

Transport Operator Guidance

My Ref: TSG/

Place Directorate
Transport Services Group
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Dear Operator

SEVERE WEATHER CONDITIONS - REMINDER TO ALL HOME TO SCHOOL /COLLEGE TRANSPORT PROVIDERS

In the event of severe weather conditions everyone concerned should be clear about their responsibilities for making decisions bearing in mind that the safety and welfare of passengers is of paramount importance. The following instructions apply to all Home to School/College Transport providers, and should be kept in a safe place for reference.

- i) Transport operators are required to report immediately to the Transport Services Group (TSG), the Headteacher, Principal or their nominated representative any sudden or serious deterioration in weather conditions, which is likely to make their routes hazardous and also to advise them if transport will not operate. Transport operators must ensure they have an appropriate line of communication with the establishments they serve, including an out of hours contact number.
- ii) Transport operators must be aware that in the event of a contract not operating in a morning because of adverse weather conditions it is expected that the afternoon journey will be operated unless the operator advises the establishment to the contrary or receives notification of closure from the establishment or TSG. If an operator provides the journey in the morning then it is important that every effort is made to ensure that the passengers are returned home in the afternoon. You may need to consider an earlier departure time should conditions deteriorate.
- iii) The offices of the Executive Director for Place can provide information and advice on road conditions and indicate which roads may or may not be kept open. Daily weather forecasts are received from the Meteorological Office between mid-November and mid-March, and the Director of Children's Services is kept informed when heavy falls of snow or other potentially perilous weather conditions are forecast. Such forecasts are likely to be of a general nature applying across the county and will need to be interpreted in local situations.
- iv) In extreme conditions the Police and senior LCC officers co-ordinate operational control from their Headquarters in Lincoln. The Police may issue warnings about the advisability of keeping roads free from traffic so as not to hinder the emergency services.
- v) The local radio stations are a useful source of information at times of severe weather conditions. It is advisable that you ring your local stations to advise them if you are unable to operate due to adverse conditions.

If you require further information or assistance with this matter please contact the Transport Services Group on **(01522) 782020**.

Yours faithfully

A handwritten signature in black ink, appearing to be a stylized name with a long horizontal stroke extending to the right.

For Head of Transport Services