

### **Cancellation of School Bus Runs**

#### **-POLICY-**

The Board of Education, understanding that circumstances may occur that make it necessary to cancel the operation of school bus run(s), authorizes the Superintendent of Schools or Secretary Treasurer to permit cancellation of the run(s) in accordance with the following procedures:

1. The Superintendent of Schools or Secretary Treasurer will be contacted to authorize the cancellation of the run(s).
2. The local radio station will be advised of the name of the route(s) cancelled and the reason for the cancellation may be given if applicable.
3. If not already advised, the bus driver will be contacted.
4. The school Principal will be advised as to the route(s) cancelled. When necessary, the school will assume the responsibility to notify parents by phone regarding the bus run cancellation.
5. If a driver determines that a road is not safe due to weather conditions, etc., he/she will contact his/her immediate supervisor who will institute the preceding procedure.
6. The following notice is to be printed in the local paper in conjunction with the publishing of school bus runs and in the first part of November as a reminder each year:

"Parents are reminded that road and/or weather conditions may be such that school buses picking up children may not be able to make their run(s). As much notice as possible will be given over local radio and, where necessary, the school will attempt to contact parents by phone. However, when weather conditions are such that the buses may be cancelled, parents should ensure that their children do not wait for hours at the stop or if the parents are leaving home, that the children have been picked up before they leave."

7. A message/notification/alert will be posted on the school district website.