



**TRANSPORTATION PROCEDURE**  
**SECTION 100 GENERAL**  
**111 BUS CANCELLATIONS**

**NWOSSC 111**

### **Statement and Rationale**

Throughout the school year conditions may arise that require home-to-school transportation service to be cancelled. This procedure outlines conditions that may result in cancellation of transportation, and steps that will be followed.

### **Procedure**

#### **1.0 Conditions Requiring Cancellation of Transportation**

Conditions that may require the cancellation of transportation service are most commonly related to, but not limited to, the following.

It is important to note that the decision to cancel buses for any reason is not made lightly. A decision is made with the best information available at the time. If parents/legal guardians do not agree with the decision or feel that conditions are not safe, they may choose not to use transportation service.

**1.1 Facility Closures** – In the event of a facility failure or closure, the appropriate school board staff will contact the General Manager or designate to advise of the closure and transportation will be adjusted accordingly.

Whenever possible, home-to-school bussing will be cancelled prior to students being picked up. If timing does not allow the cancellation prior to students being picked up, the Consortium and school board staff will arrange for the safe arrival of students at the school, and for students to be picked up by parents or legal guardians.

**1.2 Inclement Weather/Road Conditions** – Inclement weather may result in conditions that are considered unsafe for the operation of home-to-school transportation due to reduced visibility, or poor road conditions.

The General Manager or designate will monitor conditions and use all available information to make a decision regarding cancellation of transportation service. This information will include, but is not limited to:

- Weather reports and forecasts provided by Environment Canada ([www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca));
- Road conditions published by the Ontario Ministry of Transportation (Ontario 511);
- Road checks conducted by Bus Operators throughout the service area between 4:30 a.m. and 5:30 a.m. to assess local conditions; and
- Communication with municipalities and local road authorities regarding road clearing and sanding activity.

Due to the large geographic size of the Consortium service area, weather-related cancellation may be required for one area, community, or school but not others. Specific routes may also be assessed in isolation from the rest of the transportation system.

When buses are cancelled due to inclement weather and road conditions before the morning runs, they will be cancelled for the entire day and this will be included in communication to stakeholders.

**1.3 Extreme Cold Temperatures** – When the ambient (actual) temperature reaches -35° Celsius, school bus transportation will be cancelled. This does not include wind chill factor. Temperatures in each community as reported by Environment Canada at 6:00 a.m. will be used to determine the need for cancellation due to extreme cold.

When buses are cancelled due to extreme cold temperatures in the morning, buses may run in the afternoon (school to home), if conditions allow. This decision will be made based on Environment Canada's forecasted conditions for the day and will be included in communication to stakeholders prior to morning runs.

During a prolonged period of extreme cold temperatures that do not reach -35° Celsius, the General Manager or designate may use their discretion in considering cancellation of bussing, keeping in mind the impact on the vehicles and the operator's realistic ability to repair mechanical breakdowns, and the safety risks associated with extreme wind chill.

## 2.0 Timing

Weather conditions may be unpredictable and change significantly over a short period of time. For this reason, cancellations will typically not be made until the early morning.

Every effort will be made to determine cancellation of home-to-school transportation by 6:00 a.m. Central Time and communication will follow.

### 3.0 Communication

Notification of all bus cancellations will be posted online at [www.nwobus.ca](http://www.nwobus.ca), and sent to subscribers of the NWOSSC text message alert system by affected community.

In the event of system-wide cancellations, an email notification will also be sent to NWOSSC email alert subscribers.

Local radio and news outlets may report cancellations, and every effort will be made to communicate cancellations through social media in a timely manner.

The General Manager or designate will directly notify the respective Directors of Education and Consortium Directors by email of all cancellations.

### 4.0 Reference to Procedures

This procedure should be referenced in conjunction with the following:

110 – GENERAL – Fog and Reduced Visibility

112 – GENERAL – Early Dismissal - Transportation Only

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Associated Policies/Procedures	
References	