

SECTION 800 – Facilities and Transportation

**ADMINISTRATIVE PROCEDURE: SCHOOL BUS CANCELLATIONS DUE TO
INCLEMENT WEATHER**

PROCEDURE CODE:	806 AP 002
Policy Reference: 806 – School Closure Under Emergent Conditions	

The Medicine Hat Public School Division recognizes there will be occasions when inclement weather will cause school bus service to be disrupted. To ensure the safety of students riding on school buses, guidelines and cancellation procedures have been established to guide decision-making with respect to cancelling school bus service due to inclement weather.

GUIDELINES

- The Superintendent shall have the responsibility for decisions regarding school bus cancellations due to inclement weather.
- Decisions to cancel school bus service due to inclement weather shall be made in the best interests of student safety.
- When a decision is made to cancel school bus service, schools will remain open for students and staff.

PROCEDURE

1. The bus contractor contacts the Transportation Officer by 5:30 a.m. suggesting that school bus service be cancelled.
2. The Transportation Officer consults with Environment Canada to gather information on the inclement weather and the impact on driving conditions.
3. The Transportation Officer consults with the Superintendent regarding the inclement weather and driving conditions. A decision is made to operate or cancel school bus service in all or part of the district's jurisdiction.
4. The Transportation Officer prepares an appropriate message to parents and students through local radio stations and the Division's website to inform of the decision.

5. The Transportation Officer contacts bus contractor to inform of decision to operate or cancel school bus service. The contractor posts an appropriate message on the contractor's website and is responsible for contacting the media.
6. The Transportation Officer provides an appropriate message to parents, students, and staff through an e-mail notification to the affected schools.

MEDIA MESSAGES

If all routes are to be cancelled, the message to go to the media will read:

"All school buses serving Medicine Hat Public Schools have been cancelled for today although schools will remain open. Parents are asked where possible, to make other arrangements for getting their children to and from school."

The message will be repeated on each day that buses are not operating. If buses do not operate for more than one day, the following message will be aired on the first day buses are able to resume operation.

"All school buses serving Medicine Hat Public Schools are operating today although severe weather conditions may cause delays."

If only selected routes are to be cancelled, the message to the media will read:

"Public school bus route(s) _____, serving _____ school(s) has/have been cancelled today although schools will remain open. Parents are asked where possible, to make other arrangements for getting their children to and from school."

Approved: December 2024

