

Section	Procedure Number
Transportation Procedures	RCJTC AP.01.81
Procedure Title	
Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements	
Date	Revised
December 20, 2013	

This procedure outlines the responsibilities of the Renfrew County Catholic and Public School Boards, schools, service providers, and the process to be followed when cancelling transportation services in all or part of the Boards' jurisdiction due to inclement weather.

The decision to cancel school transportation is the responsibility of the transportation operators in co-operative consultation with the RCJTC.

When transportation services are cancelled, the schools remain open. If a route or transportation services are cancelled in the morning, this decision remains in effect for the entire school day. If parents and guardians who choose to bring their child(ren) in to school on these days they are also responsible to provide transportation from school in the afternoon for their child(ren).

Note: RCJTC is a shared integrated operation with limited flexibility. We cannot cancel one part of an area without impacting other parts. Cancelling transportation service is a decision made for the safety of our students.

The www.onthebus.ca website has been chosen by the RCJTC to be the designated website to broadcast interruptions to transportation services and emergency school closures from all areas in the county of Renfrew. Media outlets obtain this information from the RCJTC website. The following is a list (**although not an exhaustive list**) of local radio stations and television stations that may broadcast transportation updates.

Radio:

- **CHCR-FM** is a radio station broadcasting at 102.9 FM in Killaloe, Ontario.
- **CHMY-FM** is a radio station broadcasting at 96.1 FM in Renfrew, Ontario.
- **CHVR-FM** is a radio station broadcasting at 96.7 FM in Pembroke, Ontario.
- **CIMY-FM** is a radio station broadcasting at 104.9 FM in Pembroke, Ontario.
- **CJHR-FM** is a radio station broadcasting at 98.7 FM in Renfrew, Ontario.

Television:

- **A Channel**
- **CTV**

...Providing safe, efficient, effective transportation to our students

Weather Cancellations

A decision to cancel bus transportation is made between 5:00 a.m. and 5:30 a.m. Decisions are based on several factors including precipitation, air temperature, wind chill factors, road conditions, and projected weather forecasts.

The schools in Renfrew County have been divided into the following zones:

- 1 Deep River area
- 2 Petawawa area
- 3 Pembroke area
- 4 Madawaska area
- 5 Opeongo area
- 6 Renfrew area
- 7 Arnprior area

Before the School Day Begins

The decision to cancel transportation due to inclement weather shall be made after discussion with transportation operators and other transportation agents from various areas.

Transportation operators check road conditions before 5:30 a.m. The transportation operator contacts RCJTC by 5:30 a.m. with their decision to operate or not. The RCJTC website, www.onthebus.ca, is updated on or about 6:00 a.m.

Road conditions (as seen before 6 a.m.), weather forecasts, and police reports are all part of the consideration for safe operation of the vehicles.

It is the decision of the parent/guardian as to whether they send their child(ren) to school using the Board provided transportation.

SYSTEM WIDE TRANSPORTATION CANCELLATION PROCEDURE

In a system wide transportation cancellation: all vehicles in the system would be cancelled.

There is one System Wide Lead for all of Renfrew County, as well as a Backup Lead.

Procedure: (refer to Form A. Communication Procedures for System Wide Transportation Cancellations)

1. Each Zone has a designated Area Lead and a Backup Lead.
2. The Area Lead makes the decision to cancel transportation in their area.
3. This Lead contacts the System Wide Lead and relays their decision via the Inclement Weather Spotter Report.
4. The System Wide Lead contacts www.onthebus.ca and the RCJTC with their decision to cancel transportation.
5. All other transportation operators in the area are to support this decision.
6. All transportation operators are to follow the same transportation cancellations as in their Zone area.

7. The System Wide Lead then proceeds with the Transportation Operator Phone Net (contacts the Area Lead in each Zone of Schools).
8. The Area Lead in each Zone continues with the Transportation Operator Phone Net (contact each transportation operator in their own Zone of Schools), and proceeds with the designated principals phone net.
9. Every transportation operator proceeds with the Drivers Phone Net.
10. Every driver proceeds with the Parent Phone Net.

Reporting Time Line

1. The System Wide Lead contacts the Renfrew County Joint Transportation Consortium General Manager (once they have heard from every Zones' Lead), before 5:30 a.m., or as early as possible.
2. The System Wide Lead would then proceed with the Transportation Operator Phone Net.

GENERAL AREA SCHOOL TRANSPORTATION CANCELLATIONS IN EXTREME CIRCUMSTANCES

In general area transportation cancellations: all vehicles in a Zone of Schools would be cancelled.

Local area transportation operators shall consult with each other, prior to 5:30 a.m., when extreme circumstances, such as, adverse weather conditions may warrant a cancellation of general area school transportation services. When a decision to cancel is made, it will apply to all routes in the local area.

It will be the responsibility of the designated Lead in each Zone of Schools, to communicate via fax the decision to cancel the local area school transportation service to www.onthebus.ca by 5:30 a.m., and to the designated principal and the RCJTC, as soon as possible, thereafter.

Procedure: (refer to Form B. Communication Procedures for General Area Transportation Cancellations)

1. Each Zone of Schools has a designated Area Lead, and Backup Lead.
2. The designated Lead of their Zone of Schools makes the decision to cancel transportation for their Zone of Schools and communicates this to www.onthebus.ca and the RCJTC by using the Inclement Weather Spotter Report.
3. All other transportation operators in the area are to support this decision.
4. All transportation operators are to follow the same transportation cancellations as in their Zone of Schools area.
5. The Area Lead proceeds with the Transportation Operator Phone Net (contact each transportation operator in their own Zone of Schools), and contact the designated principals in their Zone of Schools.
6. Every transportation operator proceeds with the Drivers Phone Net.
7. Every driver proceeds with the Parents Phone Net.

Reporting Time Line

1. The Area Lead contacts the RCJTC General Manager, before 5:30 a.m., or as early as possible.
2. The Area Lead would then proceed with the Transportation Operators Phone Net.

INDIVIDUAL ROUTE CANCELLATIONS

An individual driver who runs into difficulty, prior to the start of the route, or on route, and is unable to complete the route.

When an individual route is cancelled, the driver shall advise the transportation company owner who, in turn, shall contact the www.onthebus.ca website, and advise the RCJTC and the affected school principals.

The driver shall make every reasonable effort to contact and advise the parents/guardians of the route cancellation, using the parent/guardian phone net.

Due to the geographical size and diversity of the Renfrew County Catholic and Public School Boards, it is recognized that there may be varying weather patterns, which may necessitate the cancellation of student transportation services in one or more geographical areas or to one or more specific schools rather than on a system-wide basis.

Procedure: (refer to Form C. Communication Procedures for Individual Route Cancellations)

1. Each individual driver is to report to their transportation operator.
2. Each transportation operator is to report any route cancellations of their fleet to www.onthebus.ca and the RCJTC, and to the Designated Principals.
3. Each driver is to proceed with the Parent Phone Net.

Reporting Time Line

1. Each transportation operator is to contact the RCJTC General Manager before 5:30 a.m., or as early as possible.
2. The driver would then proceed with the Parent Phone Net.

School Transportation Cancelled for the Day

Subject to the foregoing when transportation service is cancelled in the morning, it is understood that the cancellation will apply to the afternoon as well, unless otherwise specified, and that parents/guardians who bring their children to school on that day will also be responsible for their return home.

INDIVIDUAL ROUTE DELAYS

In the case of an individual route delay the driver shall notify their transportation operator, who in turn, shall provide a replacement vehicle, as soon as possible, to complete the route. The transportation operator shall notify, the www.onthebus.ca website of the delay, as well as, the affected school principals and the RCJTC.

Procedure: (refer to Form D. Communication Procedures for Individual Route Delays)

1. Each individual driver is to report to their transportation operator.

2. Each transportation operator is to report any route delays of their fleet to www.onthebus.ca and the RCJTC, as well as Designated Principals.
3. The Transportation Operator arranges an alternate vehicle and driver to complete the route, if necessary.
4. Each driver is to proceed with the Parent Phone Net.

Reporting Time Line

1. Each transportation operator is to contact the RCJTC General Manager before 5:30 a.m., or as early as possible.
2. The driver would then proceed with the Parent Phone Net.

INDIVIDUAL VEHICLE BREAKDOWNS

In the case of an individual breakdown, the driver shall notify their transportation operator, who in turn, shall provide a replacement vehicle, as soon as possible, to complete the route. The transportation operator shall notify, the www.onthebus.ca website of the breakdown, as well as the affected school principals and the RCJTC.

Procedure: (refer to Form E. Communication Procedure for Individual Vehicle Breakdowns)

1. Each individual driver is to report to their transportation operator.
2. Each transportation operator is to report any route delays of their fleet to www.onthebus.ca and the RCJTC, as well as Designated Principals.
3. The Transportation Operator arranges an alternate vehicle and driver to complete the route, if necessary.
4. Each driver is to proceed with the Parent Phone Net.

Reporting Time Line

1. Each transportation operator is to contact the RCJTC General Manager before 5:30 a.m., or as early as possible.
2. The driver would then proceed with the Parent Phone Net.

When practical, a reasonable attempt via the phone net system shall be made by the driver/transportation operator to notify parents/guardians of the delay/breakdown. In these situations parents/guardians should know that a replacement vehicle will come and that they are to have their children back out at the designated stop.

Drivers shall prepare, with the assistance of the school principals and the RCJTC, two lists of transported pupils together with their telephone numbers each year. These lists will be used to support the parents/guardians phone net systems. One list shall be kept in the vehicle, at all times, and a second list filed with the transportation operator.

EARLY/LATE SCHOOL DISMISSAL

During the School Day

When the weather deteriorates during the day, while all the students are at school, RCJTC will attempt to maintain their regular schedule. The **decision to send the students home early or to**

cancel transportation services for the end of the day may be made by the General Manager of RCJTC, after discussion with transportation operators. In the event that such a decision is made, which will only happen as a last resort, the school principals will then be responsible for contacting the parents and guardians to inform them that their child(ren) will be leaving school early. Only students whose parents/guardians have been contacted will be dismissed. It will be the responsibility of parents and guardians who could not be contacted, to provide transportation for their child(ren) at the end of the school day.

Procedure: (refer to Form F. Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal)

If, for the safety of the pupils and in the judgment of the principal(s) and after consulting with the RCJTC and the transportation operator/driver, the early or late departure of vehicles is necessary, it shall be the responsibility of the **principal** to:

- (i) clear with the principals of other schools, which may be affected (principal phone net);
- (ii) clear with the Director of Education or designate, and the RCJTC General Manager (the RCJTC will contact the transportation operators);
- (iii) prior to a pupil's dismissal, ensure that each pupil has a safe place to go using the parent phone net;
- (iv) contact local radio/television stations to advise them of early/late departure of students.

Transportation operators shall be expected to provide such service promptly, combining routes where possible. The RCJTC shall compensate the transportation operators for expenses only if, in order to provide this service, extra trips are required.

Due to the time consuming and nearly impossible task of notifying all parents/guardians and ensuring that each pupil has a safe place to go, the unavailability of drivers on such short notice, as well as the fact that road crews throughout the county have traditionally made every effort to clear the roads for vehicles, early dismissal/school closure shall be requested only when extreme road conditions, unforeseen facility interruptions, extreme weather related conditions or natural disasters arise.

EMERGENCY SCHOOL CLOSURE/EVACUATION

In case of an emergency evacuation caused by a single emergency, or upon implementation of a municipal emergency preparedness program during regular school hours, the Board/RCJTC shall have priority in the use of the school buses. Only when the Board/RCJTC has completed the evacuation will the school buses be released for other purposes.

Transportation operators shall be expected to provide such service promptly, combining routes where possible. The RCJTC shall compensate the transportation operators for expenses only if, in order to provide this service, extra trips are required.

Procedure: (refer to Form F. Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal)

If, for the safety of the pupils and in the judgment of the principal(s) and after consulting with the RCJTC and the transportation operator/driver, the early or late departure of vehicles is necessary due to school closure/evacuation, it shall be the responsibility of the **principal** to:

- (i) clear with the principals of other schools, which may be affected (principal phone net);
- (ii) clear with the Director or designate, and the RCJTC General Manager (the RCJTC will contact the transportation operators);
- (iii) ensure that each pupil has a safe place to go, using the parent phone net;
- (iv) contact local radio/television stations to advise them of early/late departure of students.

Emergency Numbers

At the beginning of each school year, a list of operator and principal emergency telephone numbers is provided to the transportation operators and to the respective boards.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

- F.01.81.1 *Inclement Weather Spotter Report*
- F.01.81.2 *Record of Transportation Cancellations/Delays*
- F.01.81.A *Communication Procedures for System Wide Transportation Cancellations*
- F.01.81.B *Communication Procedures for General Area Transportation Cancellations*
- F.01.81.C *Communication Procedures for Individual Route Cancellations*
- F.01.81.D *Communication Procedures for Individual Route Delays*
- F.01.81.E *Communication Procedures for Individual Vehicle Breakdowns*
- F.01.81.F *Communication Procedures for the Transportation Service Sector During
Emergency School Closure and/or Early/Late Dismissal*

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INCLEMENT WEATHER SPOTTER REPORT

Transportation Operator: _____

Date: _____

Spotter's Name: _____

Area: _____

Time: _____

Road Conditions: _____

Visibility: _____

Recommendation: _____

Maintain Operation _____

Cancel Operation _____

Other Comments: _____

Signature of Spotter _____

Note: One form to be completed by each spotter, as indicated on your Inclement Weather Policy (P.01 section 15), and submitted to the RCJTC between 5:00 a.m. and 5:30 a.m.

CONFIDENTIAL NOTICE: THE INFORMATION IN THIS FAX IS LEGALLY PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL AND/OR COMPANY NAMED ABOVE AND ANY DISCLOSURE, COPYING, OR DISTRIBUTION OF THE INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FAX IN ERROR, PLEASE CONTACT THE SENDER IMMEDIATELY. YOUR CO-OPERATION IS APPRECIATED.

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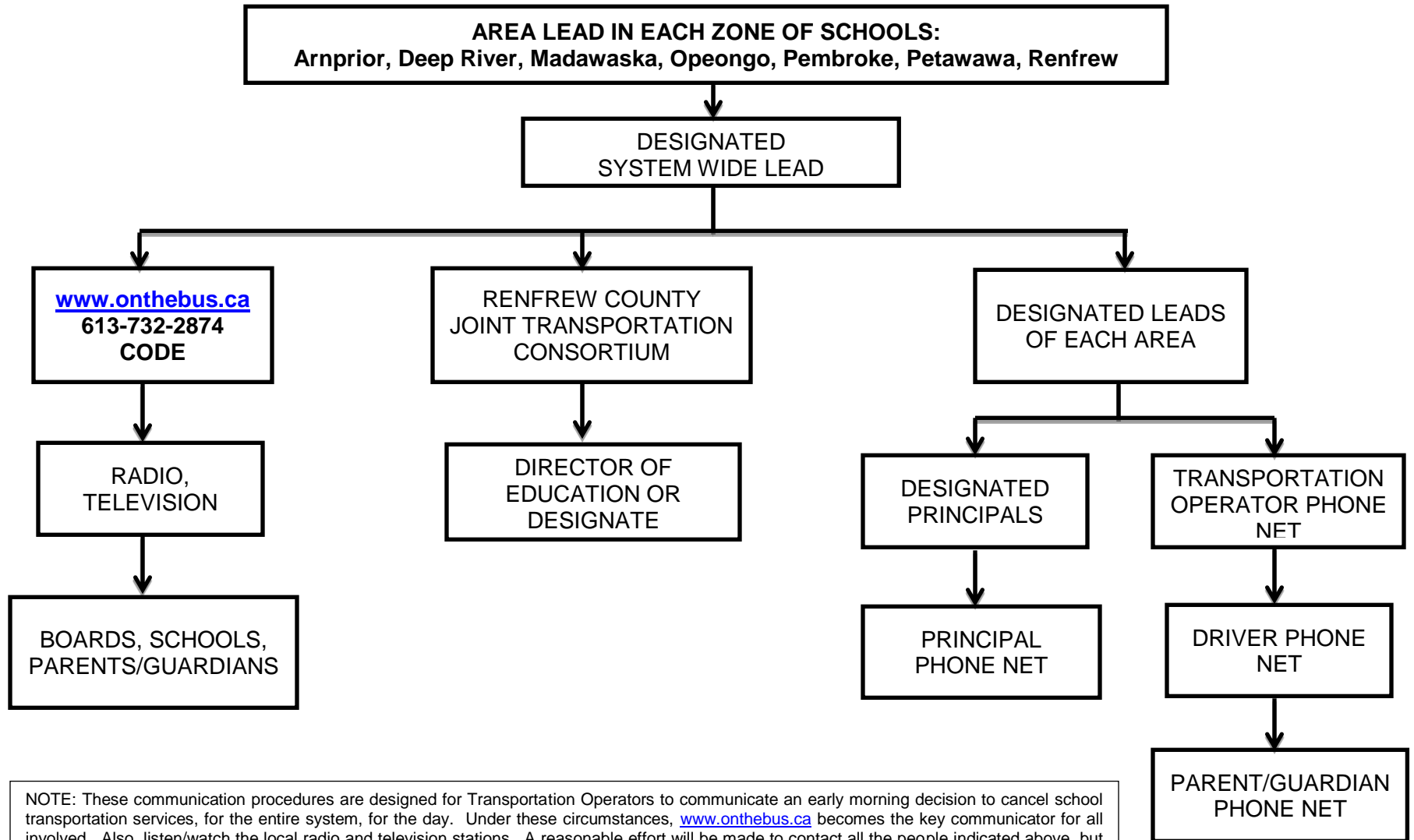
RECORD OF TRANSPORTATION CANCELLATIONS/DELAYS

DATE: _____ CONDITIONS: _____

<u>Area</u>	<u>Transportation Operator</u>	<u>Cancelled</u>	<u>Delayed</u>	<u>Notes</u>
Arnprior	Renfrew County Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Renfrew / Calabogie	Renfrew County Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Pembroke	C.F. Vaudry Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Skelhorn Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Valley Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
	Vicman Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Petawawa	Skelhorn Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Deep River	Valley Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Opeongo / Cobden / Haley's / Eganville / Douglas	C.F. Vaudry Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Renfrew County Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Vicman Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Killaloe / Round Lake	J. Holly Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	K. Mullin	<input type="checkbox"/>	<input type="checkbox"/>	
	Renfrew County Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Madawaska / Barry's Bay / Combermere / Palmer Rapids / Wilno	D. Stamplecoskie	<input type="checkbox"/>	<input type="checkbox"/>	
	Brad Musclow	<input type="checkbox"/>	<input type="checkbox"/>	
	J. & V. Manion	<input type="checkbox"/>	<input type="checkbox"/>	
	MacMunn Bus Line	<input type="checkbox"/>	<input type="checkbox"/>	
	MJC Transport	<input type="checkbox"/>	<input type="checkbox"/>	
	R&L Bus Lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Valley Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

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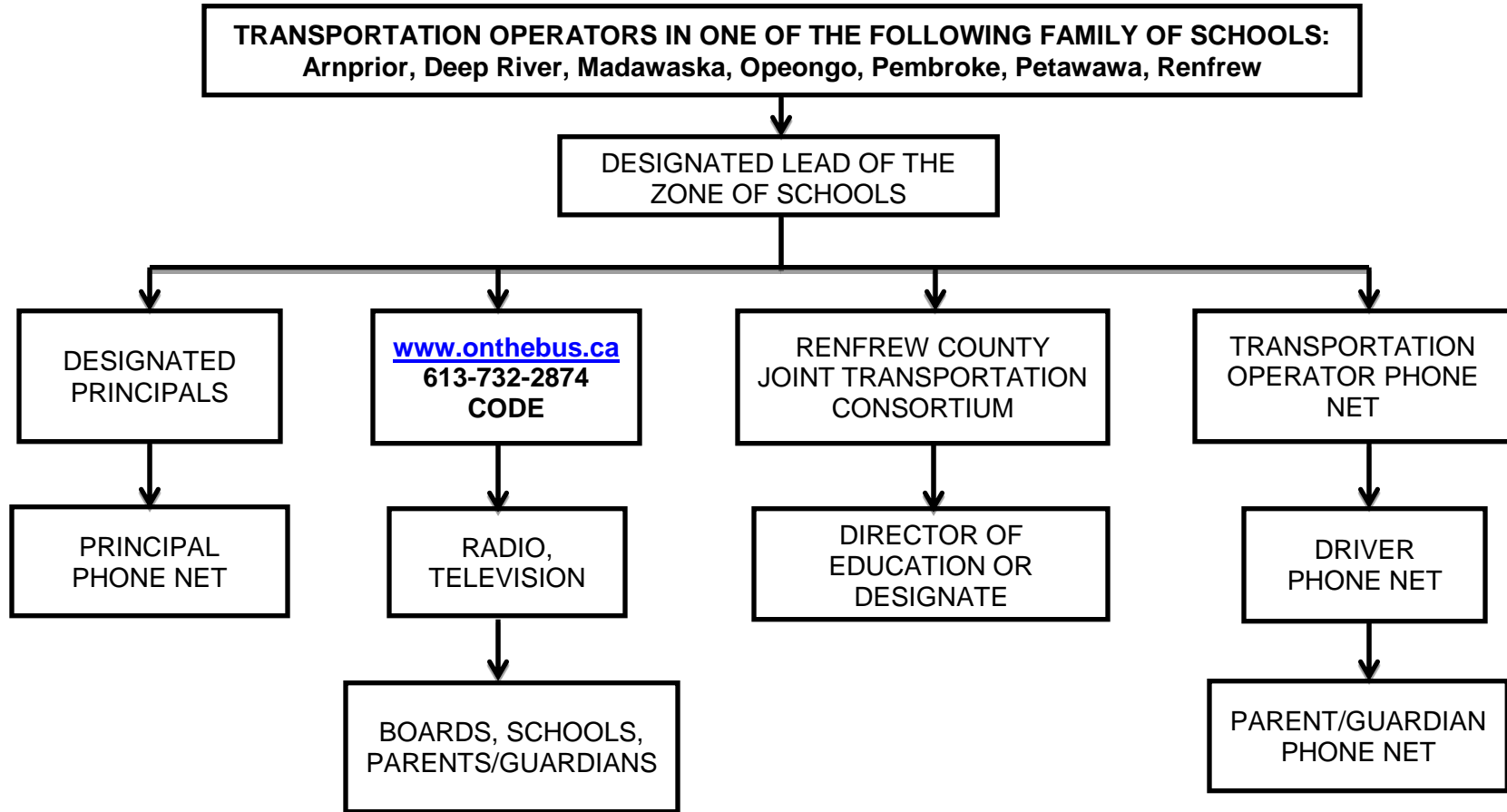
A. COMMUNICATION PROCEDURES FOR SYSTEM WIDE TRANSPORTATION CANCELLATIONS



NOTE: These communication procedures are designed for Transportation Operators to communicate an early morning decision to cancel school transportation services, for the entire system, for the day. Under these circumstances, www.onthebus.ca becomes the key communicator for all involved. Also, listen/watch the local radio and television stations. A reasonable effort will be made to contact all the people indicated above, but due to time constraints and emergency circumstances beyond everyone's control, some people may be missed. For these reasons, the contact of area parents by drivers is optional, although encouraged whenever possible.

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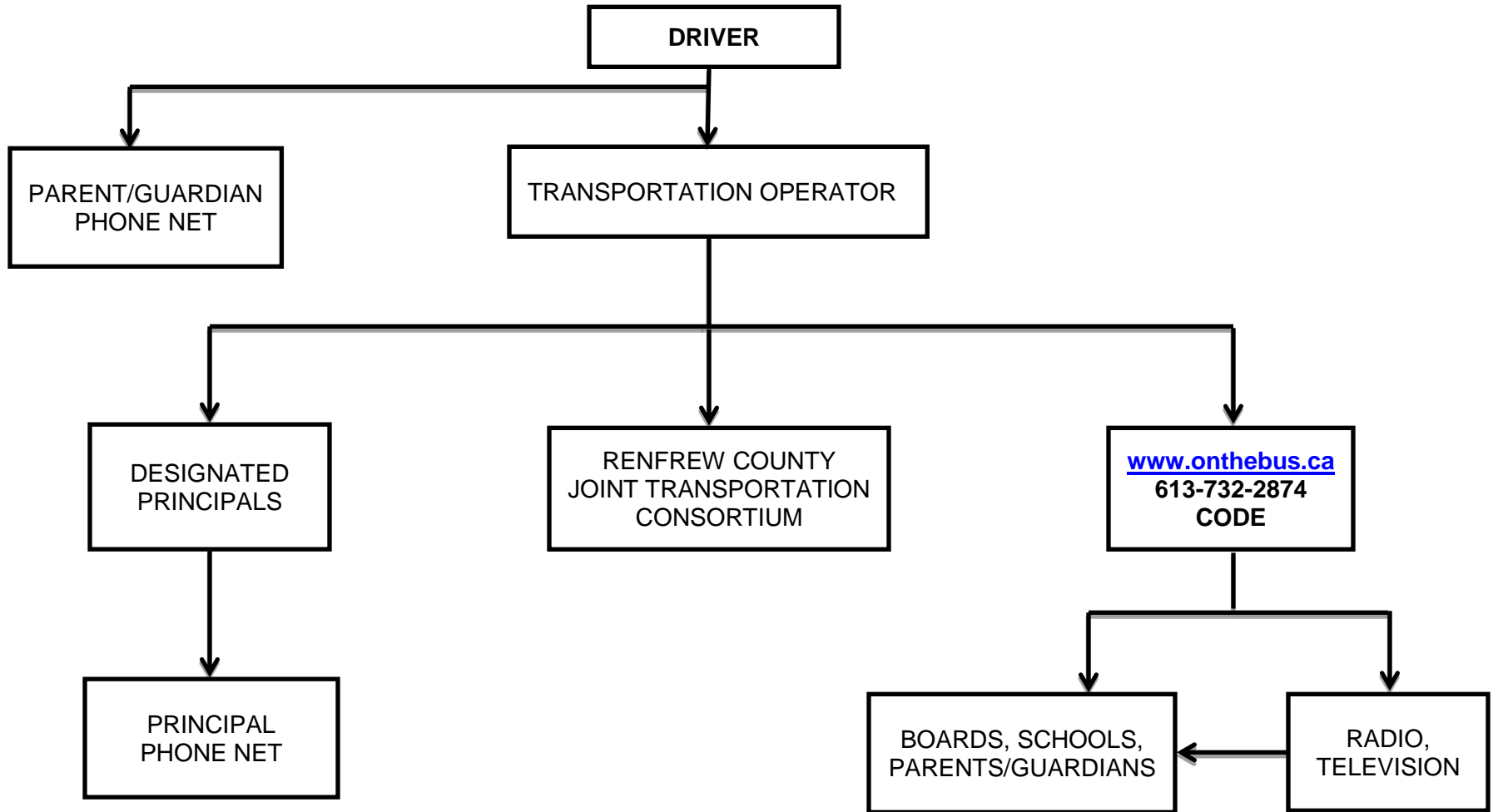
B. COMMUNICATION PROCEDURES FOR GENERAL AREA TRANSPORTATION CANCELLATIONS



NOTE: These communication procedures are designed for Transportation Operators to communicate an early morning decision to cancel school transportation services, for their Family of Schools, for the day. Under these circumstances, www.onthebus.ca becomes the key communicator for all involved. Also, listen/watch the local radio and television stations. A reasonable effort will be made to contact all the people indicated above, but due to time constraints and emergency circumstances beyond everyone's control, some people may be missed. For these reasons, the contact of area parents by drivers is optional, although encouraged whenever possible.

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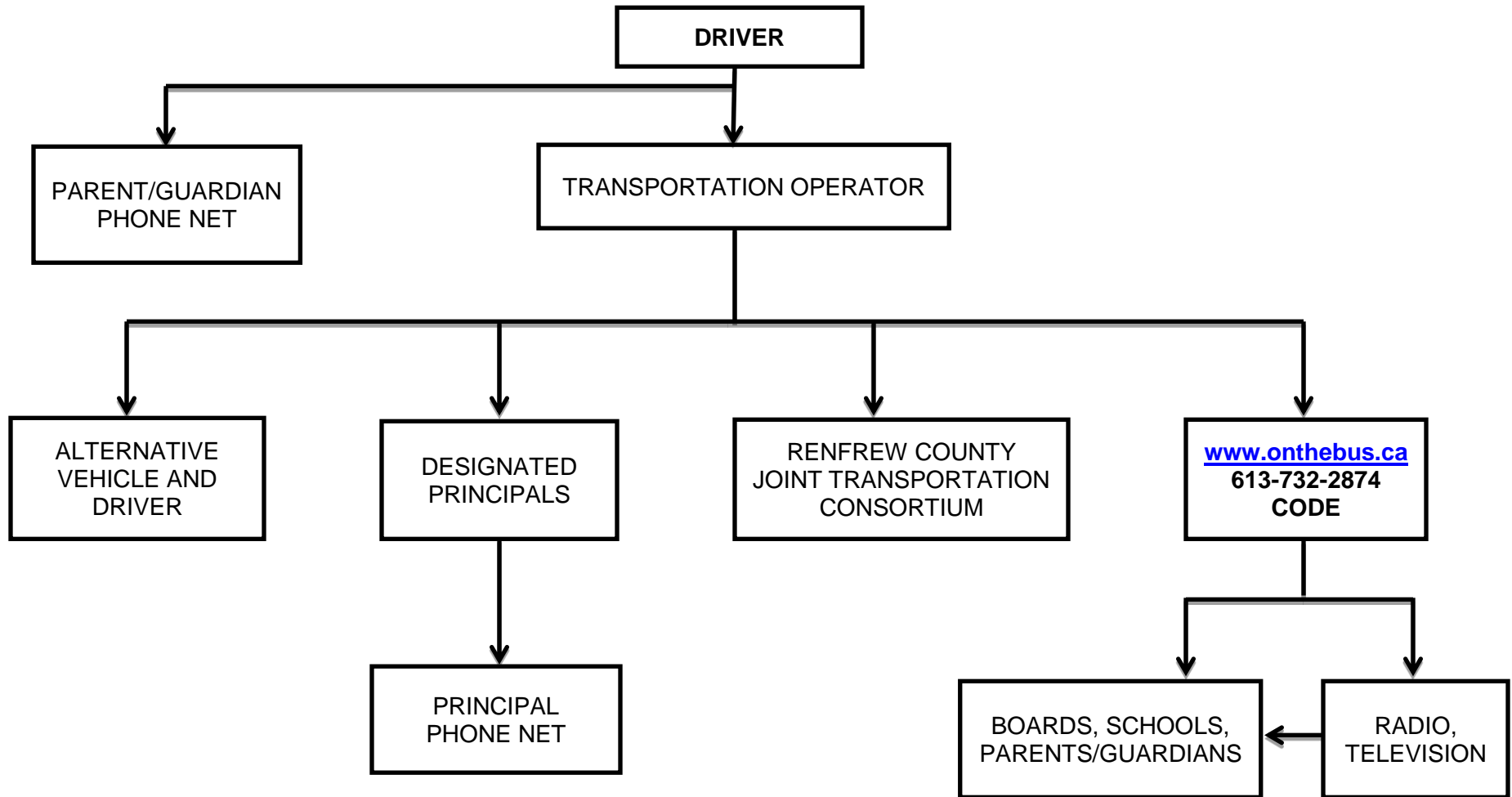
C. COMMUNICATION PROCEDURES FOR INDIVIDUAL ROUTE CANCELLATIONS



NOTE: These communication procedures are designed for drivers who run into difficulty, prior to the start of the route, and are unable to do the route. The driver shall contact the parents/guardians of pupils on the route via the pre-established parent/guardian phone net to advise of the cancellation (if the driver is not able to do so, this then becomes the responsibility of the transportation operator). The transportation operator shall advise the web site, affected schools, and RCJTC. The driver and/or transportation operator must make every reasonable attempt to contact the parents/guardians through the pre-established phone net system.

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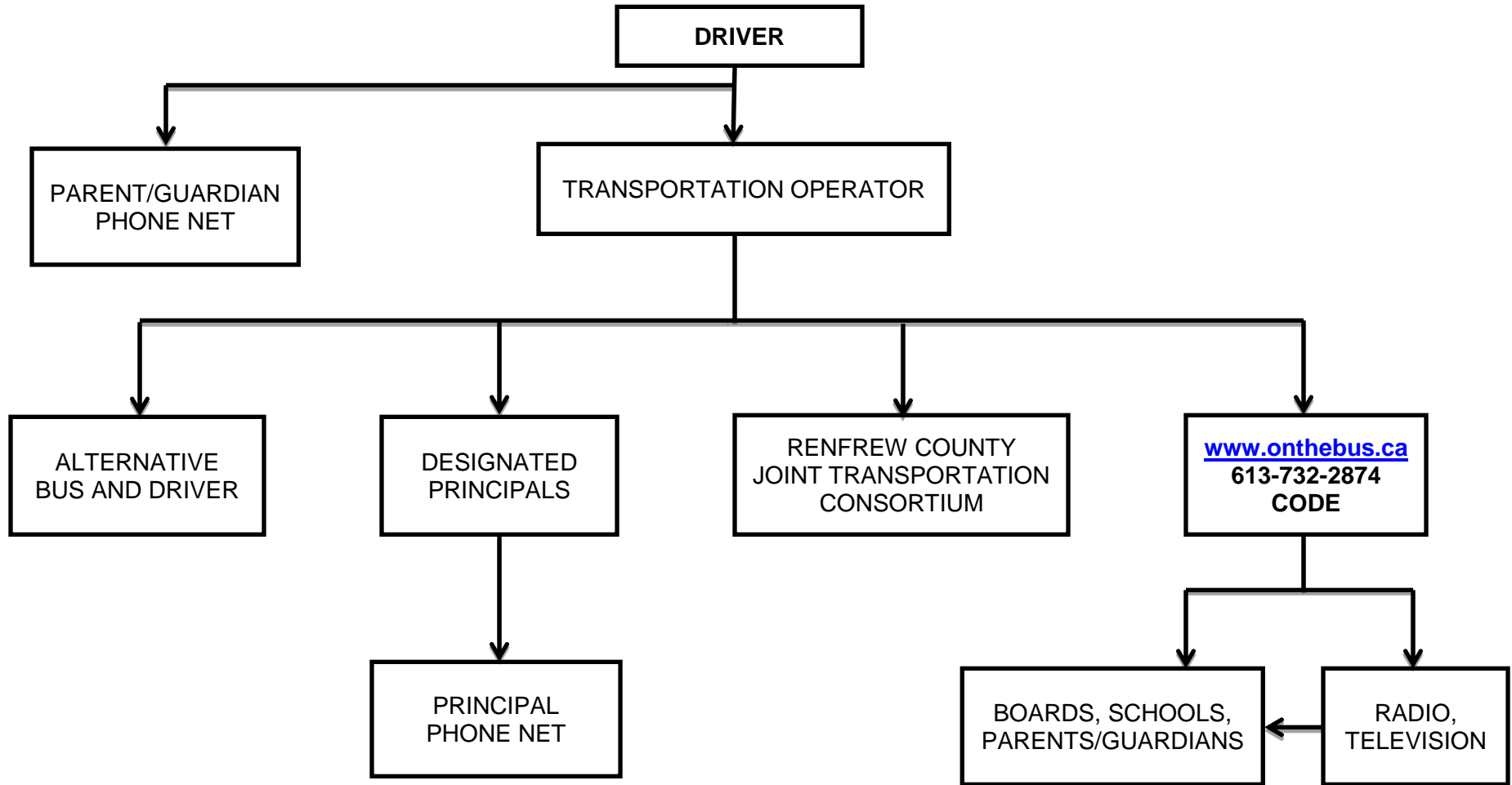
D. COMMUNICATION PROCEDURES FOR INDIVIDUAL ROUTE DELAYS



NOTE: These communication procedures are designed for drivers who run into difficulty, prior to starting/during the route, causing their route to be delayed. The driver shall contact the parents/guardians of pupils on the route via the pre-established parent/guardian phone net to advise of the delay (if the driver is not able to do so, this then becomes the responsibility of the transportation operator). The transportation operator shall advise the web site, affected schools, and RCJTC, and arrange for an alternate vehicle and driver to complete the route, if necessary. The driver and/or transportation operator must make every reasonable attempt to contact the parents/guardians through the pre-established phone net system.

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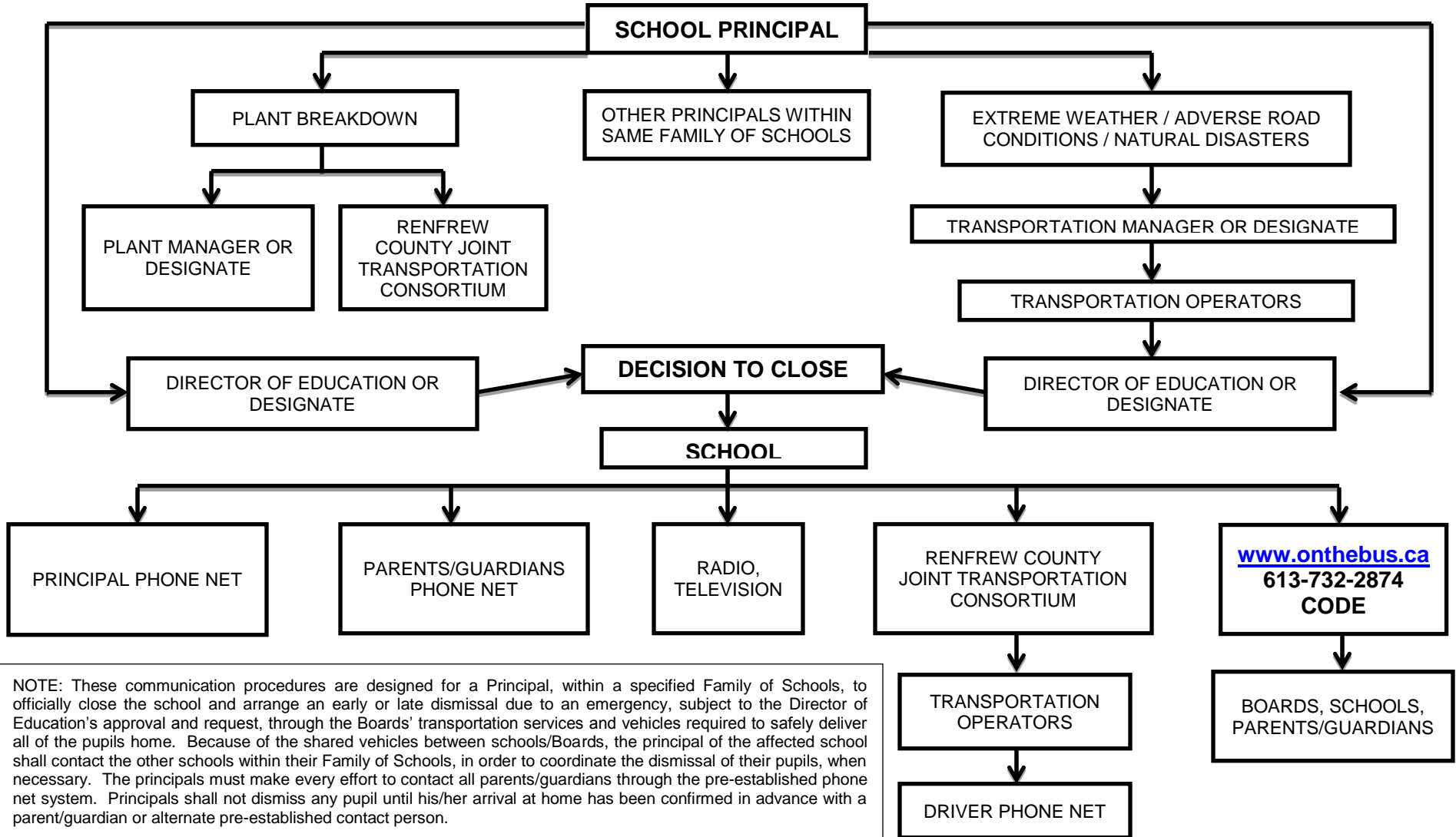
E. COMMUNICATION PROCEDURES FOR INDIVIDUAL VEHICLE BREAKDOWN



NOTE: These communication procedures are designed for drivers who run into difficulty, prior to starting/during the route, resulting in a vehicle breakdown. The driver shall contact the parents/guardians of pupils on the route via the pre-established parent/guardian phone net to advise of the breakdown (if the driver is not able to do so, this then becomes the responsibility of the transportation operator). The transportation operator shall advise the web site, affected schools, and RCJTC, and arrange for an alternate vehicle and driver to complete the route, if necessary. The driver and/or transportation operator must make every reasonable attempt to contact the parents/guardians through the pre-established phone net system.

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**F. COMMUNICATION PROCEDURES FOR THE TRANSPORTATION SERVICE SECTOR
DURING EMERGENCY SCHOOL CLOSURE AND/OR EARLY/LATE DISMISSAL**



NOTE: These communication procedures are designed for a Principal, within a specified Family of Schools, to officially close the school and arrange an early or late dismissal due to an emergency, subject to the Director of Education's approval and request, through the Boards' transportation services and vehicles required to safely deliver all of the pupils home. Because of the shared vehicles between schools/Boards, the principal of the affected school shall contact the other schools within their Family of Schools, in order to coordinate the dismissal of their pupils, when necessary. The principals must make every effort to contact all parents/guardians through the pre-established phone net system. Principals shall not dismiss any pupil until his/her arrival at home has been confirmed in advance with a parent/guardian or alternate pre-established contact person.