



POLICY:

REGULATION: **EBCD – CANCELLATION OF CLASSES & BUS ROUTE CANCELLATION**

EXHIBIT:

**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 7:00 AM and announcements will be made to the media on the following radio stations: C.B.C. (990), C.J.O.B. (680), C.K.R.C. (630), C.K.Y. (580), C.H.S.M. (1250) and the affiliated FM stations in English, and C.K.S.B. (1050) in French as well as on the Seine River School Division website [www.srsd.mb.ca](http://www.srsd.mb.ca) and on the The Weather Network tv station and website <http://www.theweathernetwork.ca/features/schoolday/indexmb.htm>.

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:

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

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

**C) EMPLOYEE RESPONSIBILITIES AND PAYMENT:**

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

APPROVED:

REVISED: December 2005, Reviewed 2010

SOURCE:

OTHER REFERENCE:



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- ii. If in an employee's personal judgement he/she is unable to report to work or believes it is unsafe for them to attempt to do so, they must contact their immediate supervisor. If as a result of that contact the employee does not report to work he/she can choose one of the following options to cover their absence:
- Loss of days salary (per diem)
  - Use of banked time
  - Arrangements to make up the time
  - Holiday (for non-teaching)
  - Personal leave day at minimum cost of substitute (teachers only)
  - Deduct day from bank of sick days
- iii. If schools and the division office are "closed," no one is expected to report to work, other than the individual(s) tasked with opening the school for safety reasons, and there will be no deductions of any type.

**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 .

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Page 2 of 2

White – Index  
Green – Exhibits

Buff – Policies  
Yellow - Regulations