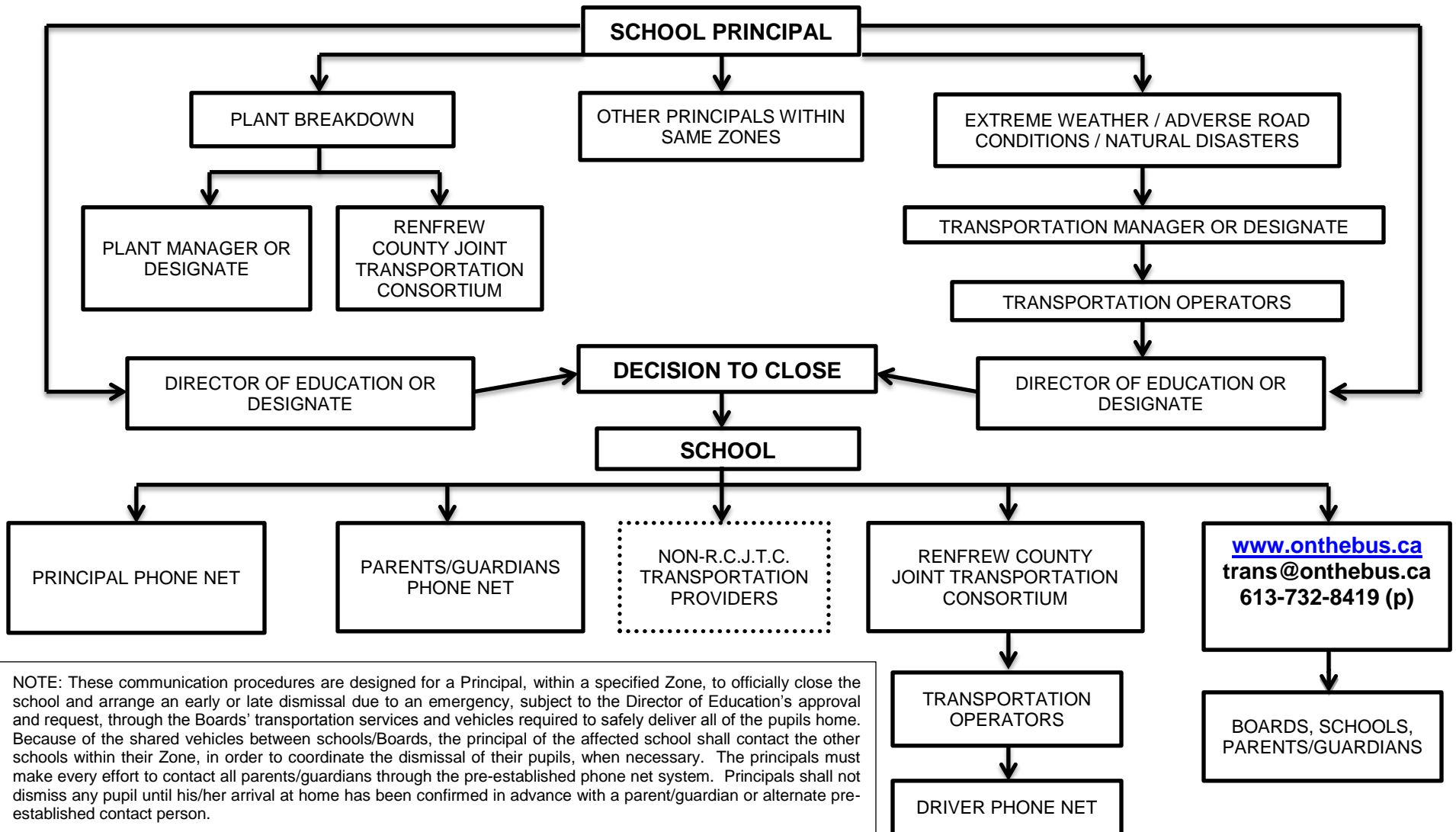


**COMMUNICATION PROCEDURES FOR THE TRANSPORTATION SERVICE SECTOR  
DURING EMERGENCY SCHOOL CLOSURE AND/OR EARLY/LATE DISMISSAL**



NOTE: These communication procedures are designed for a Principal, within a specified Zone, 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 Zone, 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.