

Procedure NO: 208.1
TITLE: Cancellation of Classes & Bus Routes

EFFECTIVE DATE:
REVISED DATE: March 2022
REVIEW YEAR:

Procedure

A. CLASS CANCELLATION CRITERIA (K-12):

Blizzard A combination of:

- Reduced visibility due to snow and blowing snow
- Windchill factors greater than –25
- Snow blocked road conditions

Cold Windchill values in excess of –45

Fog Visibility reduced so as to create a safety hazard

B. NOTIFICATION PROCEDURES:

i. Division Wide

The decision to cancel classes due to severe weather conditions shall be taken by the Superintendent in consultation with the Transportation Supervisor. The decision will normally be reached before 6:15 AM and announcements will be made to the media on the following radio stations Media Outlets: C.B.C., C.J.O.B., CTV, Global, QX104, MIX 96.as well as on the Seine River School Division website www.srsd.mb.ca and Twitter

The Transportation Supervisor will notify the bus drivers.

In the event of adverse conditions arising during the course of the school day, school will remain open. Students will not be transported home. If adverse conditions exist in the afternoon, a decision may be taken not to operate school buses. An announcement to this effect would be made to the media by 3:00 PM. Parents may pick up their children at the school. Each school administrator must have a plan prepared to billet any transported students who cannot be picked up.

ii) Cancellation and delay of individual School Bus Routes

When the decision is made by the bus driver in consultation with the Transportation Supervisor, the driver must take the responsibility for the notification of:

- parents of pupils on their route
- bus drivers of connecting route(s)
- the school administrator

School buses that do not operate in the morning will not operate in the afternoon.

C. EMPLOYEE RESPONSIBILITIES AND PAYMENT:

Unless it is announced that schools are closed, employees are expected to report to work during periods of inclement weather.

Scenario #1

Cold day – Buses are cancelled; No in person learning for students; staff attend workplace

Scenario #2

Storm Day – Buses are cancelled; No in person learning for students; staff do not report to workplace
There is an expectation that teachers and division office staff will be able to maintain a regular workday remotely

Scenario #3 Weather and road conditions – Buses are cancelled; No in person learning for students; Employees report to work unless deemed a personal risk; attend work when conditions improve; be available for supervisor contact

- a) Teachers – work remotely
- b) Educational Assistants – take a sick day or personal day
- c) Division office staff – work remotely if possible
- d) Other – banked time, sick time, vacation time

D. CLASSES CONTINUE – EMPLOYEE DOES NOT REPORT TO WORK:

Employees who do not report for work on a day when the schools are open will have their wages deducted at their per diem rate. As it is a provision in their collective agreement, teaching staff may apply retroactively for a personal leave day. In that case, they would be deducted the cost of a substitute.

Employees who will experience a loss of pay may request to use vacation or banked time if it has been accrued and mutually agreed to.