



Policy Number	Topic	Pages	Date of Approval (Revisions)
5.3	<b>Emergency School Closures Affecting School Bus Services</b>	2	December 2009 September 2010 (December 2012)
<b>Policy Statement</b>			
<p>Safety breaches and/or loss of essential services to a school may result in a school closure prior to or during the course of the school day. STS will work co-operatively with bus companies and the School Board to coordinate cancellation of transportation when a school(s) is closed due to an emergency situation as determined by the designated School Board official.</p> <p>School bus delays/cancellations will be posted at <a href="http://www.mybigyellowbus.ca">www.mybigyellowbus.ca</a>. Parents/guardians are responsible for knowing how to access bus delays/cancellation information on the website.</p>			
<b>Procedure</b>			
<p><b>The following procedure details cancellation of transportation prior to the start of the service day for an emergency situation:</b></p> <ul style="list-style-type: none"><li>• The designated School Board official with the affected School Board will contact STS immediately should a school be closed for an emergency situation prior to the start of transportation.</li><li>• Whenever possible, decisions regarding school closures should be made at the Board level by 6:00 am.</li><li>• If a school closure is decided once the students are on route, then the students will be taken to an alternate safe location as determined by the designated School Board Official and alternate arrangements made.</li></ul> <p><b>The following procedure details delays/cancellations during the school day for an emergency situation:</b></p> <ul style="list-style-type: none"><li>• Should breaches of safety or loss of essential services occur during the course of a school day necessitating a school closure/evacuation, STS will be notified by the designated School Board official.</li><li>• STS will contact the bus company(ies) and will work cooperatively with the bus companies and the school principal to make the necessary arrangements.</li><li>• Given the nature of some emergencies, circumstances may occur whereby a school contacts the bus company directly if time is critical to the safety to those involved.</li><li>• In the event that the bus company is contacted directly by a designated school board official, the bus company will notify the appropriate STS staff member immediately.</li></ul> <p><b>STS is responsible for:</b></p> <ul style="list-style-type: none"><li>• Contacting the affected bus company(ies) and reviewing route sharing to advise any partner Boards which may be impacted;</li><li>• Having a contact list of appropriate telephone numbers for use in emergency situations.</li><li>• Ensuring that the bus companies update the appropriate communications tools (website) for cancellation information.</li><li>• Ensuring that the My Big Yellow Bus social media tools are updated accordingly.</li></ul>			



**The School Board is responsible for:**

- Deciding whether or not school facilities are open or closed;
- Contacting STS immediately to advise of school closures;
- Selection of an alternate safe location for students to be transported to in the event that students are on the buses at the time the school closure is determined;
- School principal/designate is responsible for contacting all parents/guardians of the necessary transportation changes to the alternate safe location;
- Ensuring the principal/designate is at the alternate safe location to receive students
- The related media communications.

**Parents/Guardians are responsible for:**

- Maintaining up to date phone numbers with the school for use in emergencies.