



**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

<p>Section</p> <p>Transportation – Student Safety</p>	<p>Revised</p> <p>July 31, 2012</p>
<p>SS – 002 Transportation in Emergency Situations</p>	
<p>General Statement</p>	<p>Unforeseeable events that affect student transportation may arise at any time. These include but are not limited to: lockdowns due to danger present at a school or in a school neighbourhood; evacuations due to health concerns or other emergencies; school closures; road closures due to accidents or conditions where reroutes are not possible; unexpected severe weather; and unexpected hazardous road conditions.</p> <p>In order to respond to such emergency situations, the Nipissing-Parry Sound Student Transportation Services (NPSSTS) will enact appropriate safety measures that may occasionally result in the delay or cancellation of transportation services, in whole or in part, or an attempt at the early departure of school buses and other school purpose vehicles (SPVs) in the afternoon. In each situation where an alteration of transportation services is being considered, every effort will be made to neither have students miss school unnecessarily nor have student safety jeopardized. Decisions in this regard will be in accordance with the following procedures.</p>
<p>Operational Procedure</p>	<p>A - GENERAL</p> <ol style="list-style-type: none"> 1. Each school will have an emergency plan ready to activate in emergency situations, including but not limited to cases where weather conditions become so severe after the start of the school day that it is not possible or safe to send students home. 2. Parents/guardians must provide principals with written instructions regarding the dismissal of their children in cases of inclement weather or other emergency. 3. When transportation services are altered and/or when schools are closed, announcements will be broadcast on local radio stations and published on the NPSSTS website (www.npssts.ca). It is the responsibility of the General Manager or designate of NPSSTS to arrange for such announcements in each area. 4. If a school bus route cannot be completed for any reason, students on board will be dropped off at a designated school or other alternate location and parents will be notified. The home schools of all affected students must be advised of the situation. 5. As weather is often a factor in emergency situations, please review SS – 001 Delays and Cancellations Due to Inclement Weather for situations not covered herein.



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B – LOCKDOWN SITUATIONS

1. Drivers should not approach a school once being notified of a lockdown, but should pull over and contact their operator for further instructions. If the bus is already on site at the school, it should remain there until advised otherwise.
2. When students cannot be dropped off at a school, they will be brought to an alternate drop-off location, usually another nearby school. Using the Student Manifest, a record of which students have been relocated will be sent to NPSSTS and to the affected school(s).
3. When students cannot be picked up at a school, drivers should pull over and contact their operator for further instructions. Drivers may be asked to proceed to and wait at a specific alternate location, usually another nearby school, or instructed to continue with their route.
4. Depending on the nature and anticipated length of the lockdown as well as the distance between the school and the alternate location, transportation may be provided once the situation is resolved, either following a delay to the affected routes or via other busses. If transportation is not possible, parents/guardians will be contacted to collect their children.

C – EARLY ACTIVATION OF ROUTES DURING THE SCHOOL DAY

1. Given the interdependence of bus routes, early departures can only be attempted when entire regions or corridors are affected. Even in these situations, it is rarely possible to put an early departure into practice; however, should the situation warrant, an attempt will be made using the procedures outlined in this section.
2. The General Manager or designate will notify the Board of Directors and the Directors of Education when severe weather predictions arise after regular morning transportation has begun.
3. The decision to activate the busses must be jointly made by the principals of all schools affected by the routes in question, in consultation with the designated bus operators and the General Manager of NPSSTS or designate.
4. If the decision is made to activate the busses, the General Manager or designate will notify the affected school boards, bus operators and radio stations, as well as ensure the website reflects the appropriate information.
5. The principals of the affected schools will make an announcement



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	<p>at the school level. It will be the responsibility of the schools to make every reasonable effort to notify parents/guardians and to determine alternative accommodations for children in primary grades whose parents cannot be reached.</p> <ol style="list-style-type: none"> 6. The decision that busses should depart early must be made by 11 a.m. It will be 2 hours before any bus can depart a school. Such lead time is needed to notify operators, drivers, radio stations, and parents. 7. No students in grades JK to 8 may board a bus to go home early unless the parent/guardian or designate has been notified or the principal is satisfied that suitable arrangements have been made for that student. 8. All Principals will arrange to have someone remain at the school when buses are sent home early in case a bus is unable to complete its run and must return students to the school, as well as to answer any inquiries received by the school. This person must stay until 3:30 p.m. <p>D – DISRUPTION OF SCHOOL SERVICES BEFORE START OF RUNS</p> <ol style="list-style-type: none"> 1. Principal(s) and the Facility Services Supervisor or designate communicate about the disruption (i.e. power failure, flood, etc) as early as possible. 2. The Facility Services Supervisor or designate calls the Manager of Plant or designate to advise them on the status of the building and of the extent and expected duration of the disruption of services. 3. The Manager of Plant or designate calls the Director of Education or designate indicating the status of the school building. 4. The Director of Education or designate makes a decision about school closure. The Director of Education at each school board will have the sole responsibility and authority to close schools within their board in the event of severe weather conditions. 5. The Director of Education or designate calls the General Manager of NPSSTS or designate who will communicate with bus operators and media regarding the closure. The message will state “_____ school(s) is(are) closed due to _____. Student transportation services to this(these) school(s) only are cancelled. All other schools remain open and all other student transportation is unaffected.” This information will also be posted on the NPSSTS website. 6. The Director of Education communicates with all other parties.
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	<p>E – DISRUPTION OF SCHOOL SERVICES AFTER START OF RUNS</p> <ol style="list-style-type: none">1. All chains of communication are as outlined in the section above.2. If students of the affected school(s) are already on board a bus, they will be dropped off at an alternate location, usually another school.3. Activation or alteration of full bus routes (i.e. returning students home) is rarely if ever possible when one school is affected by an emergency. Whenever possible, students will remain at school until their parent or guardian can come for them or until their regular school bus departure time.4. If it is necessary for students to depart early due to an emergency at the school (lack of heating, flood, etc.), the principal will obtain prior authorization from the Board's representative on the Board of Directors, who will advise the General Manager of NPSSTS to activate busses to bring students to an alternate location.
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