

**INCLEMENT WEATHER — BUS OPERATING PROCEDURES**

1. MORNING OPERATION TO SCHOOL
  - a. If the weather bureau reports visibility less than 1/8 of a mile and the opening of school is delayed, parents will be advised through a variety of communications.
  - b. In the case of "spot" incidents, such as fog in low areas on given routes, bus drivers will radio the dispatcher and advise the condition of the stop. The dispatcher will instruct the drivers to miss those stops and will call the homes of students involved advising parents to transport their own children. It would be the parents' decision whether to send the children to school or keep them home.
2. AFTERNOON OPERATION HOME FROM SCHOOL
  - a. If the weather bureau indicates a severe weather condition, school will be dismissed as early as necessary to keep students safe.
  - b. When there is insufficient warning of bad weather, all students will remain at their attendance centers. Parents will be advised through a variety of communications of the need to provide transportation home for their children. School officials will assist students, as needed, in making transportation arrangements.
  - c. In the case of "spot" incidents, the same procedure indicated in 1.b. for morning operation will be followed except in no case shall students be dropped at other stops unless contact is made by phone with parents. If contacts cannot be made, the dispatcher will contact the attendance center. It will then be the responsibility of the building administrators to put into effect the schools' emergency procedures. In these situations the buses will return the students to the attendance centers.
3. NIGHT ACTIVITY BUSES
  - a. If the night activity buses cannot operate, coaches/activity supervisors will assist students, as needed, in making transportation arrangements.
  - b. In the case of "spot" incidents, the same procedure indicated in 1.b. for morning operation will be followed except in no case shall students be dropped at other stops unless contact is made by phone with parents. If contacts cannot be made, the dispatcher will contact the attendance center. It will then be the responsibility of the building Administrators to put into effect the schools' emergency procedures. In these situations the buses will return the students to the attendance centers.

ADOPTED: 11/10/80  
2/26/90  
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