



OSTA

Ottawa Student
Transportation
Authority

Reporting from Work during Inclement Weather

Effective Date: June 27, 2011

Policy Code – Version: H8 – V1	
Policy Name: Reporting from Work during Inclement Weather	
Approved by motion of Board on	27/06/2011
Cross Reference	
Related Forms	

Policy Statement

1. In instances of inclement weather when the Ottawa Student Transportation Authority (OSTA) offices remain open, employees shall be expected to report for work as per regular working hours.
2. In instances where the OSTA offices are closed due to inclement weather, employees shall not be expected to report for work.
3. OSTA has a responsibility to maintain the operation of channels of communication in order to ensure the safety and security of students. This may require OSTA employees to provide an essential service.
4. The General Manager shall consult with appropriate staff of member school boards in making decisions to close OSTA offices.
5. The General Manager shall establish procedures and guidelines for the administration of this policy.