



PROCEDURE

TR-001

INCLEMENT WEATHER	
Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2006/05/29
Last Updated: 2023/04/24	Next Review Date: 2027/04/26

Purpose

To outline Grand Erie District School Board's (Grand Erie) processes when transportation services are cancelled.

Guiding Principles

1.0 Cancellation of Transportation Services

To minimize the disruption of service and possible danger on such days, the following processes will apply.

1.1 Safety

1.1.1 Since determining safety under adverse weather conditions is difficult and at times subjective, Administrator(s) will inform parent(s)/caregiver(s) by the school's regular communication means, no later than November, that it is the parent's/caregiver's responsibility at all times to decide if it is safe for their child(ren) to attend school, as they would at any other time.

1.2 School Zones

1.2.1 Weather conditions may require that transportation services be cancelled in specific zones. For the purpose of inclement weather decisions, Grand Erie is divided into four zones. The four zones include:

- Norfolk County (Zone 1)
- Haldimand County (Zone 2)
- County of Brant (Zone 3)
- City of Brantford (Zone 4)

The cancelled zone(s) will be posted on Grand Erie website, communicated through social media and shared with local media. School names will not be announced. The weather may cause more than one zone to be affected.

1.2.2 The zone numbers and names with the schools are listed in Appendix A. The Appendix is subject to periodic updates as required to align with school openings, closings or zone modifications.

1.3 Communication

1.3.1 Zone information will be communicated to parent(s)/caregiver(s) annually.

1.3.2 Student Transportation Services Brant Haldimand Norfolk (STSBHN) will broadcast the decision to users via their subscribed notification email. Any instance of cancelled transportation services will be posted on Grand Erie's website, communicated through social media and shared with local media as soon as possible.

- 1.3.3 When transportation is cancelled before the day starts, the decision will be posted **by 6:30 a.m. where possible.**
- 1.3.4 When transportation is cancelled in any other situation e.g., early dismissal, the decision will be posted as soon as possible through the same channels.
- 1.3.5 Internal communication: the Communication and Community Relations Department will advise all employees through email of any closures.
- 1.4 **Early Dismissal for Inclement Weather**
- 1.4.1 Early dismissal will occur only in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon where possible.
- 1.4.2 When it is necessary to dismiss early, parent(s)/caregiver(s) (or alternate emergency contacts) of all students where applicable, will be contacted unless the school has previously made alternate arrangements with parent(s)/caregiver(s). If no contact can be made before buses leave, students will remain at school until parent(s)/caregiver(s) have been contacted and they have made arrangements to pick up their child(ren). Adequate number of employees will remain at school to provide supervision. Administrator(s) will be responsible for developing an appropriate process for early dismissal.
- 1.5 **Cancellation of Transportation Services Only**
- 1.5.1 In the following circumstances, transportation will be cancelled (by zone) **but schools and facilities will remain open:**
- The outdoor air temperature, without wind-chill, is at or below -30 degrees Celsius, as of 5:00 AM, on the Environment Canada website in:
- Simcoe, ON for Zone 1
 - Haldimand County, ON for Zone 2
 - Brantford, ON for Zones 3 and 4
- The *Environment Canada Wind Chill Chart*, as of 5:45AM on the Environment Canada website, indicates a high risk of frostbite to occur in 10 minutes or less in:
- Simcoe, ON for Zone 1
 - Haldimand County, ON for Zone 2
 - Brantford, ON for Zones 3 and 4
- 1.6 **Cancellation of Transportation Services Triggering Closures**
- 1.6.1 Manager of Transportation or designate must gather information on road and weather conditions from various sources and contacts and assess conditions with the Superintendent of Business and Treasurer (or designate). The decision to cancel transportation services will be made by the Superintendent of Business and Treasurer and the Manager of Transportation. The decision to cancel transportation will be made when:
- The forecasted road conditions during the travel time when students are on board are believed to not allow for the safe provision of services,
 - Visibility is anticipated to be significantly impacted during the travel time when students are on board.

- 1.6.2 When transportation is cancelled, it will trigger closures and the following shall apply:
- All schools and facilities within the identified zone(s) will be closed to students and employees.
 - If a school-purpose vehicle travels through other inclement weather zones during the normal course of its route to take students to school, the school-purpose vehicle route will not operate on inclement weather bus cancellation days. Transportation will not be supplied for students attending schools outside the zone. If buses are cancelled only for a specific zone(s), anyone living in one of the cancelled zones would not have Grand Erie provided transportation, even if the school they attend is in a different zone and is open.
 - Students living in a zone where transportation has not been cancelled will not be transported into a zone where transportation has been cancelled.
 - When morning transportation has been cancelled, all transportation will be cancelled for the day.
- 1.6.3 STSBHN will make its own assessment of travel conditions for routes that travel outside of Grand Erie into neighbouring jurisdictions (i.e., Oxford County) and communicate any cancellations for these routes. The decision to cancel transportation by an adjacent school board does not pertain to Grand Erie routes.

2.0 Employees

- 2.1 When school transportation **is cancelled** due to inclement weather, the facilities within the designated zone(s) will be closed to students and employees.
- 2.2 When transportation is **not cancelled** within the zone in which an employee works, the following will apply:
- 2.2.1 Employee(s) are expected to make reasonable efforts to reach their assigned place of employment, using safety and common sense as the guiding criteria.
- 2.2.2 If employee(s) are unable to reach their assigned place of employment, a Leave of Absence request for 'Hazardous Weather', with an explanation will be submitted in accordance with their Collective Agreement/Terms and Conditions.
- 2.3 All employees that work the afternoon/night shift will call into the Facility Services Department at least two hours prior to the start of their shift to obtain direction on reporting to work.
- 2.4 Long-term occasional employees will not attend closed schools (but will be paid according to the per diem rate).
- 2.5 When there are closures in any of the four zones, employees will be notified of the status of any scheduled training session and meetings.

Reference(s):

- Inclement Weather Policy (TR-01)
- Environment Canada Wind Chill Chart

GRAND ERIE DISTRICT SCHOOL BOARD INCLEMENT WEATHER ZONES			
Zone 1 - Norfolk County	Zone 2 - Haldimand County	Zone 3 - County of Brant	Zone 4 - City of Brantford
Elementary Schools	Elementary Schools	Elementary Schools	Elementary Schools
Bloomsburg Public School Boston Public School Courtland Public School Delhi Public School Elgin Avenue Public School Houghton Public School Lakewood Elementary School Langton School Lynndale Heights Public School Port Rowan Public School Teeterville Public School Walsh Public School Waterford Public School West Lynn Public School	Caledonia Centennial Public School Hagersville Elementary School J. L. Mitchener Public School Jarvis Public School Mapleview Elementary School Oneida Central Public School Rainham Central School River Heights School Seneca Central Public School Thompson Creek Elementary School Walpole North Elementary School	Burford District Elementary School Cobblestone Elementary School Glen Morris Central Public School Mt. Pleasant School North Ward School Oakland-Scotland Public School Onondaga-Brant Public School Paris Central Public School St. George-German Public School	Agnes G. Hodge Public School Banbury Heights School Bellview Public School Branlyn Community School Brier Park Public School Cedarland Public School Centennial-Grand Woodlands School Central Public School Echo Place School École Confédération École Dufferin Edith Monture Elementary School Graham Bell-Victoria Public School Grandview Public School Greenbrier Public School James Hillier Public School King George School Lansdowne-Costain Public School Major Ballachey Public School Prince Charles Public School Princess Elizabeth Public School Russell Reid Public School Walter Gretzky Elementary Woodman-Cainsville School
Secondary Schools	Secondary Schools	Secondary Schools	Secondary Schools
Delhi District Secondary School Simcoe Composite School Valley Heights Secondary School Waterford District High School	Cayuga Secondary School Dunnville Secondary School Hagersville Secondary School McKinnon Park Secondary School	Paris District High School	Brantford Collegiate Institute & Vocational School GELA – City Centre GELA – Rawdon Street GELA – Tollgate Campus North Park Collegiate & Vocational School Pauline Johnson Collegiate & Vocational School Tollgate Technological Skills Centre
Grand Erie Administration Facilities	Grand Erie Administration Facilities	Grand Erie Administration Facilities	Grand Erie Administration Facilities
Norfolk School Support Centre	Haldimand School Support Centre		Education Centre Facilities Services Joseph Brant Learning Centre Teacher Resource Centre

