

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Inclement Weather Conditions
<b>Section</b>	Safety
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish guidelines for safe transit operations during inclement weather conditions.

**Definitions**

*Inclement weather:* Wet weather and/or abnormal climatic conditions including, but not limited to, hail, cold, high winds, severe dust storms, extreme high temperatures or any combination of these conditions.

**Procedure**

Prepare written guidelines instructing employees how to react to inclement weather. Procedures for several common weather events are shown below.

Tornado Warning:

- Employees should immediately report to a designated shelter.
- Drivers and passengers should seek shelter in a ditch, under a bridge, in the basement of a nearby building, or in the safest possible place available.
- All employees should monitor local weather reports if possible.
- Management should announce when employees and Agency vehicles can return to normal operations.

Flood Warning:

- Drivers should avoid known flood areas and should never attempt to cross a flooded road or bridge. If a vehicle stalls due to high water, the Driver should stay in the vehicle and radio for emergency help.
- Agency vehicles parked in potential flood areas should be moved to higher ground if possible.
- Management should determine when transit services need to be discontinued due to flooding.

Snow and/or Ice:

- The Transit Director should use information provided by local law enforcement to determine if transit services should be limited (city limits and/or emergencies only) or temporarily discontinued.
- Employees should monitor local weather channels and radio stations for road closures.

Agency vehicles with storm damage should be inspected and repaired by maintenance staff before they are returned to service.

**Responsibilities**

The Transit Director shall be responsible for determining limited or canceled service during inclement weather. It is the responsibility of the marketing department to include the inclement weather policy in all brochures and passenger guides.