

2024-25  
Daily Cancellation Reporting Instructions

Ontario Ministry of Education

August 2024

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## Overview

This document provides an overview of the reporting requirements for the Daily Cancellation Reports. The Daily Cancellation Report collects information such as (but not limited to), a Consortium's cancelled routes by run, operator, cancellation reason, and number of riders impacted.

A template of the Daily Cancellation Report has been provided to all Consortia (included as an attachment and saved on the Ministry's SharePoint Site).

## 1. Data Entry Instructions

Column Name	Column Definitions	Instructions
Consortia Number	A unique Consortium ID, which is assigned by the Ministry to Consortia.	Numeric (1 to 34)
School Year	The school year for which the data pertains.	YYYY-YY (2024-25)
Reporting Date	The date when the report was generated.	YYYY-MM-DD (2024-09-05)
Cancellation Date	The date when cancellations occurred.	YYYY-MM-DD (2024-09-05)
Route ID	The unique identifier for a route. Each route must have a unique route ID, which is assigned by Consortia.	Alphanumeric (assigned by Consortia)
Run ID	The unique identifier for a run. Each run must have a unique run ID, which is assigned by Consortia.	Alphanumeric (assigned by Consortia)
Run Type	The general time during which the run was scheduled to operate: <ul style="list-style-type: none"> <li>AM: Runs that pick-up students from home, including mid-day pick-ups; or,</li> <li>PM: Runs that drop-off students at home, including mid-day drop-offs.</li> </ul>	AM, PM
Board ID	A five-digit School Board (financial) ID, which is assigned by the Ministry to School Boards.	Numeric (assigned by Ministry)
School BSID	A six-digit School (facility) ID, which is assigned by the Ministry to a School Board's individual Schools.	Numeric (assigned by Ministry)
Number of Riders	The number of riders that were impacted by a cancellation (by route and run).	Numeric
Operator ID	The Operator's Business Identification Number, as specified in Ontario's Business Registry.	Numeric
Reason	The reason for a cancellation: <ul style="list-style-type: none"> <li>Inclement Weather: Routes which have been cancelled due to weather and poor driving/road conditions;</li> <li>Bus Mechanical: Routes which have been cancelled due to mechanical issues with the vehicle;</li> <li>No Driver: Routes which have been cancelled due to the unavailability of drivers;</li> <li>School Issue: Routes which have been cancelled due to School closures (e.g., power outages);</li> <li>Medical: Routes which have been cancelled due to a driver's medical issues; or,</li> <li>Other: Routes which have been cancelled for reason(s) other than the above.</li> </ul>	Inclement Weather, Bus Mechanical, No Driver, School Issue, Medical, Other

## 2. Report Guidelines

### 2.1. Saving the Daily Cancellation Reports

The Daily Cancellation Reports must be saved according to the following criteria:

- The Daily Cancellation Report must be saved as a CSV file. The filename should reflect the report's name, the Consortium's site number, and the date during which the report was generated.
  - Example: For Niagara Student Transportation Services, the Daily Cancellation Report is to be submitted as "CANCEL\_08\_2024-09-05".
- For Consortia that do not have the latest version of the software – or encounter obstacles using the software – please manually complete the report, saving it according to the above naming convention.

### 2.2. Submitting the Daily Cancellation Reports

Completed Daily Cancellation Reports must be submitted to the Ministry's SharePoint Site. Please follow the instructions below for a successful submission:

- Navigate to the Ministry's SharePoint Site.
- Click the folder for your Consortium.
- Click the folder titled "2024-25".
- Click the folder titled "Daily Cancellations".
- Upload the Daily Cancellation Report.

### 2.3. Time to Submit the Daily Cancellation Reports

Consortia are required to submit one Daily Cancellation Report each school day, before 9:30am, for the duration of the 2024-25 school year. Submissions of the Daily Cancellation Report must include either or both of the following:

- Route cancellations for the morning and the afternoon (i.e., the whole day); or,
- Route cancellations that were not captured in the report for the prior school day.

NOTE: If there are no cancellations to report, Consortia are asked to submit a CSV file (titled according to the aforementioned naming convention) with only the column headers.