



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Severe Weather			
Procedure Type:	Transportation	Implementation Date:	JAN 26, 2011
Procedure Number:	8.05	Last Approval Date:	FEB 12, 2020
AP Owner:	Transportation Coordinator	Last Reviewed:	AUG 15, 2026
Legal Reference(s):	<i>The Education Act, 1995, s. 196</i>		

Background

Severe weather conditions require Living Sky School Division (LSKYSD) staff to weigh two different mandates of Transportation Services: ensuring student safety and supporting good attendance. Occasionally, LSKYSD may agree with service providers to suspend student transportation when there is a real risk to the safety of staff and students.

Scope

This procedure directly applies to staff who must implement procedures and protocols related to the cancellation of transportation services due to severe weather:

- bus drivers,
- school principals, and
- the transportation coordinator.

Definitions

Adverse road conditions are conditions under which it is not prudent to travel on a given road with a school bus, including, but not limited to, deep unplowed snow, ice, flooding, and washouts. Typically, adverse conditions include reported road conditions where travel is not recommended.

Bus route or bussing refers to the transportation of students on a school bus operated by, or contracted by, LSKYSD to convey students between home and school.

Local conditions are road or weather conditions as experienced by bus drivers or school principals, independent of reported conditions.

Reported road conditions are provided by the Ministry of Transportation's Highway Hotline.

Reported weather conditions are provided by Environment Canada's website.

Severe weather is weather in which it is not prudent to transport students, given heightened risks to safety, including, but not limited to, extreme wind chill, poor visibility, and winds that risk toppling a school bus. Typically, severe weather includes reported weather conditions with extreme warnings.

Transportation refers to the conveyance of any student, and LSKYSD staff are accountable for that student's safety. Examples include, but are not limited to, busing, volunteers driving students to and from extracurricular activities, and the use of a bus or a rented vehicle for curricular or extracurricular purposes.



Roles & Responsibilities

Transportation Coordinator

- authorized to cancel transportation of any bus route, or portion of the Division, due to severe weather and/or adverse road conditions
- accountable for the operation monitoring, routing of buses, KPI, and safety compliance, in a manner that meets the mandates of transportation services

School Principals or designates

- authorized to cancel transportation of students within their school attendance boundaries, in consultation with the transportation coordinator, when local weather is severe
- accountable for the maintenance of the list of billets and for the safe transportation of students to their billets
- accountable for the safety of students under the care of LSKYSD staff

Contractors and bus drivers.

- authorized to cancel bus service for any or individual routes, in consultation with the transportation coordinator, when local weather is severe, or road conditions are adverse
- responsible for the safety of students travelling to and from schools

Procedures

Conditions for Cancelling Bussing

1. When considering extreme cold warnings, busing will be cancelled if:
 - a. for rural routes, if the wind chill temperature is at or below -40°C at 7:00 a.m., either the measured at 6:30 a.m. the morning or forecasted the night before; and
 - b. for urban routes, if the wind chill temperature is at or below -45°C at 7:00 a.m., either the measured at 6:30 a.m. the morning of or forecasted the night before.
2. When cancelling bussing due to other forms of severe weather or adverse road conditions, the safety of students and staff will be paramount.

Communication and Timing of Cancellations

3. The service providers shall, whenever possible, cancel bussing in the evening for the following school day to give staff and families of students time to prepare and make alternate arrangements. When reported road or weather conditions worsen overnight, the service provider shall cancel bussing in the morning of the school day, no later than 6:30 a.m. for rural routes or 7:00 a.m. for urban routes.
 - a. School principals and bus drivers shall follow the same expectations as the transportation coordinator. Before making a final decision based on local conditions, principals and bus drivers shall consult the transportation coordinator to ensure planning and communication are coordinated.
4. If bus drivers have begun their bus routes, they shall communicate and coordinate with families if they are unable to complete all or part of their route due to local adverse road conditions or severe weather. At all times, bus drivers shall balance the intent to support good attendance with the need to ensure the safety of the students in their care.
 - a. It is the responsibility of bus drivers to communicate with families in whichever method is most effective, efficient, and expedient.



Afternoon Bussing

5. Afternoon bussing shall not run if morning bussing has been cancelled, even if local roads or weather conditions improve over the day.
6. Afternoon bussing may be cancelled when reported or local road or weather conditions worsen over the school day. The transportation coordinator, school principals, and bus drivers shall strive to cancel bussing no later than one hour before the end of school to give staff and families time to prepare and make alternate arrangements. Cancellations made within one hour of the end of school must be the result of conditions worsening within one hour of the end of school.
7. In the event of worsening road or weather conditions, afternoon busses may be cancelled but shall not run earlier than the regularly scheduled time. Families of students affected by bus cancellations may arrange alternate transportation at their own expense. If this is not possible, affected students shall be transported to their designated billets. Typically, transportation to a billet shall be arranged by the billet or the student's family at their own expense.

Cancellations and Transportation not for Bus Routes

8. Typically, when bussing is cancelled due to severe weather or adverse road conditions, all transportation of students is also cancelled. This includes, but is not limited to, transportation by any means for extra-curricular activities, in-car portions of driver's education classes, and travel for field trips and other curricular experiences. However, there are exceptions.
 - a. Unless local conditions pose a particular danger, students shall be transported to their billets.
 - b. If morning bussing has been cancelled but conditions significantly improve, the principal may allow for transportation of students for curricular or extra-curricular activities. This does not apply to bus routes. The principal shall inform the transportation coordinator if such a decision is made.