
INCLEMENT WEATHER ROUTING PROCEDURE (TRN-P012)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of determining and supervising the running of an inclement weather route.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Senior Transportation Dispatcher

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Inclement Weather: Temperature 20 degrees or below (wind chill is factored in), rain, sleet, snow, hail, thunder or lightning.
- 4.2 Inclement Weather Route: Children are picked up and dropped off at driveways or as close as the bus driver can get to the driveway.
- 4.3 Bus Hot Line (358-2006): The telephone number parents can call to see if the buses are running inclement weather route or if schools are opening late, cancelled or closing earlier.

5.0 PROCEDURE:

- 5.1 Senior Transportation Dispatcher decides to run inclement weather route based on Transportations radar system which shows the precipitation and temperature.
- 5.2 Bus drivers are informed to run the inclement weather route.
 - 5.2.1 If weather improves during the day inclement weather route is cancelled.
- 5.3 Senior Transportation Dispatcher updates Bus Hot Line with routing information.
- 5.4 Principals are notified that students will be dropped off at the schools on a staggered schedule because of the length of time it takes to run the inclement weather route.
- 5.5 If weather becomes inclement during the school day, Senior Transportation Dispatcher announces to the bus drivers to start inclement weather route and updates the Bus Hot Line.
 - 5.5.1 Drivers are reminded every ten minutes they are running the inclement weather route because of the different start times.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None.

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/26/04		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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