

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 Specialist	Last Reviewed:	NOV 4, 2025
Legal Reference(s):			

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, there may be situations when LSKYSD suspends the transportation of students in the face of real risk to the safety of staff and students.

Scope

This AP 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 specialist.

Roles & Responsibilities

The Transportation Specialist, or Designate:

- is authorized to cancel transportation of any bus route, or portion of the school division, due to severe weather and/or adverse road conditions.
- is accountable for the operation of busses in a manner that meets the mandates of transportation services.

School Principals or designates:

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

Bus Drivers:

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

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 for the purpose of conveying 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 come from the Ministry of Transportation's Highway Hotline.

Reported weather conditions come from 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 windchill, 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 while LSKYSD staff are accountable for the safety of that student. Examples include, but are not limited to, bussing, volunteers driving students to and from extra-curricular activities, and use of a bus or rented vehicle for curricular or extra-curricular purposes.

Procedures

1. Conditions for Cancelling Bussing

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

2. Communication and Timing of Cancellations

- a. The transportation specialist 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 transportation specialist 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.
- b. School principals and bus drivers shall follow the same expectations as the transportation specialist. Before making a final decision based on local conditions, principals and bus drivers shall consult the transportation specialist to coordinate planning and communication.
- c. 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 provide for the safety of students under their care.
- d. It is the responsibility of bus drivers to communicate with families in whichever method is most effective, efficient, and expedient.

3. Afternoon Bussing

- a. Afternoon bussing shall not run if morning bussing has been cancelled, even if local road or weather conditions improve over the day.
- b. Afternoon bussing may be cancelled when reported or local road or weather conditions worsen over the school day. The transportation specialist, school principals, and bus drivers shall strive to cancel



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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.

- c. 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.

4. Cancellations and Transportation not for Bus Routes

- a. 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.
 - i. Unless local conditions pose a particular danger, students shall be transported to their billets.
 - ii. 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 specialist if such a decision is made.