

**EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Instruction

**EMERGENCY SCHEDULES
AR 3516.5**

A goal of the transportation department is to provide maximum safety for students between home and school and on school-sponsored trips. When inclement weather exists alternative school schedules may be used.

TYPES OF SCHEDULES

- Regular Schedule:* Schools will start and dismiss at their usual times. Some buses may be delayed due to ice, snow, or chaining of buses. Students should remain at bus stops until the bus arrives.
- Alternative Schedule I:* Schools will start at their usual time but will dismiss early. Schools may close early due to heavy snow, no heat, no water in the school, or other emergency conditions. A minimum day will be declared after 240 minutes. The State defines minimum day as 240 minutes for comprehensive high schools and 180 minutes for alternative education schools. Parents will be notified by listening to radio and TV stations.
- Alternative Schedule II:* Schools will start 2 hours later than normal. Weather conditions may be improving and school could open on a delayed schedule. Only those schools affected by weather will be on a delayed schedule. Parents will be notified by listening to radio and TV stations.
- Alternative Schedule III:* Schools will start at their usual time. Some bus routes within those schools will run on a 1 hour delay. Only those routes affected by inclement weather will be delayed. Parents will be notified by listening to radio and TV stations.
- Closure of School:* When it is found that travel is not safe for students and staff, affected schools will be closed. Parents will be notified by listening to radio and TV stations.

REDUCED VISIBILITY

When atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home to school transportation, bus service may be delayed at the recommendation of the Director of Transportation and the approval of the Superintendent.

The Director of Transportation is responsible for checking visibility on the roadway to ensure the

safe transportation of students on home to school routes.

Because not all areas of the district may be affected by the reduced visibility, only those areas directly affected will have a change in transportation schedules.

HOME TO SCHOOL

Alternative Schedule III provides for particular buses to run on a later schedule. These buses will start 1 hour later than scheduled. A decision to activate the Alternative Schedule III will be made by 6:00 a.m. Students should listen to radio and TV stations for announcement of implementation of Alternative Schedule III. Only those students riding buses in reduced visibility areas will be affected by Alternative Schedule III.

ACTIVITY TRIPS

When on an activity trip and the visibility drops to 200 feet or less, the school bus driver shall have discretionary authority to discontinue operation of the bus if the driver determines that it is unsafe to continue operation because of reduced visibility. The driver shall ascertain that the bus is in a safe location off the road. The driver shall notify the transportation office or a supervisor at home when the situation occurs. A voice mail message will be recorded on the central district telephone system notifying parents of the situation. When the driver determines that the visibility has increased to 200 feet or more the driver will continue with the trip and the message on the central district telephone system will be changed to reflect the changed situation.

SNOW AND ICE

During the winter months, the weather can produce conditions which may hinder safe travel on the roadways as well as cause power outages at the site for extended periods of time. When either condition reflects a hazard to students, the district will declare snow days and schools may be closed or alternative schedules will be in effect.

PRIOR PLANNING

1. Each site including the District Office, Transportation, Food Services, Maintenance and Warehouse, and the County Office of Education will develop a staff/agency telephone tree for their respective units, to be used in the event of school closures, delayed schedules, or early dismissals.
2. District snow day information will be circulated to parents and staff through student and faculty handbooks, informational notices, and the local media.
3. a. The Director of Maintenance and Operations will make sure that all equipment and materials needed by staff for inclement weather is ordered and arrives before November.

- b. The Director of Maintenance and Operations will have a list of private contractors who can be used to assist in snow removal from parking lots and driveways.
- 4. The Director of Transportation will be responsible for ensuring that training is provided to bus drivers on driving in snow conditions.

SNOW DAY PROCEDURE

The Director of Transportation will be responsible for checking weather and road conditions.

Criteria to be used:

- 1. Can transportation employees get to work?
- 2. Can teachers get to school?
- 3. What is the condition of roadways (i.e., plowed, snow, ice, etc.)?
- 4. What are the duration and intensity of the storm?
- 5. Are there power and water at school sites?
- 6. What is the feasibility of snow removal at sites?

If conditions appear to be threatening the safe transportation of students, the Director of Transportation will contact the Superintendent, or designee to report the results of the investigation and discuss which snow day proposal fits the situation.

After a decision is made, the Superintendent or designee will contact personnel at each affected site and direct them accordingly.

The Director of Transportation will notify parents and staff of the decision by voice mail on the central district telephone system and by contacting radio and TV stations.

If applicable, the Director of Transportation will cancel field trips.

Legal Reference:

EDUCATION CODE

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

VEHICLE CODE

34501.6 Schoolbuses; reduced visibility