

SECTION 1.18 Inclement Weather/Emergencies

The Superintendent/designee of the program determines if the school is to be closed.

Every attempt will be made to have the report of closing on the air by 6:00 a.m. Calls will be made to local radio and television stations. Closings will be determined on a day-to-day basis.

The administration/maintenance/custodial staff and the bus mechanics shall report to work unless otherwise notified by their immediate supervisor.

Other program staff may be requested to attend based on the needs of the program.

Emergency Early Dismissal—In the event the need arises, which would warrant an early dismissal of students and adults within the program, the final decision regarding an early dismissal shall be the responsibility of the Superintendent and/or designee. The following procedures shall be followed:

1. All bus drivers shall be contacted, notified, and their availability verified.
2. An announcement will be made to all staff personnel that an early release will take place.
3. One Call will be initiated and television stations will be notified.
4. During inclement weather, the bus loading zones shall be free of snow and ice hazards.
5. All bus drivers shall check in with the transportation supervisor to verify their arrival.
6. Bus drivers shall ensure that their vehicles are fueled.
7. Bus drivers are to notify the front office as to any parent's availability to receive their student/client.
8. The office will announce the exact time of dismissal to the staff as early as possible so adequate preparations can be made.
9. The normal bus boarding procedures will be followed.

Morning Arrival—All drivers are to inform the transportation supervisor of their whereabouts after their arrival to school in the morning on days when bad weather

conditions exist or will exist in the event that the weather changes and may dictate closing the program early.

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