



Section Inclement Weather Procedure	Page 1 of 2
	Date November 24, 2009

Statement	<p>The decision to cancel school transportation is the responsibility of the General Manager Student Transportation Services or his/her representative, in cooperation with school bus operators.</p> <p>The area is divided into two districts, District "A" is the City of Windsor and District "B" is the County of Essex. The cancellation of service in one district does not automatically require cancellation of the other district. Each district will be assessed and the determination will be based on the conditions in that district.</p> <p>Cancellation of transportation services has no impact on school closures. School closures are the purview of the member school boards.</p> <p>If a bus route or transportation service is cancelled in the morning, this decision remains in effect for the entire school day, with the exception of cancellation for fog, where services will be provided for the rest of the day if the conditions permit.</p> <p>It is the responsibility of parents/guardians to provide transportation to and from school for their children on day when transportation services are cancelled.</p>
Procedures: Before the School Day Begins	<p>The decision to cancel transportation due to inclement weather shall be made after discussion with school bus operators and other transportation agents from various areas in the county and city.</p> <p>Twenty-one (21) road spotters check road conditions between 5:00 a.m. and 5:45 a.m. These spotters report to the bus companies before 6:00 a.m. The bus company designated representative contacts the area spokesperson who in turn contacts the General Manager, by 6:00 a.m. with their decision regarding cancellation of service.</p> <p>The General Manager will contact the designated person for each board to advise of the decision to cancel routes. This will happen prior to 6:15 a.m.</p>



Section Inclement Weather Procedure	Page 2 of 2
	Date November 24, 2009

	<p>WESTS staff will contact the media by 6:15 a.m. to advise of the determination to cancel service as well as posting the information to the website to ensure that parents can access the information.</p>
<p>Procedures: During the School Day</p>	<p>When weather conditions deteriorate during the school day, transportation will maintain their regular schedule. The decision to change the pick up time for transportation or to cancel transportation will be made by the General Manager, after discussion with bus operators and will only happen as a last resort.</p> <p>If transportation is cancelled or the pick up time altered WESTS will notify school principals and the designated person for each of the member boards.</p> <p>The information will be disseminated to the media and posted on the website as soon as the determination has been made.</p>

Approved by Motion: ETC# 09-08

Approval date: December 10, 2009