



HSTS Operating Procedure

Halton Student Transportation Services

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| | Effective Date: |
| | September 2013 |

Preamble

The decision to cancel student transportation services is the responsibility of the General Manager of HSTS or designate, in co-operation with school bus operators.

It is at the discretion of the parent or guardian to send their children to school when transportation service is cancelled; if they choose to do so, it is the parent or guardian’s responsibility to provide transportation to and from the school for their children.

General Procedure

When transportation services are cancelled, the schools may remain open. The decision to close schools rests with the Directors of Education or designates (*see School Closure Procedure (HS-4-007)*).

Procedure

Before the School Day Begins

The decision to cancel transportation due to inclement weather shall be made after discussions with school bus operators, municipal staff, Directors of Education or designates, and other transportation agents.

By 6:00 a.m., the General Manager of HSTS or designate shall inform the Directors of Education or designates about the decision to cancel student transportation services

The decision to cancel transportation services could be applied to the entire Halton Region or based on a particular zone as identified in the Section “Inclement Weather Transportation Zones” (see page 4).

By 6:30 a.m., the General Manager of HSTS or designate shall inform the media outlets of the transportation cancellation and update the HSTS phone system and HSTS website.



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If a bus route or transportation services are cancelled in the morning and the respective school remains open, the transportation cancellation remains in effect for the entire school day and includes all field trips. It is at the discretion of the parent or guardian to send their children to school when transportation service is cancelled; if they choose to do so, it is the parent or guardian's responsibility to provide transportation to and from the school for their children.

During the School Day

When the weather deteriorates during the day while students are at school, transportation services will maintain their regular schedule.

The decision to send students home early may be made by the Directors of Education or designates, after discussions with the General Manager of HSTS. In the event that such a decision is made, which will only happen as a last resort, it is the responsibility of the school/school board to communicate the early dismissal to the parents.

For school closure decisions made during the school day, it is the responsibility of the school Board to contact the media outlets, if required.

HSTS Communication

Cancellation of Transportation Services before the school day begins:

The General Manager of HSTS or designate shall:

1. inform all HSTS transportation providers;
2. inform the media; and
3. inform the members of the Operations Committee by e-mail.

Cancellation of Transportation Services During the school day:

The General Manager of HSTS or designate shall:

1. inform the transportation providers;
2. inform the municipal Crossing Guard Supervisors (mid-day school closures only); and
3. inform the members of the Operations Committee by e-mail.



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Cancellation Notification

The decision to cancel transportation will be communicated as follows:

Radio Stations:

CFRB (1010 AM), CJOY (1460 AM), CHML (900 AM), CKOC (1150 AM), CHWO (740 AM), 680NEWS (680 AM)

CHFI (98.1 FM), WAVE (94.7 FM), Y108 (107.9 FM), CING (95.3 FM), CKFM (99.9 FM), KLITE (102.9 FM), CBC (99.1 FM), CIMJ (106.1 FM)

Television Stations:

CHCH TV Morning Show, CITY TV, CP24

Phone:

1-888-803-8660 / 905-637-3259 – A recorded voice message will be left on the HSTS main telephone line and can be heard by selecting the option for transportation cancellations.

Websites:

www.haltonbus.ca, www.hdsb.ca, www.hcdsb.org

INCLEMENT WEATHER TRANSPORTATION ZONES (refer to the map on page 4)



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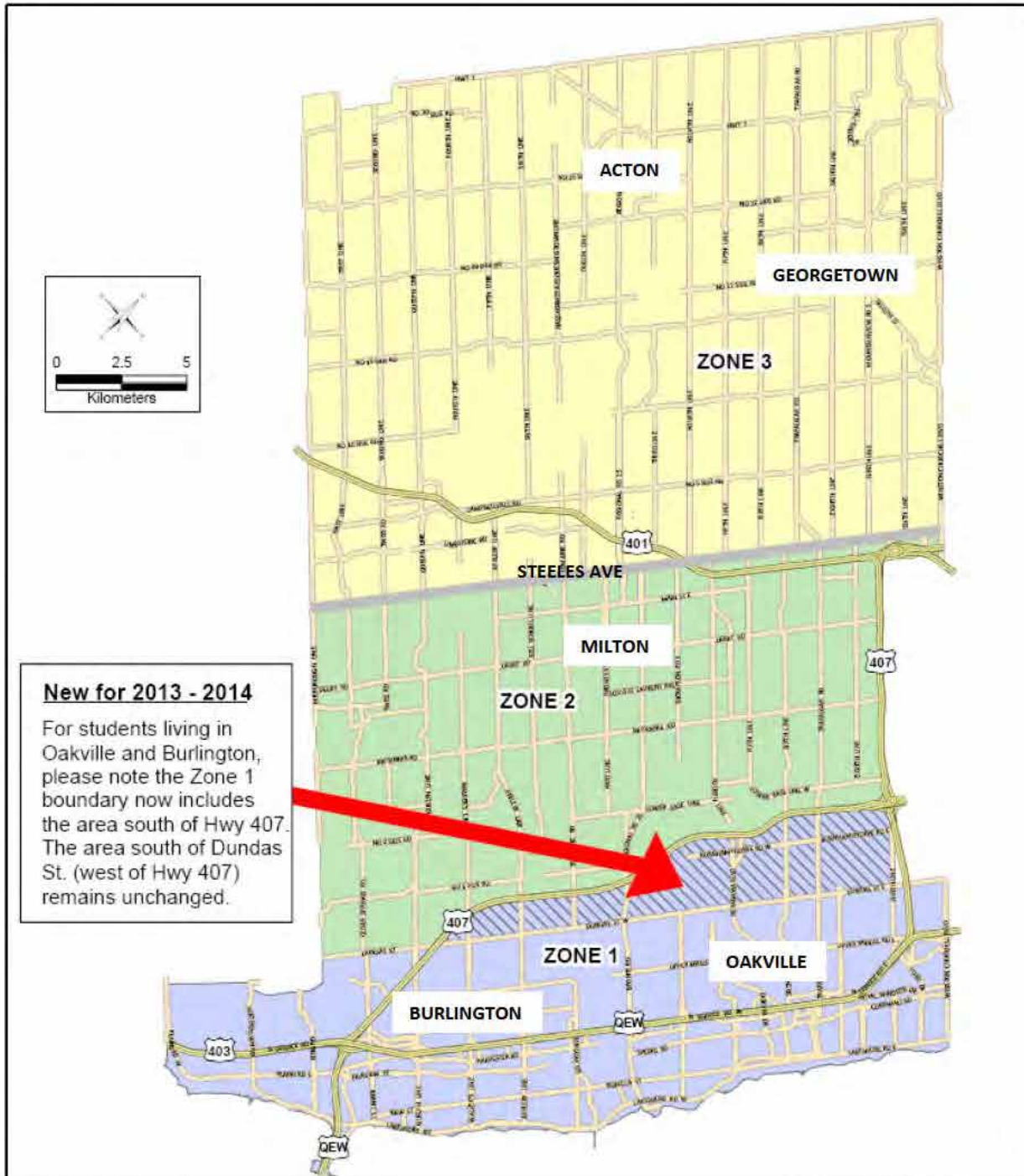
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New for 2013 - 2014
 For students living in Oakville and Burlington, please note the Zone 1 boundary now includes the area south of Hwy 407. The area south of Dundas St. (west of Hwy 407) remains unchanged.

Map provided courtesy of:
 Halton District School Board
 Planning Department



Inclement Weather Transportation Zones

The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information. However, a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assumes no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3005.