



MONTGOMERY COUNTY PUBLIC SCHOOLS

Department of Transportation Tornado Warning Procedures for Buses

1. **Tornado Warning**

A tornado warning means that a tornado has been sighted or reported by weather radar in the area covered by the warning. In the event a tornado warning is issued by the National Weather Service, school bus operations will follow the procedures listed below:

2. **Morning pickup procedures**

- a. If a tornado is sighted by an individual school bus operator, the school bus operator will cease picking up students and immediately seek appropriate shelter for all passengers at the nearest school or other substantial building. School bus operators and school bus attendants will follow Severe Weather Shelter procedures by school administration and seek shelter inside the school immediately.
- b. In the absence of a tornado sighting, the school bus operator will continue to pick up all students for the trip, proceed to the school, cease all remaining operations, and follow the instructions of the dispatcher. School bus operators and school bus attendants will follow Severe Weather Shelter procedures by school administration and seek shelter inside the school immediately.
- c. Upon expiration of the tornado warning, transportation operations will resume—although late—without change to pick-up sequence.

3. **Afternoon drop-off procedures**

- a. If a tornado is sighted by an individual school bus operator, the school bus operator will cease discharging students and immediately seek appropriate shelter for all passengers at the nearest school or other substantial building. School bus operators and school bus attendants will follow Severe Weather Shelter procedures by school administration and seek shelter inside the school immediately.
- b. In the absence of a tornado sighting, the school bus operator will continue to drop off all students for the trip and proceed to the next school. Upon arrival at the school, all transportation operations will cease; and the school bus operator will follow the instructions of the dispatcher. School bus operators and school bus attendants will follow Severe Weather Shelter procedures by school administration and seek shelter inside the school immediately.
- c. If the school administrator and/or school bus driver receives information that a tornado warning is in effect at the school site (Severe Weather Shelter), prior to departure, the school bus operator is to cease transportation operations and remain at the school until the warning has expired. Follow instructions of school administration until school Severe Weather Shelter has been terminated.
- d. Upon expiration of the tornado warning, transportation operations will resume—although late—without change to drop off sequence.