

Administrative Procedure 132

INCLEMENT WEATHER

Background

The Superintendent has full authority to adjust regular bus and school operating schedules, and close a school, where weather related conditions present a danger to students and staff, or where classroom conditions become intolerable due to inclement weather.

Procedures

1. School Bus Operation

- 1.1 School buses will not operate in the event of the following conditions:
 - 1.1.1 The wind chill is equivalent to, or in excess of, -45 degrees Celsius (°C).
 - 1.1.2 The outside air temperature as measured at 4 Wing (Lakeland area) or Smoky Lake is equal to or exceeds -40 degrees Celsius (°C).
 - 1.1.3 School bus routes within the Lakeland area and Smoky Lake area will not necessarily be cancelled concurrently.
- 1.2 The Director of Transportation may cancel school buses either individually or collectively when weather conditions are so inclement as to constitute a safety hazard to the students being transported.
 - 1.2.1 In the absence of a decision by the Director of Transportation, individual bus drivers may cancel or alter his/her route to ensure the safety of students being transported.
 - 1.2.2 Individual bus drivers cancelling or altering their routes are responsible for:
 - 1.2.2.1 Notifying students on that route of such cancellation individually and by contacting the radio stations listed below.
 - 1.2.2.2 Notifying the Director of Transportation of such cancellation or alteration.
- 1.3 When weather or road conditions deteriorate during the school day, a decision regarding early return home of school bus students will be made by the Director of Transportation in consultation with the Superintendent or designate and broadcast on all designated radio stations for implementation as soon as possible.
- 1.4 In all situations where school buses are cancelled or routes altered, it is the responsibility of the person making that decision to advise the Superintendent or designate and the appropriate radio and television stations as listed below:

Station	Frequency	Phone No.	Fax No.
KROCK (CJXM)	95.3 FM	780-594-2459	780-594-3001
KOOL	101.3 FM	780-812-5665	780-813-3363
CFCW	790 AM	780-468-3939	780-438-6397
Country (CFNA)	99.7 FM	780-573-1745	780-573-1746

2. School Operation

2.1 Schools will remain open for the students who wish to attend.

2.1.1 Administration and staff members are required to maintain regular working hours in the school for the purpose of receiving students, talking with parents and other related activities.

2.1.2 It is the responsibility of the Principal to have someone at the school prior to normal opening time to ensure students are able to access the facility.

2.1.3 All staff members are expected to make every reasonable effort to get to their school or to a Division school closest to their residence.

2.1.4 If a staff member is unable to report to work, s/he is responsible to notify the Principal as soon as possible.

2.1.5 Staff members who do not report to work can present their case to the Assistant Superintendent (Human Resources) for consideration.

2.1.6 When classes are suspended/cancelled, students will be excused from attendance (i.e. water main break).

2.2 Unless otherwise communicated, buses and the schools will operate as usual the following school day.

Reference: Section 11, 52, 53, 62, 196, 197, 222, 225 Education Act
Employment Standards Act
Occupational Health and Safety Act