



INTERRUPTION OF BUS TRANSPORTATION (ROAD CLOSURE, FERRY CANCELLATIONS, OR MECHANICAL ISSUES)

Background

The district has responsibility under the School Act to provide education to its students while ensuring their health and safety, particularly as it relates to bus transportation.

The decision to adjust school bus routes or temporarily halt services due to public road closures, disruption of Quadra ferry services, or mechanical issues will be made by the director of operations or designate.

Procedures

1. Road Closure

- 1.1 When the district has received notification of a public road closure and where there is no available detour before 6:30 a.m., school bus transportation will not be provided for the day. The district will communicate the decision to affected parents and students as soon as possible by phone and/or email and through the district and school websites.
- 1.2 If the district receives notification of a mid-day public road closure and where there is no available detour prior to the start of the afternoon scheduled bus run, bus transportation will not be provided (until alternate arrangements can be confirmed). In the event of a public road closure between Campbell River and Sayward, bus transportation will not be provided until an alternate drop-off location in Sayward has been confirmed. Affected Sayward students will be transported to a supervised location in Campbell River until road closure has been cleared and school bus transportation is resumed or alternatively, arrangements made for student pick-up by an authorized parent/guardian or emergency contact.
- 1.3 In the event of a public road closure occurring while school bus service is in progress between Sayward and Campbell River, the bus driver will immediately notify the head driver and director of operations of the situation. Consultation between staff and emergency coordinators, will determine if an alternate pick-up location on route can be arranged or if students will be transported to a supervised location in Campbell River until school bus transportation is available or pick-up by an authorized parent/guardian or emergency contact has been arranged.

2. Cancellation of Quadra Ferry Service

- 2.1 When the district has received notification that both the Quadra ferry and water taxis are not operating, before 6:30 a.m. school bus transportation will not be provided for the day. The district will notify affected parents and students as soon as possible by phone and/or email and through the district and school websites.
- 2.2 In the event that the Quadra ferry is not running and students are taking the water taxis to/from Campbell River, students will be picked up by school busses.

Students are to walk to the regular bus pick-up spot at the ferry terminal and wait for the next bus to arrive.

- 2.3 In situations where mid-day notification is received that the Quadra ferry and water taxis are not in service; Quadra students will be held under staff supervision at a school until the ferry service resumes or arrangements have been made for student pick-up by an authorized parent/guardian or emergency contact.
- 2.4 Whenever there is a disruption of service the transportation department will notify the director of Indigenous education.

3. Mechanical Issues

- 3.1 Immediately upon discovery of a mechanical issue with a school bus the bus driver will notify the head bus driver and the head bus driver will notify the director of operations. The head bus driver and director of operations will try to get a replacement bus deployed as soon as possible. The district will make every reasonable attempt to restore service as quickly as possible.
- 3.2 When Indigenous students who live on reserve are impacted the transportation department will notify the affected band and the director of Indigenous education.
- 3.3 The district will notify affected parents and students as soon as possible by phone and/or email and through the district and school(s) websites.

4. Reconnecting Students with their Families

- 4.1 The student contact and authorization for student release information on file with the school will be used to communicate information to the parent or guardian and for release of students in an emergency situation.
- 4.2 In the event a parent or guardian chooses to pick-up their student(s) from an alternate bus stop or supervised location, the parent or guardian must provide the school with the name of the person authorized to pick up the student. Normal communication channels will then be used to provide this information to the school bus driver(s) or site supervisor (e.g. radio or phone).
- 4.3 In the event of an extended public road closure and student accommodation is required, consultation will be initiated by the school board office with emergency social service providers.
- 4.4 A letter outlining this procedure will be sent by the transportation department to Sayward, Quadra, School District 93 and Campbell River Christian School bus students annually.

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