



**Board of Developmental  
Disabilities Services**

# **Transportation Department Delay and Closing Procedures**



**Montgomery County Board of  
Developmental Disabilities Services**

**Transportation Department**

5450 Salem Avenue, Dayton, OH 45426

937-837-9222

## Mission Statement

The mission of the Transportation Department is to provide safe, efficient, cost-effective and dependable transportation services for children and adults enrolled in Board programs.

Services shall be provided in a positive atmosphere of assistance that is responsive to the needs of individuals by promoting safe riding practices, acceptable social behaviors and independence.

## Interested in receiving alerts via email or text message?

You can sign up to receive email and text alerts and information by visiting the Montgomery County Board of Developmental Disabilities Services website at:

<http://www.mcbdds.org/signup>

Follow the instructions in the gray box on the page, and select from a wide variety of alerts, news categories, events and agendas. Need help registering? Call 937-837-9253.



# MCBDDS Delay and Closing Procedures

**Please note:** *This information pertains only to programs operated by the Montgomery County Board of Developmental Disabilities Services, and does NOT apply to programs operated by private provider agencies.*

## First Shift Programs

Kuntz Center	7:30 a.m. to 1:30 p.m.
Liberty Center	7:30 a.m. to 1:30 p.m.
Calumet Center	9 a.m. to 3 p.m.
Jergens Center	9 a.m. to 3 p.m.

## First Shift Weather/ Calamity Plans

### Plan A: All Facilities Open; No Buses

- Adult programs are open, but NO transportation and no foodservice provided.
- Bus drivers and bus aides should NOT report to work.
- Clerical, maintenance, mechanics, courier, dispatchers, administrative staff, PACE staff and Adult Services staff are expected to report to work as close to regularly scheduled times as road conditions permit.

### Plan B: All Facilities Closed

- All Board programs and facilities closed.
- NO Board staff or individuals are to report.

# MCBDDS Delay and Closing Procedures

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## Second Shift Programs

**Kuntz Center**

2 p.m. to 8 p.m.

## Second Shift Weather/ Calamity Plans

### Plan A: All Facilities Open; No Buses

- Adult programs are open, but NO transportation and no foodservice provided.
- Bus drivers and bus aides should NOT report to work.
- Clerical, maintenance, mechanics, courier, dispatchers, administrative staff, and Adult Services staff are expected to report to work as close to regularly-scheduled times as road conditions permit. Refer to Calamity Day Procedure VII.22.

### Plan B: All Facilities Closed

- All Board programs and facilities closed.
- NO Board staff or individuals are to report.

# MCBDDS Delay and Closing Procedures

**Please note:** *This information pertains only to programs operated by the Montgomery County Board of Developmental Disabilities Services, and does NOT apply to programs operated by private provider agencies.*

## Delay Procedures (Both Shifts)

### If a One-Hour Delay:

- Routes will operate one (1) hour later than regular pick-up times.
- Programs will dismiss at regular times.

### If a Two-Hour Delay:

- Routes will operate two (2) hours later than regular pick-up times.
- Programs will dismiss at regular times.

Note: Bus drivers and bus aides will report to work one/two hours later than regular sign-in times. All other staff will be expected to report to work as close to regular sign-in time as road conditions permit.

## Early Dismissal Procedures (Both Shifts)

- Transportation notifies facility managers/designee.
- Building staff will follow procedures for parent/provider notification prior to dismissal.
- The Superintendent will make a separate determination for staff dismissal.

## Official Notification of Closings and Delays

The MCBDDS website will serve as the primary source of closure and delay information. Visit [www.mcbdds.org](http://www.mcbdds.org) and click on the alert ribbon at the top of the page for details.

## Media Outlets

Media outlets that will be notified in the event of delays or closures include:

**WDTN-TV/2News**  
**WHIO-TV/NewsCenter 7**  
**WKEF-TV/ABC22Now**  
**WRGT-TV/Fox 45**

Websites for TV stations include:

**[www.wdtn.com](http://www.wdtn.com)**  
**[www.whiotv.com](http://www.whiotv.com)**  
**[www.wkef22.com](http://www.wkef22.com)**  
**[www.fox45now.com](http://www.fox45now.com)**



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