

**Inclement Weather Policy - In The Event of Snow**

If snow falls and settles during the night

1. Whoever opens the office, should consult the diary and ring each driver, who have jobs that day, to establish if they are still willing to drive. Also a decision is needed as to whether the minibuses should be withdrawn, if this is the case follow (6 & 7) below.
2. The office staff/volunteers should be contacted to establish if they are coming in or are not advised to.
3. Each car scheme client should be contacted to see if they still wish to travel, priority should be given to medical appointments.
4. If necessary swap drivers around.
5. If the snow has frozen overnight, the minibus journeys will be cancelled, as the garden paths and pavements will be unsafe.
6. Whoever is in the office should contact the Club organisers so that they can contact the minibus clients to let them know that there will not be any transport.
7. **As the day progresses** a decision regarding the next day should be taken so that drivers and clients can be informed.

Signature of person responsible for policy:-

Print name Alan Beale

Signature



Position Chairman

Date 28.06.23 Date of Next Review Jun 24