



Commission scolaire Western Québec  
Western Québec School Board

Policy No. G-1

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## INTRODUCTION

The Québec Education Act grants school boards the authority to organize school transportation services for students. Although there is no obligation to do so, the WQSB has decided to organize transportation where possible for kindergarten, elementary, and secondary students within the School Board's territorial limits. School bus transportation is a privilege and not a right. The Western Québec School Board aims to facilitate accessibility to its educational programs by providing safe and reliable transportation services, taking into consideration limited financial resources. (Legal responsibility begins when the bus picks up a student in the morning and ends when the bus returns the student to his drop-off point in the afternoon).

This transportation policy defines specific guidelines adopted by the Western Québec School Board to chart a course of action. It is broad enough to permit discretionary action by the administration in meeting day-to-day challenges, but specific enough to give clear guidance.

This policy governs school bus transportation for students residing on the territory of the Western Québec School Board. In the case where the Western Québec School Board has an agreement with another school board for transportation of our students, it is the other school board's transportation policy that takes precedence.

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## **SECTION I – TRANSPORTATION SECURITY**

The Western Québec School Board and its transportation contractors take all possible safety measures in order to ensure that each student is transported safely.

However, it is the parents' responsibility to take the necessary time to clearly explain to their child all safety rules regarding school bus transportation. This is particularly important when dealing with kindergarten and elementary school students. All students must be familiar with the security rules and guidelines that must be followed while getting on or off the school bus.

In addition, each student must be vigilant when crossing a public road. All students must cross in front of the bus; come to a full stop in front of the bumper extension arm, be well in view of the bus driver, and wait for the driver's signal before crossing. Even though the red flashing lights are activated, they must make sure that oncoming traffic has come to a complete stop in both directions before crossing.

### **1.1 Technical operation of the vehicle**

Prior to stopping to pick up or drop off students, the driver will activate the amber alternating yellow flashers (if bus is equipped with them) or activate the four-way hazard flashers. When loading or unloading students at bus stops, the red alternating flashers and the bumper extension arm must be turned on and left on until students are safely on board or away from the vehicle.

On provincial highways drivers will not make unnecessary stops if students are not in clear view of the driver. Students must be at their bus stop at least 5 minutes before the scheduled pick-up time and be visible to the driver approaching.

After loading students, drivers must wait until all students are seated before departing. When dropping off students at bus stops, drivers will not depart until all children are safely away from the bus.

Students are not to be standing until the bus comes to a complete stop.

The doors must not be opened while the vehicle is in motion and only the driver shall operate the doors.

Drivers must not leave their vehicle while there are students aboard, except in the case of an emergency.

Before leaving the bus, the driver must shut off the motor, remove the keys, place transmission in first gear or in park, and apply the emergency brake.

### **1.2 Safety equipment**

All school buses have the standard safety equipment required by law. In addition each bus is equipped with a two-way communication system and a front bumper extension arm.

### **1.3 Video monitoring**

The use of video monitoring equipment may be used when deemed necessary to ensure the safe transportation of students.

#### **1.4 Luggage**

The Québec Highway Safety Code stipulates that students traveling on a school bus may only carry hand luggage that fits on their lap such as a school bag and a lunch box. Other oversized objects such as sports equipment, instruments, skateboards, large projects, animals, or any other items that would contravene the policies and/or would constitute a safety hazard on a school bus are forbidden. No luggage or objects obstructing normal access or emergency exits are accepted.

#### **1.5 Accidents**

Drivers must immediately report all accidents to their respective bus companies who in turn will contact the Transportation Department. The bus company must, within 24 hours, provide the School Board with a written report if there were students on board when the accident took place.

In the event of an accident with students on board, the bus driver will immediately contact the bus company dispatcher who will contact the police and ambulance, and the school board's Transport Department. The Transportation Department will inform the school principal and will keep him/her updated on the situation. Once the police and/or ambulance have arrived on site, and assessed that no one has been injured, the driver will continue on his route or transfer students onto a different bus after receiving the approval from the bus company dispatcher.

After the police and/or ambulance have assessed students on board, and found that a student has been injured, the driver will convey immediately to the bus company the student's name, and to which hospital he or she is being transported. The bus company will then contact the Transport Department who will inform the school principal.

### **SECTION II – SCHOOL BUS ASSIGNMENT**

In mid-August each student will receive the school bus information from the school. Should the information be inaccurate, the parents/guardians must contact their child's school.

All requests for school bus transportation will be treated promptly. Parent should advise the school at least one week in advance of any change of address. This will allow the Transportation Department to assign each eligible student an adequate transportation service in time for the start of school.

#### **2.1 Student eligibility for transportation services**

Transportation will be provided to students residing within their school boundary if they meet the following conditions of eligibility. (The distance will be measured using the shortest route travelled on a public road from the school to the student's residence).

- **Kindergarten** students whose residence is farther than 0.8 km (800 meters) from the school they attend.
- **Elementary** students whose residence is farther than 1.6 km from the school they attend.

- **Secondary** students whose residence is farther than 2 km from the school they attend.
- **Special Needs Students** who are physically or mentally challenged, and who have been identified and authorized by the School Board. Students whose disability renders them incapable of walking to the bus stop or travelling in a standard school bus will be provided transportation with an adapted bus (or car or van), notwithstanding the distance requirements.
- **Pre-kindergarten** students whose residence is farther than 0.8 km (800 meters) from the school they. Bus routes will not be modified and this transportation is to be at no cost to the School Board.
- **Adult Education** students are not eligible for transportation regardless of their age or level. However, they may benefit from a transportation service if room is available. Students requesting transportation must apply through their Adult Education Centre and be informed that bus routes will not be modified.

## 2.2 Accommodation service

Students not eligible for transportation may benefit from an accommodation service according to the following guidelines:

- A minimum of two (2) spaces will always be kept available for students eligible for transportation within the present policy.
- The bus route will not be modified.
- Each year parents must apply for an accommodation service by completing the “Bus Accommodation Service Form” available at the school. The completed form must be return to the school.
- Service will be granted based on availability and application date.
- Should the number of spaces be limited, priority will be given to the youngest students living at the greatest distance from the school.
- Transportation fees apply (refer to Section III).

N.B. The School Board may authorize an MRC to organize a community transit system in order to offer available seats to members of the community to travel to their workplace or to health services.

**SECTION III – TRANSPORTATION FEES**

In order to provide extra transportation services to our students, the following fee structure applies.

<b>NON ELIGIBLE STUDENTS</b> (walkers, or cross boundary students)		<b>COMPLIMENTARY ADDRESS</b> (shared custody or babysitter)	<b>TEMPORARY TRANSPORT CHANGES</b> (parents/guardians out of town for short period)	<b>AFTERNOON BUS RETURNING TO SCHOOL</b> (for K4, K5, P1)
1 child	\$90.00	\$25.00	\$25.00	\$25.00
2 children	\$135.00	\$50.00	\$50.00	N/A
3 children+	\$150.00	\$75.00	\$75.00	N/A

**SECTION IV - STUDENTS ATTENDING SCHOOL DAYCARE**

If a child is registered in a school daycare 5 days a week, for both morning and afternoon, the child will not be assigned to a school bus, and it will be the parent’s responsibility to transport the child. The child will not have occasional access to school transportation, i.e. when parents are on holidays or sick at home.

If a child is registered in a school day care 5 days a week in the afternoon only, school transportation will be assigned for the mornings only.

If a child is registered in a school daycare 5 days a week in the morning only, school transportation will be assigned for the afternoons only.

If a child is registered in a school daycare on a part time schedule, i.e. 1, 2, 3, or 4 days a week, the child will be assigned to a school bus for both morning and afternoon.

**SECTION V - TRANSPORTATION CRITERIA**

All general inquiries such as questions, complaints or information regarding transportation should be addressed to the school administration. Schools or parents will communicate with the Transportation Department in cases where the specific information requested cannot be provided, or the answer is not satisfactory. Drivers have been instructed not to accept notes from parents concerning transportation changes. All transportation requests must be addressed to the school administration.

## **5.1 Bus stop**

Students may be required to walk up to 1.6 km on a public road to their bus stop. However, under normal circumstances the walking distance is as follow:

- Pre-kindergarten: 0.3 km (300 meters)
- Kindergarten 0.3 km (300 meters)
- Elementary 0.6 km (600 meters)
- Secondary 0.8 km (800 meters)

Each student will be assigned a designated morning and afternoon bus stop. They will be picked up and dropped off at the same location 5 days a week. Students are not permitted to change bus stops or buses, i.e. to go to a workplace, a friend's home, etc.

Students should be at their designated bus stop at least 5 minutes prior to the scheduled pick-up time. Bus drivers are instructed not to wait for students who are not present at the stop when the bus arrives.

For safety reasons on provincial highways, drivers will not make unnecessary stops if students are not in clear view of the driver. Students must be at their designated bus stop at least 5 minutes prior to the scheduled pick-up time and be visible to the driver approaching.

Principals may permit an alternative boarding and drop-off location for humanitarian or emergency reasons only.

## **5.2 Emergency situation**

If, for any unforeseen circumstances, a child cannot return to his/her normal drop-off point, he/she will remain at the school or in an organized daycare.

## **5.3 Temporary disability**

The Transportation Department will try to accommodate on a regular school bus students with a temporary disability conditional that this does not compromise the safety of the other students travelling on the bus. Should this not be possible, parents/guardians will be responsible to transport their child to and from school.

## **5.4 Medical certificate**

Students who are not eligible for transportation and have a medical condition might be eligible for transportation following the condition outlined below.

- The "School Board Medical Form" has been completed and signed by the child's physician and forwarded to the Transportation Department.

## **5.5 Transportation allowances**

Certain circumstances may arise where it is not possible to organize school transportation for certain students. In this event (and only for students residing at more than 1.6 km to the closest bus stop - that distance being measured on a public road) an allowance could be paid to the parents/guardians for transportation

assistance. When such an allowance is given, it is the parents'/guardians' responsibility to either, bring their child to the bus stop or meet him/her at the end of the school day, or provide transportation to and from the school.

The allowance covers morning and evening transportation assistance for the entire school year. When there is more than one child from the same family travelling together, there is only one allowance permitted. However, if more than one child from the same family has to travel at different times due to different school schedules, this allowance will be increased by 50%. The distance will be measured one-way from the student's residence to the closest bus stop on a public road. Proof of attendance must be supplied by each school at the end of each month.

- 0 km to 13.9 km = \$10.00 per day
- 14 km and over = \$20.00 per day

### **5.6 Transportation – babysitters**

The residence address supplied at the time of the child's registration is the one used to organize transportation (if applicable). If for babysitting purposes, the student's address is changed, the school must be notified. This service is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- The babysitter's address must be within the child's school boundary.
- The babysitter's address must be the same for 5 days a week.
- There must be room on the bus.
- No part-time bussing arrangements will be accepted.
- Parents/guardians must complete and return to the school administration a "Bus Accommodation" form.
- Transportation fees apply.

### **5.7 Transportation – special requests**

This type of request is reserved for temporary situations only, (e.g. student staying temporarily at an alternative address because parents are away from home for a certain period of time). This service is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- Parents/guardians must complete and return to the school administration a "Bus Accommodation" form prior to the date that the service is required.
- The school administration will verify the validity of the request and submit the request to the Transportation Department.
- The temporary alternate address must be within the school boundary.
- There must be room on the bus;
- No bus routes will be modified.
- Transportation fees apply.

## **SECTION VI - TRANSPORTATION - SHARED CUSTODY**

Request for transportation to a second address in the event of a legal joint custody agreement is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- Address must be within the school boundary.
- Parents/guardians must complete and return to the school administration a “Bus Accommodation” form with the complementary address.
- Must be on a five (5) day basis (Monday to Friday).
- The weeks requested must be sequential (example: one week at the father’s, one week at the mother’s).
- There must be room on the bus.
- Transportation fees apply.

## **SECTION VII – TRANSFERS**

When transportation routing requires the transfer of students from one bus to another, the following guidelines will apply:

- Students will only be allowed to exit the school bus if the transfer is done at a supervised shelter or school. Should no shelter or school be available, students must wait on the bus until the transfer bus arrives.
- Students transferring are not allowed to wander around the transfer location, (e.g. go to the store, to smoke etc.)
- Students will be allowed to leave the transfer location only if they are picked up by a parent/guardian or a responsible adult.

## **SECTION VIII - CROSS-BOUNDARY TRANSFERS**

Students transferred outside their catchment school for educational reasons approved by the School Board will be provided transportation. However, when a cross-boundary is requested by the parents and accepted by the School Board, transportation is not provided.

Should the parents/guardians wish to benefit from transportation if available, this service is subject to the following criteria:

- Each year parents/guardians must complete a “Bus Accommodation” form and return it to the school administration.
- Parents/guardians have to drive their child(ren) to an existing bus route and stop location.
- There must be room on the bus.
- No bus routes will be modified.
- Transportation fees apply.

## **SECTION IX – DISCIPLINE**

All students have a responsibility to follow the bus safety guidelines. Failure to do so will result in disciplinary measures that could include the loss of transportation services for an indefinite period of time.

All school administrators and bus drivers will be expected to follow the discipline procedures outlined, in order to ensure uniformity throughout the School Board in the application of sanctions.

Students who are caught vandalizing any transportation vehicle will be suspended immediately from transportation, and parents or guardian will be responsible for all repair costs. Reinstatement of transportation privileges will be effective once the suspension is lifted and damages are paid.

The discipline guidelines are based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners, and mutual respect are encouraged.

The development of a sense of self-discipline in each student is an important aspect of the discipline procedure. Discipline is meaningful when it is self-imposed or self-controlled. In order for any procedure to be effective, parental support and co-operation is necessary.

The School Board endorses the concept of administering student discipline in a judicial and positive manner. By following board procedures, bus drivers are able to handle student discipline more effectively.

If a bus driver has a positive attitude with the students, he/she should gain their respect. To gain this respect, it is essential that the bus driver treat students as individuals and show respect for their personal rights.

### **9.1 Student discipline report**

Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the driver will complete a “Misbehaviour Report” and will give it to the bus company dispatcher who in turn will communicate with the school administration.

### **9.2 Disciplinary action**

Transportation is a privilege. These guidelines will be followed when a student is reported for not respecting the safety rules inside or around a school bus. Based on written “Misbehaviour Report” submitted by drivers, the school administration will deal with each case based on the following guidelines:

#### **➤ Immediate suspension**

Conduct such as threatening or assaulting the driver, stealing bus equipment, vandalism, throwing objects from the bus, engaging in or being involved in a fight, etc., shall result in the immediate and indefinite suspension from bus privileges. The school administration is responsible for the application of these

guidelines. Parents/ guardians will be responsible to transport their child for the duration of the suspension.

The administration will review the reports submitted by the bus company and take appropriate corrective measures when necessary.

Disciplinary measures are the responsibility of the school administration. Schools will be expected to apply the discipline guidelines in order to ensure uniformity throughout the Board in the application of sanctions.

Normally the school administration will follow a progressive disciplinary process as outlined below. However, the administration may decide to exercise a different course of action. In the latter instance the Coordinator of Transportation may be consulted.

➤ **First offence**

The driver will complete a “Misbehaviour Report” and will give it to the bus company dispatcher.

The bus company will forward the report to the school administration.

The school administration will meet with the student to discuss the misbehaviour issues and, depending on the severity of the situation, parents/guardians may be informed.

➤ **Second offence**

The driver will complete a “Misbehaviour Report” and will give it to the bus company dispatcher.

The bus company will forward the report to the school administration.

The school administration will meet with the student, and parents/guardians will be informed by telephone or by a letter of reprimand outlining the discipline issues.

The parents/guardians will be notified that a third discipline report will result in a loss of transportation privileges for minimum of three (3) days.

➤ **Third offence**

The driver will complete a “Misbehaviour Report” and will give it to the bus company dispatcher.

The bus company will forward the report to the school administration.

The school administration will meet with the student, and inform the parents/guardians of a minimum of three (3) days’ suspension.

The parents/guardians will be informed that further problems will result in a minimum of five (5) days’ suspension from transportation.

➤ **Fourth offence**

The driver will complete “Misbehaviour Report” and will give it to the bus company dispatcher.

The bus company will forward the report to the school administration.

The school administration will meet with the student, and inform the parents/guardian of a minimum of five (5) days’ suspension.

The parents/guardian will be informed that further problems might result in an indefinite suspension.

➤ **Smoking on school buses**

Smoking on school buses is forbidden. Students caught smoking on a school bus will be reported to the school administration. Offenders will be subject to disciplinary measures.

➤ **Alcohol and drugs on school buses**

Students found to be in possession of alcoholic beverages or drugs, or under the influence of alcohol or drugs, will be subject to disciplinary measures.

## **SECTION X - RESPONSIBILITIES OF ALL PARTIES**

The School Board considers the safety of each student to be a priority and will take all reasonable precautions to guarantee that transportation service be provided in a safe manner. It is therefore vital to determine the responsibilities of all parties involved.

### **10.1 Students**

Students must respect the transportation rules and guidelines. They must understand that the bus driver is the authority on the bus, and that he/she is responsible for their safety and well-being.

### **10.2 Parents / guardians**

Parents/guardians play an essential role in reviewing all safety aspects with their child, including proper behavior while aboard or around a school bus. It is the responsibility of the parents/guardians to ensure that children in pre-kindergarten, kindergarten and grade one are escorted and supervised by a responsible adult to and from their bus stop.

The parents/guardians are responsible for all damages caused by their child while on a transportation vehicle.

If a child has a serious medical problem that warrants medication (e.g. EPIPEN), the medication must be in the child’s possession during transportation.

Parents/guardians will be expected to instruct their child or children to respect and comply with the following bus safety guidelines:

- When riding a school bus, the driver is in charge. Always listen to the driver's instructions.
- Always be at the bus stop at least 5 minutes prior to the bus arrival time.
- Do not stand or play on the street while waiting for the bus.
- Wait for the bus to come to a complete stop, and then board the school bus in single file.
- Find a seat quickly without pushing other students and keep the aisles clear.
- Remain seated, talk quietly, and do not eat, drink or smoke on the bus.
- Never put head or arms or other objects out of the window.
- Do not throw anything inside the bus or out of the windows.
- Remember where the emergency exits are located.
- When getting off, wait until the bus comes to a complete stop before leaving your seat, and descend in a single file.
- Walk a safe distance away from the bus so the driver can see you and know you are safe.
- Should you cross in front of the bus, keep the same safe distance and watch for the driver's signal to cross. DO NOT RUN...proceed with caution.

### **10.3 Transportation Department**

The Transportation Department is responsible for the daily operations of the school bus system at all levels - contractual and operational. They must establish and maintain procedures and guidelines to be followed with regard to school transportation safety. The Transportation Department will also ensure that a transportation safety program is made available, and that it is implemented each year in conjunction with the school. The responsibilities of the Transportation Department are also to:

- Establish safe bus routes, bus stops, and transfer locations.
- Ensure and maintain procedures and guidelines to be followed with regard to transportation safety.
- Ensure space capacity as prescribed by the law on all buses.
- Inform the transporters on an annual basis, and prior to the beginning of the school year, of their obligation to advise all bus drivers in writing to not allow a pre-kindergarten, kindergarten and grade one student to get off the bus at their afternoon bus stop without the presence of a responsible adult for the child.
- Provide all parents/guardians with the "Bus Safety Rules and Guidelines" pamphlet through the annual back-to-school mailing.
- Verify regularly the safety of certain routes including driving procedures, bus stop locations, and all other possible hazards.
- Assist the school administration, bus drivers, and others in solving problems occurring on buses or at bus stops.
- Provide contractors and schools with updated bus routes and student lists.
- Ensure that all contractual obligations are fulfilled.
- Organize safety and evacuation training sessions for students.
- Ensure that transporters give their drivers professional development and safety sessions.

#### **10.4 School administration**

School administrators are responsible for daily operations at the school level. Some responsibilities are undertaken in consultation with the School Board's Transportation Department. School administrators will:

- Supervise arrivals and departures of school buses.
- Take disciplinary actions with students violating bus safety guidelines.
- Contact the Transportation Department with complaints or suggestions in relation to the bus service operations.

#### **10.5 Bus driver**

Bus drivers are trained professionals who hold the principal role in the school transportation system. The driver must have the cooperation and support of all students, parents, school administration, and school board authorities. The driver is responsible for the safety and security of all passengers and must abide to all circulation regulations.

The bus driver will:

- Follow the scheduled route descriptions, time, and stop locations determined by the School Board. Any changes must be approved by the Transportation Department before implementation.
- Maintain discipline on the school bus. If necessary the driver can bring students to order but must not, at any time, take disciplinary measures against students. This remains the responsibility of the school administration.
- Never refuse access on a school bus to students for reasons of insubordination or discipline. The driver must, instead, complete a discipline report to be sent to the principal who will take the appropriate measures. In an exceptional situation, where a student's behaviour could seriously endanger the safety of all, the driver will contact his supervisor for instructions.
- Not allow a pre-kindergarten, kindergarten, and grade one student to get off the bus in the afternoon if the adult responsible for that student is not present. In such cases the driver will contact his supervisor for instructions.
- Never leave the school bus unattended while students are on board.
- Never drive a school bus while under the influence of alcohol or drugs.
- Always respect all laws regulating the driving of a school bus as stipulated in the Highway Safety Code.
- Never put the school bus in motion until all students are seated.
- Do a thorough inspection of the bus, front to rear, at the end of each run to ensure that no students are left of the bus.
- Abstain from smoking on the bus.
- Drive defensively at all times.

#### **10.6 School bus contractor**

The contractor is responsible for the execution of the contract awarded by the School Board and must respect the terms and conditions of that contract.

The bus contractor will:

- Be assured that each driver hired is duly qualified, able to function in English, and properly licensed before allowing that individual to drive a school bus.

- Verify the criminal background of all drivers and employees susceptible to be in contact with students.
- Notify all bus drivers in writing to not allow a pre-kindergarten, kindergarten and grade 1 student to get off the bus in the afternoon if the adult responsible for that student is not present.
- If the parent/guardian is not at the stop, the transporter will proceed in the following order:
  - Call the school who will in turn contact the parents/guardians to make pick-up arrangements for the student;
  - If the school is unavailable, contact the Transportation Department, who will provide instructions on measures to be taken.
- Follow through on all complaints received from the Transportation Department.
- Assist and cooperate fully with the Transportation Department in all matters pertaining to drivers' discipline.
- Maintain bus cleanliness inside and out at all times.
- Maintain and repair all vehicles and equipment as required by regulation.
- Comply with all terms and conditions specified in the transportation contract.

#### **10.7 Transportation delays**

Mechanical difficulties, traffic jams, unplowed roads, etc., may cause delays in bus scheduling. In these circumstances, the school transportation contractor will inform the school principal and the transportation department as soon as possible. The parents/guardians may obtain further information from the school.

### **SECTION XI - INCLEMENT WEATHER**

In the event of a possible bus cancellation, the following information summarizes the general policy and procedure. At approximately 5:00 a.m., the Coordinator of Transportation & School Organization will assess road conditions from the different sectors by communicating with our transport contractors who are in contact by radio and telephone with the drivers on all routes. The weather office and the local and provincial police forces will also be contacted regarding road conditions.

At this point, if there is any doubt in running transportation, the Coordinator of Transportation & School Organization will contact the Director of Human Resources, School Organization & Transportation and the Director General. A joint decision will be reached at that time whether or not buses will run. The decision will normally be taken prior to 6:30 a.m. Should the decision be not to run buses due to the weather conditions, the Coordinator of Transportation & School Organization will notify the transport contractors.

The Director of Human Resources, School Organization & Transportation will be responsible to contact the radio stations listed below, the principals in charge of the telephone chains, and the school board webmaster to ensure announcements are posted on our website. The Chairman of the School Board will also be informed.

## **Radio Station:**

- CBC – ENGLISH / CBC – FRENCH
- CFRA
- MAGIC 100
- KISS FM (105 FM)
- Y 101.FM
- CHEZ 106
- START 96 (PEMBROKE)
- CHIP FM (FORT-COULONGE)
- ROUGE FM / RADIO NRJ
- RYTHME FM 97.1
- CJRC
- VALLEY HERITAGE

### **11.1 Minus 35 degree weather procedure**

#### POLTIMORE SECTOR

Should the minus 35 degree (without wind chill) weather procedure be activated, the Coordinator of Transportation & School Organization will advise the principals before 6:00 a.m. that buses are either delayed or cancelled.

#### C.S.H.B.O. AREA

For the following schools whose transportation is provided by the Commission Scolaire des Hauts-Bois de l'Outaouais -- Maniwaki Woodland, Dr. Wilbert Keon, St-John's and Pontiac High School (students residing at Ile du Grand Calumet) -- principals will be advised before 6:30 am. The C.S.H.B.O. will be responsible for announcements to the following radio stations: CFOR-FM & CHGA-FR for the Maniwaki sector and STAR 96 & CHIP-FM for the Pontiac sector.

The Director of Human Resources, School Organization & Transportation should be contacted if any principal feels that conditions in his/her specific area are dangerous and buses should not be running.

Should the decision be to run buses in the morning, then normal dismissal time schedule will apply in the afternoon. This allows time for the snowplowing and sanding equipment vehicles to clear and clean roads and highways prior to the school bus runs.

In the event that students cannot be bussed home in the afternoon, they will remain at school and parents will be informed by the school administration.

**NOTE:** In extreme weather conditions, it is always the parent's responsibility to decide whether or not the child should be going to the bus stop.