



Administrative Procedure 8015

Cancellation of School Bus Service

Board Governance Policy Cross Reference: [1](#), [13](#)

Administrative Procedures Cross Reference:

[Communications – School Messenger](#)

[Schools Closed Due to Inclement Weather](#)

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: November 1995

Amended: May 2019

In the event of hazardous weather and/or road conditions which present a threat to the safety of students traveling to and from school, the Supervisor of Transportation or designate, shall be responsible for recommending to the Director of Facilities and Transportation or designate, the cancellation of service on all or some of the school bus routes when, in their judgment and according to the Administrative Procedures established by the Brandon School Division, such action is in the best interest of student safety.

The Supervisor of Transportation shall, in consultation with the Director of Facilities & Transportation, consider the following criteria when giving consideration to the cancellation of some or all of the Brandon School Division buses:

- Airport Weather Office weather reports and forecasts;
- Environment Canada weather advisories or weather warnings for the area;
- wind chill factors in excess of -45°C ;
- temperatures in excess of -35°C ;
- current weather, visibility and road conditions, in relation to the knowledge of day to day operations;
- information provided to the Supervisor by drivers of rural bus routes;
- the availability of stand-by buses and/or drivers;
- road conditions following a storm;
- a combination of the above factors, which would make transportation hazardous.

The Supervisor of Transportation shall have the authority to cancel individual bus routes following consultation with the driver on the route(s).

The Supervisor of Transportation, based upon the information gathered, shall contact the Director of Facilities & Transportation when:

- recommending cancellation of all or a majority of the buses;
- he/she believes consideration should be given to canceling classes at Alexander, O'Kelly and/or Spring Valley schools due to hazardous travel conditions.

In the event it becomes necessary to recommend cancellation of some or all of the buses within the jurisdiction of the Division, the following procedures and time lines shall go into effect:

- Prior to 6:30 a.m. the Supervisor of Transportation will:
 - Check weather conditions and road conditions as reported by Environment Canada and Manitoba Department of Highways;
 - Contact the RCMP (if necessary);
 - Take whatever action he/she deems necessary to determine the severity of weather and/or road conditions;
- 6:30 a.m. – 6:45 a.m.: the Supervisor of Transportation shall consult with the Director of Facilities & Transportation, and a decision will be made regarding transportation for the day;
- Before 7:00 a.m. the Supervisor of Transportation will contact local news media (radio and print), and any other appropriate news media sources and advise one of the following:
 - a. No buses within the Division will be running for that day; or
 - b. No school buses operating outside the City of Brandon; or
 - c. All buses except number ____, ____ and ____ will run. This procedure is necessary when buses on main roads are able to run but buses on side roads cannot; or
 - d. Cancellation of buses per a. or b. above and closure of specified schools as approved by the Director of Facilities & Transportation.

NO COMMUNICATION TO THE MEDIA FROM THE SUPERVISOR OF TRANSPORTATION BY 7:00 A.M. WILL MEAN THAT ALL BUSES IN THE DIVISION ARE RUNNING.

The Supervisor of Transportation will also advise the media as to the status of Facility Closures as approved by the Director of Facilities & Transportation and also advise that attendance at schools is at parental discretion where travel is required, if applicable.

Emergency Transportation – Regular Dismissal Time

Return transportation shall be provided at regular dismissal times only. In the event a decision is made that return transportation to residences outside the City of Brandon boundaries is cancelled, the following procedures shall go into effect:

- The Supervisor of Transportation shall advise the Director of Facilities & Transportation and a decision regarding transportation will be made.
- The Supervisor of Transportation will immediately advise all schools with rural transported students that rural students are to go or be bussed to their Emergency Residence upon dismissal.
- The Supervisor of Transportation will advise local news media (radio and print), and any other appropriate news media sources regarding the decision.
- The Supervisor of Transportation will notify all school bus drivers regarding the decision.
- The school shall make reasonable effort to ensure that transported students get to their designated Emergency Residence.
 - K-8 Students: If the Emergency Residence is the home of a student of the school, the transported student may be allowed to accompany that student home. If the Emergency Residence is not the home of a student of the school, the school shall attempt to contact the Emergency Residence to ascertain that someone will either pick up the student or be present at the residence when the student arrives. Should the school be unable to make satisfactory contact with the Emergency Residence as outlined, the student shall remain at the school under the school's care until appropriate alternate arrangements can be made.
 - Special Needs Students: All special needs students who are eligible for transportation shall either be transported by the Division to their Emergency Residence or be picked up by one of the Emergency Residence contacts at the school.
 - 9-12 Students: High school students, excepting special needs transported students, shall be allowed to make their own way to their designated Emergency Residence after completing sign-out procedures established by the school. The school shall not be responsible for contacting the Emergency Residence for a high school student.

- All students going to Emergency Residences shall be instructed by the school to contact their parents upon arrival and inform them of their location.

Alternate Emergency Accommodation

In consideration of Emergency Transportation – Regular Dismissal Time, with the commencement of each fall term the transported students will be required to provide the School Administration with the name, address and telephone number of Alternate Emergency Accommodation.

Absence of Supervisor of Transportation

An employee sufficiently familiar with the transportation system shall be designated by the Supervisor of Transportation to act in his/her absence to administer this policy and shall be given authority to make recommendations to the Director of Facilities & Transportation for the cancellation of school buses.

School Closures

The decision to close Alexander, O'Kelly and/or Spring Valley schools shall be made independent of the decision to cancel school bus service (see Administrative Procedure – Schools Closed Due to Inclement Weather.)