Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0497 (VH)	**Subject:**	Vehicle Use During Inclement Weather and Road Conditions
Effective Date:	12-18-95	**Last Revision:**	04-21-2022
Person Responsible:	Health & Safety Coordinator		
Approvals/Date:	Brent Urban 4/22/22		
	Superintendent, WCBDD Date	Department Director	Date

1. The determination to declare a two-hour delay or closing of Wood Lane School is made by the Superintendent or designee and shall be based on the recommendation of the Bus Transportation Supervisor, Health and Safety Coordinator or Children's Services Director.

2. The Bus Transportation Supervisor will monitor all school districts where Wood Lane School buses travel to remain aware of any delays or closing decisions made by these districts. When a district issues a delay/closing, Wood Lane School buses will not travel within that district in accordance with that district's decision, with the following exceptions:
   - A. It is determined that ta district delay or closing is due to an issue not related to unsafe travel conditions.
   - B. If a district closes due to heavy morning fog:
     1. Wood Lane buses will not provide morning pick-up for students within that district.
     2. Wood Lane buses may transport students home in the afternoon within the closed district if it is determined that the fog conditions are no longer present and travel conditions are safe.

3. When a school district delays or closes, due to weather conditions, the Bus Transportation Supervisor will contact the Superintendent or designee to determine if Wood Lane School should delay or close, using the following guidelines:
   - A. If Bowling Green Schools delay/close, Wood Lane School Will delay/close.
   - B. If a combination of other districts delay/close, the Superintendent or designee shall determine whether to delay/close, or to direct school bus transportation to pick-up only those students in the districts that remain open.

4. The Bus Transportation Supervisor will contact the Superintendent or designee when extreme temperatures or wind chill factors reach a threshold that could adversely affect student. In these instances, Wood Lane School may delay/close even if other districts remain open.

5. When the Superintendent or designee determines to delay or close Wood Lane School, the Bus Transportation Supervisor or Health and Safety Coordinator will notify students, families, and employees of the delay/closing by sending a School Messenger Alert and by contacting local television stations.

6. Bus staff will be compensated for one hour if a late closing or delay alert is sent. A late alert is defined as an alert that is sent less than 60 minutes before bus departure for bus drivers and less than 30 minutes before bus departure for bus aides. The late alert pay begins at the time the instant alert is sent. Work performed after the instant alert will be recorded within the late alert paid hour. The maximum amount of late alert compensation is one hour per day.

7. During incidents when a significant number of the county school districts delay a particular bus route departure time, the staff may opt to stay and work on tasks that better the organization/department or may opt to clock out and return to work at a newly agreed (between driver and aide) departure time.

8. Bus staff begin a new calendar year with five calamity days. Once those five days have been used, bus staff may use compensatory time earned, vacation, or personal leave for any additional weather-related closings.