



**Closure of Schools When Board-Provided
Transportation is Cancelled Due to Adverse
Weather or Road Conditions
Administrative Procedure**

Department: Departments of Finance and Operations
Section: Operations – Transportation

Winter driving and adverse weather conditions create a higher risk to safe travel on Board-provided transportation, consequently extra care must be taken by drivers to ensure students are transported safely to and from school.

1. The authority to cancel all Board-provided transportation, where the risk to students and drivers is judged, professionally, to be too high or may become too high because of road or forecast weather conditions, rests with the Superintendent of Schools in consultation with the Coordinator of Transportation. The decision will be based on consultation with Board and Contracted Transportation Foremen, Regional Area Department of Transportation Dispatchers, the AMEC Weather Forecast and discussions with the AMEC Duty Forecaster. The Coordinator of Transportation will inform the Superintendent who will make the decision to cancel all or part of Board-provided transportation in the region by 6:00 a.m.
2. When Board-provided transportation is cancelled due to adverse weather or road conditions, all schools will be closed to students, and scheduled classes and school activities will normally be cancelled. The process of cancelling all schools, or schools in a particular county, will begin by 6:00 a.m. Media outlets will be notified and school cancellations will be broadcast on AVR Radio, CBC-FM Halifax, K-Rock 89.3, News 95.7, CHFX/CHNS Halifax, CJCH, C-100 SUN FM Halifax, the ATV News School Closure Line and the Weather Network. A notice will also be placed on the AVRSB website and Text/Email Notification Service.

Schools will be closed by counties as follows:

West Hants County – All schools will close or remain open.

Kings County – All schools will close or remain open.

Annapolis County – All schools will close or remain open.

Springfield Zone – In addition to closures initiated by the Annapolis Valley Regional School Board, this area may also close in conjunction with driving conditions in the South Shore Regional School Board.

3. Where deteriorating winter driving or weather conditions occur during the school day, the Coordinator of Transportation will contact the Superintendent of Schools and recommend early closure of schools. All schools will be advised through a fan-out system initiated by the Regional Office staff. The request for a broadcast on radio shall not be initiated earlier than fifteen (15) minutes after the Regional Office fan-out system to schools has commenced.
4. When the Coordinator of Transportation is not available, the Assistant Coordinator of Transportation (or designate) will act as the alternate in coordinating school closures.

Monitoring:

- The Director of Operations is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: April 7/99

Ref: BP 202.2

Monitoring Date: Annually

Revised: January 16/13