



HSTS Operating Procedure

Halton Student Transportation Services

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	Effective Date: September 2013

Preamble

It is the responsibility of the Director of Education or designate at each school board to make the decision whether or not to close schools.

Implementation

School Closure Due to Inclement Weather

As soon as possible, the General Manager of HSTS or designate shall, by 6:00 a.m., inform the Director of Education at the HDSB and HCDSB about the decision to cancel school bus transportation.

If the Director of Education makes the decision to close schools as a result of inclement weather and the decision is made in the morning before the school day begins, the General Manager or designate will inform the media and the Operations Committee members.

School Closure for reasons other than Inclement Weather

When a school board is required to close a school for reasons other than inclement weather, notification will be provided to the General Manager or designate at HSTS, for information purposes only.

The General Manager of HSTS or designate will inform the appropriate transportation providers and the respective **board's** Operations Committee representative.

In this case, the board will be responsible for contacting the media.