



COLD WEATHER BUS START UP PROCEDURE (VHM-P004)

Clarksville-Montgomery County School System

1. SCOPE:

- 1.1. This procedure outlines the process for cold weather bus start-up when temperatures are below 25 degrees or when there is heavy frost to ensure efficient transport of students.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2. RESPONSIBILITY:

- 2.1. Vehicle Maintenance Manager
- 2.2. Vehicle Maintenance Lead Mechanics
- 2.3. Vehicle Maintenance Mechanics (VMM)

3. APPROVAL AUTHORITY:

- 3.1. Chief Operations Officer

4. PROCEDURE:

- 4.1. **TEMPERATURE AND WEATHER MONITORING:** The Vehicle Maintenance Lead Mechanics are responsible for monitoring the potential for frigid temperatures of 25 degrees or below, as well as heavy frost during overnight hours.

- 4.1.1. In the event that temperatures are expected to fall to 25 degrees or below, all drivers receive a radio notification during afternoon routes prior to frigid temperatures advising them to implement the steps of this procedure specific to their parking location. CMCSS school bus driver training includes instructions for cold weather start-up procedures.

4.2. PARK AT HOME BUSES

- 4.2.1. All buses parking at home should have the engine block heater plugged in to an outlet. This does not apply to buses that are equipped with direct fired heaters.

4.3. OPERATIONS COMPLEX BUSES

- 4.3.1. VMM reports to work at 5:00 am and starts buses that depart by 5:30 am.
 - 4.3.2. VMM reports to work at 5:30 am and starts buses that depart by 6:00 am.
 - 4.3.3. VMM reports to work at 6:00 am and assists in starting all other buses. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck.

4.4. LIBERTY COMPLEX BUSES

- 4.4.1. VMM reports to work at 5:00 am and starts buses on Liberty Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck.



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4.5. WEST CREEK COMPLEX BUSES

- 4.5.1. VMM reports to work at 5:00 am and starts buses on West Creek Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck.

4.6. KIRKWOOD COMPLEX BUSES

- 4.6.1. VMM reports to work at 5:00 am and starts buses on Kirkwood Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck.

4.7. MONTGOMERY CENTRAL COMPLEX BUSES

- 4.7.1. VMM reports to work at 5:00 am and starts buses on Montgomery Central Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck.
- 4.7 If more VMMs are needed for assisting in cold weather start up, VMM or designee, will instruct additional VMMs to report to work early the next morning, or will call additional VMMs in early the day of cold weather.

5. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
IR		Initial Release
3/25/15	A	Update logo and formatting.
6/4/24	B	2.1 Changed "Supervisor" to "Manager"; 2.2 Added "Lead"; 2.3 Added "Vehicle Maintenance Mechanics (VMM)"; Added 4.1 "TEMPERATURE AND WEATHER MONITORING: The Vehicle Maintenance Lead Mechanics are responsible for monitoring the potential for frigid temperatures of 25 degrees or below, as well as heavy frost during overnight hours."; Added 4.1.1 "In the event that temperatures are expected to fall to 25 degrees or below, all drivers receive a radio notification during afternoon routes prior to frigid temperatures advising them to implement the steps of this procedure specific to their parking location. CMCSS school bus driver training includes instructions for cold weather start-up procedures."; Added "4.5 KIRKWOOD COMPLEX BUSES", added "4.5.1 VMM reports to work at 5:00 am and starts buses on Kirkwood Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck."; Added "4.6 MONTGOMERY CENTRAL COMPLEX BUSES", added "4.6.1 VMM reports to work at 5:00 am and starts buses on Montgomery Central Lot. If there are buses parked at driver's homes that will not start, VMM responds to their parking location with a service truck."

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