route.
- iv. Notify the radio/TV stations in their area by 7:00 a.m.
- b. Principal/Designate must
 - i. Retain students at school until parent/guardian picks up the child and/or makes approved alternate transportation arrangements when the afternoon run has been cancelled.
- c. Parents/guardians must:
 - i. Ensure bus contractors/drivers have up to date contact information.
 - ii. Notify bus drivers if road conditions to their residence are blocked or unsafe due to inclement weather. Alternate pick up location or temporary cessation of bus service may be deemed necessary until road is accessible.
 - iii. Pick up students from school when the afternoon run has been cancelled due to inclement weather when safe to do so.
 - iv. If parents choose to transport students to school when buses are cancelled due to inclement weather they are responsible to transport them to and from school that day.
 - v. Call the school to inform them of your child(ren)'s absence.
- 2. When sudden storm conditions arise, and the Bus Contractor/Driver must abandon completion of a morning or afternoon route the following procedures will occur:
 - a. Notify the parents/guardians on their bus route of the cancellation by telephone, individually or by fan-out system; however, direct contact must be made to ensure everyone has been notified.
 - b. Return boarded students to their homes, if possible, or make arrangements for parents to pick students up from a safe location.
 - c. Notify the school principal or designate for all schools serviced. iv. Notify the Director of Transportation as soon as possible when the decision has been made to cancel your route so the website can be updated.
- 3. When potentially dangerous storm conditions develop during school hours the Bus Contractor /Driver decides that their bus will leave prior to normal dismissal time the following procedures will occur:
 - a. The Bus Contractor/Driver must:
 - i. Notify the school principal or designate
 - ii. Notify the parents/guardians on their bus route by telephone individually or by fan-out system; however, direct contact must be made to ensure everyone has been notified.
 - iii. If the parents/guardians cannot be contacted, the students should be:
 - 1. retained at school

2. delivered to a neighbouring home (subject to prior authorization- Alternate Drop Off Form 701.7AP Exhibit 2)
 - iv. Notify the Director of Transportation so the website can be updated prior to leaving the school.
 - v. Not leave the gate until they can confirm (i.e., either visually or by phone call) that the passenger has safely entered the home.
 - b. The Principal or school designate must:
 - i. Consult with their local bus contractors/drivers to discuss a unified departure time; however, the decision to leave early and notifying parents/alternate caregivers remains that of the bus contractor/driver.
 - ii. Inform students and staff of the bus(es) that are departing early and let them know the time of the unscheduled departure.
 - iii. Remind bus drivers that students are not able to board the bus if direct contact has not been made with parents/guardians.
 - iv. Assist bus drivers with alternate contact information if parent/guardian cannot be reached.
 - v. Retain students at school until parent/guardian picks up the child and/or makes approved alternate transportation arrangements.
 - c. The Parents/Guardian must:
 - i. Ensure bus contractors/drivers have up to date contact information and have completed the Alternate Drop Off Location Form 701.7AP Exhibit 2.
 - ii. Notify bus drivers if road conditions to their residence are blocked or unsafe due to inclement weather. Alternate pick up location or temporary cessation of bus service may be deemed necessary until road is accessible.
 - d. The Students must:
 - i. Wear/carry with them proper winter attire.
 - ii. Obey school bus rules and regulations as drivers attention need to be focused on the road.
4. If conditions (ie. road conditions, visibility, temperature) improve, pending notification of families and the school, bus contractors/drivers may run in the afternoon.
 - a. Bus Drivers must:
 - i. Notify the parents/guardians on their bus route that the bus will be running by telephone, individually or by fan-out system; however, direct contact must be made to ensure everyone has been notified.
 - ii. Notify the school principal or designate for all schools serviced.
 - iii. Notify the Director of Transportation so the website can be updated as soon as the decision is made to run.