

**ST. LAWRENCE NYSARC
SNOW DAY
MEMORANDUM**

To: All Agency Staff, Counselors, Coordinators, Families, and Care Providers

From: Rena Ryan, Transportation Manager

Date: November, 2018

Re: Transportation Delay/Cancellation Procedure

We are reminding everyone that winter is approaching. Because of our concern for the safety and wellness of all individuals involved in our programs, we encourage everyone to keep all entrances accessible – free of obstacles and debris. All ramps and walkways should be cleared of snow and ice **before** NYSARC Transportation vehicles arrive. Please salt and/or sand as needed. Thank you for your efforts to make 2018/2019 a safe season for all.

***Please review this memo carefully as it provides guidance on how St. Lawrence NYSARC will handle delays and/or cancellations of fixed route transportation service due to SNOW AND/OR ICE.

The transportation delay/cancellation procedure is related to the **SCHOOL DISTRICT(S)** in which individuals receiving services live. If a school district **delays** the start of school **due to poor road conditions (snow, ice), then St. Lawrence NYSARC will delay transportation services for individuals living in those school districts for one hour.** *Please note that you should only be concerned with whether your school district has a delay, not with the length of the delay.* St. Lawrence NYSARC will only delay the start of transportation services for one hour regardless of how long the school districts delay (i.e., 1 hour, 1.5 hours, and 2 hours).

The one hour delay will provide St. Lawrence NYSARC time to assess road conditions, weather forecasts, etc. to determine if additional delays or cancellations of transportation services are warranted. If it becomes necessary during the one hour delay to further delay or cancel transportation services for the remainder of the day that decision will be announced on the media venues listed below.

*If weather conditions are exceptionally poor prior to the start of any transportation services, an initial decision to **extend the started delay***

beyond one hour or to cancel transportation services may be announced on Websites and TV.

If a school district CANCELS school **due to poor road conditions (snow, ice), then St. Lawrence NYSARC will not provide transportation services for individuals living in those school districts, and will not transport through a closed school district.**

It is important to **note** that if a school district delays or cancels school for any reason **unrelated** to SNOW AND/OR ICE conditions, St. Lawrence NYSARC will provide regularly scheduled transportation services. **It will be the responsibility of Parents/Guardians, Caregivers, House managers, and/or Program Directors to determine cold weather transport decisions.**

The following WEBSITES and TV stations will begin airing announcements regarding delays and/or cancellations between 6:00 a.m. and 7:00 a.m. with updates as necessary:

**WWNYTV.COM-Channel 7 news and Website
NORTHCOUNTRYNOW.COM**

Delays and/or cancellations only pertain to vehicles (and regularly assigned staff) providing **fixed route transportation** services. **All others** are still expected to report to work at their regularly scheduled time unless other arrangements are made with their supervisor. If anyone has questions related to these procedures, please feel free to contact me at (315)379-9531. Thank you for your anticipated assistance and cooperation.

Highlight Summary:

St. Lawrence NYSARC fixed route vehicles will not pick-up, deliver, or travel through a closed school district CAUSED BY SNOW AND/OR ICE conditions. Staff not assigned to transportation must check with their immediate supervisor for work status.