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Transportation - Safety	Date June 2008	Revised August 2010
Policy	The Sudbury Student Services Consortium will implement a Transportation Emergency Plan when circumstances prevent the Sudbury Student Services Consortium from transporting students home.	
Operational Procedure	<p>The following are examples of situation that may prevent a school bus from transporting students:</p> <ul style="list-style-type: none">• Road closures due to accidents or conditions where reroutes are not available;• Situations involving police evacuations, school or area lock downs, volatile situations, etc. <p>The Sudbury Student Services Consortium will follow the procedures listed below:</p> <ol style="list-style-type: none">1. A Transportation Planner will refer any urgent call to the Executive Director.2. The Executive Director will obtain the following information before making informed decisions.<ul style="list-style-type: none">✓ Specific location✓ Duration of closure✓ Reason for closure✓ Contact person and emergency contact numbers for the duration of emergency <p>The Ontario Provincial Police, Regional Police or Municipality staff may need to be contacted in order to acquire this information.</p>	

The Sudbury Student Services Consortium staff will identify all affected schools.

3. School board officials, along with any purchasing of services members such as Huron Superior Catholic District School Board and First Nations, will be contacted where applicable.
4. The Sudbury Student Services Consortium will communicate with the bus companies and will inform them that drivers are on stand by. Bus companies' officials will confirm if other buses are impacted by this situation.
5. A decision to transport students to one specific holding location or to keep students at their respective schools will be made after consultation with school board officials.
6. In the event that the situation involves more than one school, it is recommended that a representative from each school attend to their students at the holding site.
7. If required, the Executive Director will contact the media and the school boards' communication contact person to update them of the situation.
8. Lists of affected students will be printed by either the Sudbury Student Services Consortium or the school board officials. The schools will identify students with special needs i.e. diabetes, EpiPen, etc. that may need extra care during this event. Parents of these students will be contacted for alternate arrangements where possible.
9. School's officials will communicate with the parents to inform them of the situation. The Sudbury Student Services Consortium staff may provide assistance when necessary.
10. Additional costs incurred by the schools may be reimbursed for reasonable expenses. i.e. food, beverage, etc.