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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Emergency School Closure](#)

[School-Home Communications](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) believes that instructional time must be maximized in order to provide the most benefit for students. However, the Division recognizes that there may be situations where school buses need to be cancelled to ensure the safety and health of students and staff. The following guidelines will be used for discontinuing bus service in whole or in part due to weather, road conditions, and other emergencies.

At approximately 6:00 a.m., the Superintendent/CEO or designate will receive a call from the Transportation Supervisor with information as to whether buses should be running on the current school day. Closure is considered if:

1. The temperature is -40 C or colder and/or windchill is -45 C.  
Temperature and windchill are as observed at 6:00 am at Environment Canada, Richardson International Airport ([www.weather.gc.ca](http://www.weather.gc.ca))
2. Hazardous Weather/Road Conditions
  - a. Blizzard warnings
  - b. Ice-covered roads and/or snow-blocked roads
  - c. Any other weather condition, which may put students/staff at risk

3. Other Emergencies

Should any other emergency situation arise, the Transportation Supervisor and the Superintendent/CEO or designate will determine if the buses should be cancelled or recalled.

An attempt will be made to make a decision to cancel bussing before 6:30 a.m.

When all buses are cancelled, schools will be closed. Employees will not be expected to report for work.

If the decision to close is made by the Superintendent/CEO or designate, School Messenger will be activated to communicate the decision to cancel school to parents/guardians and staff. The Transportation Supervisor and/or the Superintendent/CEO or designate will contact designated radio stations and inform them of the cancellation for the Division.

The Division Office receptionist will record the school closure, stating the date, in the information mailbox of the Division Office voice mail system and the closure will be posted on the division web page, Facebook and Twitter.

The Transportation Supervisor will notify the Director of Transportation for Northern Shield Academy.

The Superintendent's Department will submit all required reports to the Manitoba Education and the Board of Trustees.

### **Individual Route Cancellations**

The bus driver has the authority to cancel bussing on a particular route due to unsafe road conditions or any condition that puts the safety of the students at risk. The Transportation Supervisor will be informed immediately of any such cancellation by the bus driver.

The bus driver and Transportation Department will immediately make every effort to notify all parents/guardians on the route of cancellation. The Transportation Department will notify the affected schools.