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Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) requires a plan of action in case an event or sudden staff vacancy was to render the operation not capable of continuing their daily activities.</p> <p>The Business Continuity Plan (BCP) will minimize the disruption of services to the system if such an event were to occur.</p>
Definition(s)	<p>Unexpected Vacancy: any unforeseen vacancy in which an employee is absent from work for a period which would jeopardize the services provided by STSBHN to their customers. The length of time will vary, depending on the role and time of year, as to when the procedure will come into effect.</p> <p>Class 1 Disaster: any event of natural or human made hazard that renders the facility of STSBHN unusable to perform day-to-day operations. Examples include, but are not limited to: extended power outages, extended network outages, and phone systems being inoperable.</p> <p>Class 2 Disaster: any event of natural or human made hazard that results in catastrophic damage to the facility and/ or equipment of STSBHN which does not permit the continuation of day-to-day operations. Examples include, but are not limited to: major fire within the building, major flooding within the building, and extensive burglary/ vandalism.</p>
Procedure	<p>Unexpected Employee Vacancy</p> <p>In the event that a staff member experiences an unexpected vacancy, the following will occur:</p> <p>Secretary:</p> <ul style="list-style-type: none"> For periods less than two (2) consecutive business days: The Manager of Transportation Services will resume all tasks and responsibilities entrusted to the position. Assistance will be sought from the Lead Board's purchasing department to assist with the processing of purchase orders from school based field

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