



## **COLD WEATHER BUS START UP (VHM-P004)**

Clarksville-Montgomery County School System

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### **1.0 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.

### **2.0 RESPONSIBILITY:**

- 2.1 Vehicle Maintenance Supervisor (VMS)
- 2.2 Vehicle Maintenance Mechanics (VMM)

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 PROCEDURE:**

#### **4.1 PARK AT HOME BUSES**

- 4.1.1 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.

#### **4.2 OPERATIONS COMPLEX BUSES**

- 4.2.1 VMM reports to work at 5:00 am and starts buses that depart by 5:30 am.
- 4.2.2 VMM reports to work at 5:30 am and starts buses that depart by 6:00 am.
- 4.2.3 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.

#### **4.3 LIBERTY COMPLEX BUSES**

- 4.3.1 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.

#### **4.4 WEST CREEK COMPLEX BUSES**

- 4.4.1 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.

- 4.5 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.



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**5.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
IR		Initial Release
3/25/15	A	Update logo and formatting.

**\*\*\* End of Procedure \*\*\***