



**Strait**

Regional Centre for Education

# **Class and/or Bus Delays/Cancellations Due to Weather and/or Road Conditions Procedures**



Revised October 2022

## Class and/or Bus Delays/Cancellations Due to Weather and/or Road Conditions Procedures

The safety of students and staff is the *primary consideration* in the decision to delay or cancel bus service or classes in a school(s). It is a decision that is taken very seriously and is made with the safety of students and staff as the first priority.

### The Decision-Making Process

The Strait Regional Centre for Education follows a comprehensive decision-making process and detailed procedures to make decisions resulting in delays or cancellations to bus service or classes in a school(s). Our decision-making process includes consultations with, and a review of information from, the following:

- The SRCE Manager of Transportation and Director of Operations;
- Staff who personally travel on the roads very early in the morning evaluating road and weather conditions;
- Weather forecasting services including Environment Canada, WSP Weather Information System, and The Weather Network;
- Local region contacts (school bus drivers);
- Neighbouring Regional Centres for Education;
- Provincial highway cameras;
- The Nova Scotia Department of Public Works; and
- RCMP, if required.

In most cases, a decision will be made and announcements will be broadcast over local radio stations and posted on the Strait Regional Centre for Education web site ([www.srce.ca](http://www.srce.ca)) prior to 6:30 a.m.

As outlined in this document, there are six possible phases of cancellations:

- Phase I: Cancellation of a Bus Run or Runs
- Phase II: Cancellation of Bus Service on Unpaved Roads
- Phase III: Cancellation of Classes due to Inclement Weather
- Phase IV: Delayed Opening of School(s)
- Phase V: Early Dismissal: Predicted and Deteriorating Weather/Road Conditions During the Day
- Phase VI: Partial or Complete System Shutdown/Schools and Building(s) Closed

For specific details on each phase, please refer to our brochure, [Class and/or Bus Delays/Cancellations Due to Weather and/or Road Conditions: A Quick Reference Guide](#).

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### How to Stay Informed

You are encouraged to check all available information sources as noted below to ensure you are up to date regarding class and bus service announcements:

- Check our website, [www.srce.ca](http://www.srce.ca) and specifically the [Cancellations and Announcements](#) image on the main page of the website. Please note there are two tabs on this page, School and Worksite Cancellations and Announcements are found under the first tab at the bottom of the page and Bus Route Cancellations and Announcements are found under the second tab.
- Follow us on Twitter at [@SRCE\\_NS](https://twitter.com/SRCE_NS).
- Listen to local radio stations.
- Subscribe to receive class cancellation and/or bus route notices via email and/or text at [https://www.srce.ca/news/stay\\_informed](https://www.srce.ca/news/stay_informed).

### Contact Information

- Transportation Department Staff: 902-747-3645; 8:00 a.m. to 4:30 p.m. / [transportation@srce.ca](mailto:transportation@srce.ca)
- Operations Centre Dispatch Staff: 902-747-3642; 6:30 a.m. to 4:30 p.m.
- Emergency Bussing Telephone Number: 902-747-3642; 6:30 a.m. to 4:30 p.m.

**The decision-making process will be done in accordance with the following six phases:**

#### Phase I

##### ***CANCELLATION OF A BUS RUN OR RUNS***

When conditions are such that specific road(s) are not safe for school bus travel, a bus run or runs may be cancelled, electronic communications will be issued and will indicate which route(s) are impacted. These conditions include but are not limited to:

#### **High Winds:**

Where winds reach a sustained level of 80 km per hour, or are experiencing gusts of 85 km per hour or greater during bus travel times, a bus run or runs serving the affected roads shall be cancelled. Forecasting shall be closely monitored where winds are expected to approach those levels. An announcement shall be made prior to 6:30 a.m. indicating that an individual bus run or runs shall be cancelled.

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Particular attention shall be given to the Canso Causeway where travel restrictions are in place and the Cabot Trail from Margaree Harbour to Pleasant Bay which is subjected to the Les Suetes wind weather effect.

**Road Obstructions:**

Where weather conditions cause physical damage to a road, such as washouts, bridge damage or downed power lines, a bus run or runs serving that area may be cancelled.

**Phase II**

***CANCELLATION OF BUS SERVICE ON UNPAVED ROADS***

When it is determined driving conditions are unsafe for travel on unpaved roads, electronic communications will be issued. The announcement will indicate individual bus runs, busses serving a county or all busses will be ***“traveling on paved roads only”***.

**Phase III**

***CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER***

When it is determined driving conditions are too dangerous on roads for the safe transportation of students, electronic communications will be issued. The announcement will indicate ***classes are cancelled at [the following school(s)]”***.

**Phase IV**

***DELAYED OPENING OF SCHOOLS***

On days where conditions are such that it is not safe to open a school, group of schools or all schools at the regularly scheduled time, however, it is predicted that conditions will improve, a “two (2) hour delayed opening may be announced”.

Delayed openings may be considered when an extreme weather event has concluded but snow clearing or other operations require additional time. It may also be considered when physical plant or utility (power, water) issues are being addressed but additional time is required to prepare the facility for opening. Electronic communications will be issued. The announcement will indicate ***“school opening and bus pick up times will be delayed by two (2) hours”***.

**The following conditions will apply:**

1. School opening will be delayed 2 hours. If the opening time is normally 8:30 a.m., the delayed opening will be 10:30 a.m.

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2. School bus pick up times will be delayed 2 hours. If a regular bus pickup time is 7:30 a.m., the delayed pick up time will be 9:30 a.m.
3. Each school will alter morning schedules to best address their timetables.
4. Lunch times will not change.
5. Afternoon class schedules will remain the same.
6. Dismissal time will not change.
7. When a system-wide delayed opening due to weather is announced, professional development scheduled for that day will be cancelled.

**Phase V**

**EARLY DISMISSAL**

***PREDICTED AND DETERIORATING WEATHER/ROAD CONDITIONS DURING THE DAY***

When it is determined to dismiss students early, electronic communications will be issued. The announcement will indicate ***an early dismissal at [the following school(s)]***”.

Announcements for early dismissals, based on predicted extreme weather, may be made in the early morning or during the day, **but not later than 12:00 p.m. except under emergency situations**. A minimum of “one hour’s” notice to parents is required for early dismissal. Schools shall notify parents of Pre-primary children and Grades P to 6 students.

**Phase VI**

***PARTIAL OR COMPLETE SYSTEM SHUT DOWN/SCHOOLS AND BUILDINGS CLOSED***

When it is determined it is unsafe for students to attend school and employees to report to their worksites, a partial or complete system shut down or building closure may be implemented. Electronic communications will be issued. The announcement will indicate either a ***“system shutdown - all schools and buildings are closed”*** or ***“partial system shutdown – all schools and buildings are closed in [impacted worksites].”***

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**The following points of clarification are provided:**

1. All communications with radio stations will be made through the SRCE's Transportation Department.
2. Cancellation of morning (a.m.) bus service also means cancellation of afternoon (p.m.) bus service.
3. Parents/guardians who choose to drive their children to school when bus service is cancelled are responsible to arrange transportation home in the afternoon.
4. Staff should refer to their respective collective agreements or Terms and Conditions of Employment and consult with their immediate supervisor about reporting to work when there are cancellations.
5. When there is a partial or complete system shutdown, or when a school(s) and/or building(s) are closed, all employees who work in the affected worksites will **not** be required to report to work.
6. Regional and school-based staff who find they are unable to report to their worksites due to localized inclement weather or road conditions must contact their immediate supervisor and/or school principal as early in the day as possible.
7. Drivers who initiate a cancellation of their bus run shall be required to complete the attached Cancellation of Bus Run Report.
8. If there is a Region-wide cancellation of classes, scheduled professional development days are cancelled.
9. If there is a cancellation in a certain geographic area and there is a scheduled professional development day for teaching staff, the Director of Programs and Student Services shall decide on whether or not to continue with the event.
10. For greater certainty, cancellations related to professional development events will be communicated via local radio stations and posted on the cancellation page of the SRCE website.
11. When classes are cancelled at a school, evening activities at the school site are also cancelled.

## Cancellation of Bus Run Report

Drivers Name: \_\_\_\_\_

Bus Run: \_\_\_\_\_

Bus #: \_\_\_\_\_

Date of Cancellation: \_\_\_\_\_

Time Run Canceled: \_\_\_\_\_

Contact Made With: \_\_\_\_\_

Contact Made At (time): \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Road Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Determining Road Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This report is to be submitted (faxed) to the Manager of Transportation  
within 24 hours of the cancellation. Fax # 902-747-3654.**