



## How Decisions to Cancel School Buses Are Made

Student and employee safety is the first priority in our schools. Decisions to cancel buses are taken very seriously and are made for reasons of student safety.

### General information

The decision to cancel buses is made very early in the morning, in the 5:30 a.m. timeframe. It is typically due to inclement weather, although cancellations can also result from power outages, flooding, no heat or other situations that may affect schools.

The decision to run buses or not during inclement weather conditions is the responsibility of the bus operator, in conjunction with Tri-Board Student Transportation Services Inc. (Tri-Board).

Tri-Board is the busing company for three school districts:

- Hastings and Prince Edward District School Board
- Limestone District School Board (Frontenac Lennox & Addington Counties)
- Algonquin and Lakeshore Catholic District School Board (shares regions with the two public boards).

Before making the decision to cancel, Tri-Board officials review weather forecasts, and consult with bus operators, bus drivers and municipal road crews. Then Tri-Board officials make a recommendation to the directors of education from the three school districts.

Cancellations may come in the form of a broad-based cancellation where all buses are cancelled (full cancellation), or the cancellation may only affect one or more specific zones, schools or school boards (zone cancellation). Refer to the section called *Full cancellations or zone cancellations*, for more about this.

When it is determined that buses will be cancelled, the decision will be forwarded to the appropriate media and communicated electronically as noted below:

- posted on the Tri-Board website: [www.triboard.on.ca/cancellations](http://www.triboard.on.ca/cancellations)
- communicated through Twitter: @busdelayncancel & @triboardtrans
- posted on the school board website: [www.hpeschools.ca](http://www.hpeschools.ca)
- communicated through Twitter: @HPEschools

Schools remain open when buses are cancelled. Any changes to that approach will be announced on the radio and communicated electronically as mentioned above.

With the exception of bus cancellations due to fog, buses cancelled in the morning due to inclement weather are cancelled for the whole day. Parents who take their child to school in the morning are required to pick up the child at the end of the school day.

### Full cancellations or zone cancellations

Due to the size and varying weather patterns within our jurisdiction, Tri-Board is divided into geographic zones when it comes to determining inclement weather and road conditions. Designated bus operators from each zone act as zone representatives, and gather information from other bus operators, bus drivers and road crews.



By 5:00 a.m. on inclement weather days, the zone representatives are relaying information about road conditions to their contact at Tri-Board. This information is a determining factor in the decision to cancel or run the buses. At the same time, Tri-Board staff gather the most current weather forecast information from sources such as Environment Canada, AccuWeather and the Weather Network.

Once all the information is received from the zone representatives and the weather/radar information is reviewed, Tri-Board makes a recommendation to the school board directors of education about bus cancellations.

### **Individual bus route cancellations**

Individual bus routes may be cancelled by bus operators after consultation with their Tri-Board contact. If a bus driver has started the run and determines that it is unsafe to continue, he or she may choose to cancel the run. This involves following a specific process in order to ensure that someone will be home to meet the students and that the school is notified.

### **Early bus departure**

Inclement weather or situations that affect schools, such as loss of power or heat, sometimes occur after students have arrived at school. In extreme circumstances, this may lead to the buses returning to the school early for student pick up. In these situations, decisions are made by the directors of education in consultation with Tri-Board. If early bus departure occurs, school principals follow the early dismissal plan for the school. Students remain at school until a parent/guardian is contacted.

### **Who to contact for more information**

If you have questions or comments about bus cancellations or your child's bus transportation, please contact Tri-Board Student Transportation, as follows:

- 613.354.1981
- 1.866.569.6638
- [info@triboard.on.ca](mailto:info@triboard.on.ca)