

Cancellation of Student Transportation

1.0 Objective

- 1.1 The following procedure outlines the action to be taken when a situation of inclement weather exists or is predicted to exist, before or during the regular school day which may create a significant risk for the safety of students and employees.
- 1.2 This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from all forms of discrimination and harassment consistent with the DDSB's Indigenous Education Policy, the Human Rights, Anti-Discrimination and Anti-Racism Policy, the Safe and Respectful Workplace and Harassment Prevention Policy and related procedures.
- 1.3 Busing Transportation Zones
 - 1.3.1 The DDSB covers a large geographic expanse in Durham Region. Weather conditions can vary greatly across the region. In order to adjust for differing weather patterns, the following busing transportation zones:
 - Zone 1 – Applies to those homes in the Brock Area
 - Zone 2 – Applies to those homes in the Uxbridge Area
 - Zone 3 – Applies to those homes in the Scugog Area
 - Zone 4 – Applies to those homes in the Pickering, Ajax, Oshawa, Whitby Area
- 1.4 Principals should notify students, parents/guardians of the busing transportation zone information at the beginning of the school year so they know which zones applies to them in the event of transportation irregularities and/or inclement weather.
- 1.5 The Principal should encourage parents/guardians to regularly monitor delays and cancellations of bussing in order to prevent having unsupervised children waiting roadside for buses that may be delayed or cancelled.

BEFORE THE SCHOOL DAY BEGINS:

1.5.1 Decision/Communication

- 1.5.1.1 The CAO of Durham Student Transportation Services (DSTS) is responsible for monitoring weather conditions in co-ordination with the bus companies, municipalities, and Durham Regional Police, and for reporting recommendations to the Associate Director of Corporate Services/Transportation.
- 1.5.1.2 The Associate Director of Corporate Services/Transportation, in consultation with the CAO, will make decisions regarding the cancellation of transportation services.

1.5.1.3 The Associate Director of Corporate Services/Transportation will communicate with the Director of Education and will report the decision to the CAO and DSTS.

1.5.1.4 The CAO of DSTS will contact all designated radio stations to advise of, and will post on both the Board's and DSTS websites and DSTS voice message system (IVR) the appropriate message, which will be one of the following:

- That transportation services have been cancelled for the following busing transportation zones, but schools remain open;
- or,
- that some or all schools in the following busing transportation zones are closed for the day and parents are requested to keep their children at home.

1.5.2 Disruption of Transportation Services:

1.5.2.1 Parents, students and staff will be advised as soon as possible (by 7:00 A.M.) through planned communication channels regarding changes in the regular transportation schedule. The announcement will state in which zone the buses have been cancelled or delayed.

1.5.2.2 All staff should make ongoing and reasonable efforts throughout the workday to safely attend work at their regularly scheduled location.

1.5.3 Schools Closed:

1.5.3.1 Parents, students and staff will be advised as soon as possible (by 7:00 A.M.) through planned communication channels if schools are to be closed. The announcement will state that buses are cancelled, schools are closed and parents are requested to keep their children home.

1.5.3.2 Principals are responsible for developing school contingency plans to ensure that a small group of school staff are available to receive students for a reasonable period of time during regular time of entry in the morning. The team is pre-identified at the beginning of each year and will be responsible for contacting parents so that students are able to return home safely.

- a) In the event that secondary schools are closed during an emergency situation, staff will pivot instruction to online learning for the day, as appropriate to do so and directed by the Board. Staff will follow their regular timetable but will do so virtually. Communication will take place utilizing the planned communication channels. Any staff that may be unable to meet virtual requirements will be required to consult with their Principal/Supervisor.
- b) In the event that elementary schools are closed during an emergency situation, staff may be required to continue with their professional duties, which may include but not limited to: planning, assessment, online instruction and communication with families. Communication will take place utilizing the planned communication channels. Any staff that may be unable to meet virtual requirements will be required to communicate with their Principal/Supervisor.

DURING THE SCHOOL DAY:

1.5.4 It will not be a regular practice to respond to deteriorating weather conditions by the early departure of buses or sending students home before the regular end of the day.

Should it be necessary to close schools during the regular school day, the decision will be made before 11:00 A.M.

1.5.5 If a decision is reached to dismiss early, the DSTS CAO will be responsible for:

- arranging busing;
- contacting Municipal Works Departments advising them that buses will be running early and requesting their assistance;
- contacting the DDSB Communications and Operations Department to ensure that announcements are broadcast through our regular communication channels.

1.5.6 If a decision is reached to dismiss early, the Principal (or designate) is responsible for:

- remaining at the school until DSTS notifies that all buses for their schools have logged off and children are home safely.

1.5.7 Principals will follow their emergency closing plans for early dismissal of students.

1.6 Guidelines for Emergency Closing of Schools Due to Inclement Weather

1.6.1 Parent/Guardian Awareness:

Parents/Guardians should be aware of the following:

- (a) During inclement weather, even though buses have been cancelled, the DDSB may attempt to keep schools open, but this does not mean that students must be sent to school. It is the parents'/guardians' responsibility to decide if conditions are safe for their children to walk or be privately transported to and from school.
- (b) Once the school day has begun, students will normally remain until the school day is over. Should it become necessary to close schools early, the decision will be made before 11:00 A.M. Parents/guardians may pick up their children at any time during the day. In case of an emergency closing due to inclement weather, parents/guardians will be notified to ensure students return home safely.
- (c) When buses are cancelled in the morning they will not run in the afternoon.
- (d) Communication will be shared with school communities through our planned communication channels.

Appendix:

DSTS Map of School Bus Zones

Effective Date

1977-05-24

Amended

1978-01-13

1999-10-25

2006-06-07

2007-08-28

2012-03-29

2022-06-20