

# Administrative Procedure 132

---

## INCLEMENT WEATHER AND OUTDOOR AIR QUALITY

### Background

Decisions regarding the operation of buses and schools during inclement weather must address the safety of students, drivers and school staff. The Division may temporarily suspend school bus services, close a school building or direct schools to postpone outdoor activities if the health and safety of students and staff are at risk because of inclement weather or poor air quality.

### Procedures

1. Student Transportation
  - 1.1 School bus service may be suspended by the Associate Superintendent, Business & Finance, in consultation with the Transportation Manager, when there is a forecast or current temperature of -40 degrees Celsius (-40°C), including wind chill factor, or adverse road conditions.
    - 1.1.1 Air temperature and wind chill will be determined by accessing The Weather Network and viewing the information for each city/town/village in which the schools are located. The Weather Network displays temperature and wind chill for each area of the Division.
  - 1.2 In the case of inclement weather which may result in buses not operating, the Transportation Manager will consult with the following:
    - 1.2.1 The Weather Network
    - 1.2.2 Public Works – Leduc County;
    - 1.2.3 Bus driver area representatives.
  - 1.3 Suspension of school bus service may be limited to a specific region of the Division or on a route-by-route basis.
  - 1.4 When school bus service is suspended by the Associate Superintendent – Business & Finance, schools shall remain open to students.
  - 1.5 The Associate Superintendent - Business & Finance, in consultation with the Transportation Manager, will make a decision regarding school bus suspension by 6:00 a.m. or the previous night if conditions make it obvious that service will be suspended the following day.
  - 1.6 The Transportation Manager will send notification to parents of bus students via the Bus Status app before 6:30 a.m. or as soon as the decision is made. The Division website will also be updated at the same time.
  - 1.7 Individual drivers have discretion regarding the operation of their buses in inclement weather.

- 1.7.1 If a driver decides the bus is not operating or is delayed, they are responsible for contacting the Transportation Manager and the parents of all students on their bus.
- 1.7.2 The Transportation Manager will contact the schools.
- 1.8 Inclement weather may require students to be transported home before the end of the regular school day.
  - 1.8.1 The decision to send the buses home earlier will be made by the Superintendent or designate in consultation with the Principal(s), Transportation Manager and the bus driver area representative(s).
  - 1.8.2 The Transportation Manager is responsible for contacting the bus drivers to pick up the students and for informing parents via the voice callout system and bus status app of the situation.
- 2. Schools
  - 2.1 Only in exceptional circumstances are the schools closed. If a school requires closure due to an emergency situation (i.e. water main break) the procedure is as follows:
    - 2.1.1 When a school closure is a possibility during the school day, the Superintendent or designate and the Principal will make the decision.
    - 2.1.2 The Principal will be responsible for contacting the Transportation Manager who will contact the bus drivers to pick up the students early.
    - 2.1.3 The Principal will be responsible for notifying parents of the adjustment to the school day.
  - 2.2 Using a weather information source(s) that is the most accurate for the school/community, the Principal or designate shall monitor local weather for adverse conditions.
  - 2.3 When the Air Quality Health Index (AQHI) value reaches 6 or greater, all strenuous outdoor activities are to be cancelled. When the AQHI value reaches 7 or greater students are to be kept indoors, with the windows closed and HVAC systems running.
  - 2.4 The Principal may also restrict outdoor activities at any time conditions make it prudent to do so, such as extreme temperatures, rain, thunderstorms, high winds, icy conditions, smoke or poor air quality.
  - 2.5 For the safety of students, it is the responsibility of parents/guardians to ensure:
    - 2.5.1 their child is suitably dressed for weather conditions;
    - 2.5.2 arrangements have been made for alternative shelter for their child if no one is home; and
    - 2.5.3 the school is advised of any health conditions that might be impacted by inclement weather or poor air quality.

Reference: Section 11, 53, 62, 196, 197, 222, 225 Education Act  
Employment Standards Act