

مركز أبوظبي للصحة المهنية  
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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# Abu Dhabi Occupational Safety and Health System Framework

**(OSHAD-SF)**

## OSHAD-SF Technical Guideline

### Dealing with Adverse Weather Conditions for School Transportation

Version 3.0

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ABU DHABI PUBLIC  
HEALTH CENTRE

مركز أبوظبي  
للصحة العامة



## Important Note:

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+971 56 231 2171

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## 1. Introduction

- (a) This document sets the framework for the safe operation of school transportation in adverse weather conditions. The framework sets out the key definitions of adverse weather and the roles and responsibilities of the main stakeholders involved in school transportation. The framework also provides general guidelines for school transport operators for safe driving and operation of school transport vehicles during adverse weather conditions.
- (b) This TG is subordinate to *OSHAD-SF – TG - Dealing with Adverse Weather Conditions*, which should be consulted for more details regarding requirements for dealing with adverse weather conditions and responsibilities of the different parties involved.

## 2. Definitions

- (a) Adverse weather conditions covered within this framework include,
- (i) Fog
  - (ii) Sandstorms / High Winds
  - (iii) Rain / Flooding
- (b) For the purposes of this document, the definitions of adverse weather have been taken from the *OSHAD-SF – TG - Dealing with Adverse Weather Conditions*. The specific levels of adverse weather that require action are listed below in table 1.

Weather Condition	Severity Level	
	Major	Catastrophic
Fog	<ul style="list-style-type: none"> <li>Heavy fog with visibility reduced to less than 100 meters</li> </ul>	<ul style="list-style-type: none"> <li>Very heavy fog with visibility levels reduced to less than 30 meters</li> </ul>
Sandstorms and/or heavy winds	<ul style="list-style-type: none"> <li>Strong winds (gusts over 50 km/h to 75 km/h)</li> <li>Sandstorms reducing visibility to less than 100 meters</li> </ul>	<ul style="list-style-type: none"> <li>Very strong winds (gusts over 75 km/h)</li> <li>Sandstorms reducing visibility to less than 30 meters</li> </ul>
Heavy Rain / Flooding	<ul style="list-style-type: none"> <li>Heavy rain</li> <li>Heavy flooding</li> <li>Visibility reduced to less than 100 meters</li> </ul>	<ul style="list-style-type: none"> <li>Very heavy rain</li> <li>Very heavy flooding</li> <li>Visibility reduced to less than 30 meters</li> </ul>

Table 1: Adverse weather conditions

### 3. Roles and Responsibilities

(a) Table two below sets out the main roles and responsibilities of the stakeholders. These stakeholders are required to ensure that individuals are identified within their organizations to fulfill the requirements.

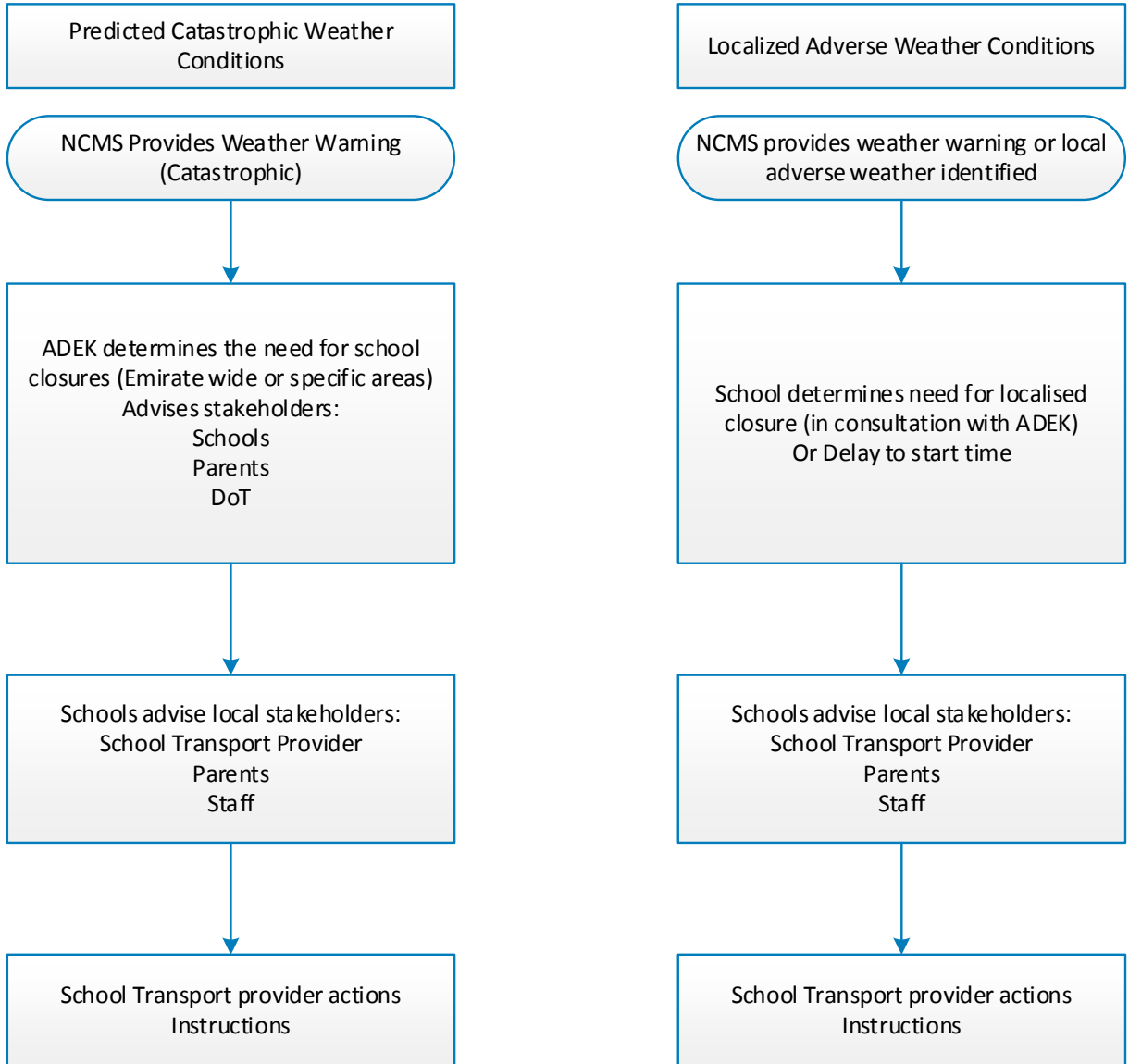
Stakeholder	Responsibilities
National Centre for Meteorology and Seismology (NCMS)	<ul style="list-style-type: none"> <li>• Provide accurate and up to date weather forecasting;</li> <li>• Provide weather alerts for predicted adverse weather events.</li> </ul>
Abu Dhabi Police (ADP)	<ul style="list-style-type: none"> <li>• Provide advice and support to school transport stakeholders;</li> <li>• Manage incidents during adverse weather (as required)</li> </ul>
Department of Transport (DOT)	<ul style="list-style-type: none"> <li>• Provide advice and support to school transport stakeholders,</li> <li>• Co-ordinate amongst stakeholders (as required)</li> <li>• Monitor compliance with this framework</li> </ul>
Department of Education and Knowledge (ADEK)	<ul style="list-style-type: none"> <li>• Liaise with NCMS to ensure weather warnings are received and disseminated to schools</li> <li>• Determine and Authorize school closure (Emirate Wide) for predicted adverse weather</li> <li>• Authorize Local school closure (in consultation with school management) for localized adverse weather events</li> <li>• Monitor delays or disruptions to schools due to adverse weather</li> <li>• Monitor compliance with this framework</li> </ul>
Schools	<ul style="list-style-type: none"> <li>• Implement risk management principles to assess impacts of potential adverse weather conditions, and to identify actions required before, during and after the occurrence of adverse weather, including any emergency response plans, and any requirements of People of Determination (people with special needs).</li> <li>• Assign clear roles and responsibilities for dealing with adverse weather conditions</li> <li>• Assign a point of contact with the specific responsibility to initiate and liaise for action in case of adverse weather / weather warning.</li> <li>• Monitor adverse weather warnings / Liaise with NCMS to ensure timely actions.</li> <li>• Action any closures due to adverse weather specified by Department of Education and Knowledge.</li> <li>• Co-ordinate with Department of Education and Knowledge and School Transport Operators (STO) for any school closures.</li> <li>• Decide if delays to school starting is required due to localized adverse weather (in conjunction with STO)</li> <li>• Communicate with parents and students any closures or delays to school transportation</li> </ul>

Stakeholder	Responsibilities
School Transport Operators (STO)	<ul style="list-style-type: none"> <li>• Implement risk management principles to assess impacts of potential adverse weather conditions, and to identify actions required before, during and after the occurrence of adverse weather, including any emergency response plans, and any requirements of People of Determination (people with special needs).</li> <li>• Assign clear roles and responsibilities for dealing with adverse weather conditions</li> <li>• Ensure that instructions from Department of Education and Knowledge or Schools are followed</li> <li>• Monitor adverse weather warnings / Liaise with NCMS to receive adverse weather warnings.</li> <li>• Communicate with school management advising of localized adverse weather which may require delay in pick-up</li> <li>• Ensure that drivers and escorts are trained in their duties in adverse weather conditions</li> </ul>
Parents and Students	<ul style="list-style-type: none"> <li>• Ensure that instructions from Department of Education and Knowledge or Schools regarding delays or disruption to school transport are followed</li> </ul>
School Bus Drivers	<ul style="list-style-type: none"> <li>• Ensure that the vehicle is in a roadworthy conditions and daily checks are completed</li> <li>• Drive safely within the prevailing weather conditions</li> <li>• Communicate correctly with supervisor, attendant and students</li> <li>• Follow any safety instruction given</li> </ul>
School bus attendants	<ul style="list-style-type: none"> <li>• Carry out all duties correctly</li> <li>• Ensure that students do not cause distraction to the driver</li> <li>• Communicate correctly with supervisor, driver, students and the school</li> </ul>

**Table 2: Roles and Responsibilities**

## 4. Escalation Process

(a) The following process shall be used to escalate any adverse weather events:



## 5. Pick-up and Drop-off locations

- (a) The school transport provider must ensure through their risk assessment process that designated pick up points remain safe during adverse weather conditions. Where necessary to ensure safety, alternate pick-up locations may be required. The risk assessment process must address requirements of People of Determination (people with special needs).

## 6. Driving in adverse weather

- (a) School transport operators must only use competent and qualified drivers who can drive correctly in adverse weather conditions, in particular:
  - (i) correct vehicle speed and increased distances from the vehicle in front;
  - (ii) correct use of safety devices such as windscreen wipers, lights, fog lights, de-misters etc.; and
  - (iii) emergency actions in the event of breakdown or incident during adverse weather.

## 7. Vehicle Condition

- (a) School transport operators are required to ensure that vehicles are roadworthy at all times. Drivers must complete daily checks of safety critical items on the vehicles and report any defect to their supervisor for repair.
- (b) Safety critical items include:
  - (i) steering system;
  - (ii) braking system;
  - (iii) wheels and tyres;
  - (iv) lights (including fog lights and indicators);
  - (v) horn, mirrors and windscreen wipers; and
  - (vi) requirements of People of Determination (people with special needs).



## 8. References

- *OSHAD-SF - Element 1 - Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF - Element 2 – Risk Management*
- *OSHAD-SF - Element 4 – Communication and Consultation*
- *OSHAD-SF - Element 5 – Training, Awareness and Competency*
- *OSHAD-SF - Element 6 – Emergency Management*
- *OSHAD-SF - Element 7 – Monitoring, Investigation and Reporting*
- *OSHAD-SF - Mechanism 6.0 – OSH Performance Monitoring and Reporting*
- *OSHAD-SF - Mechanism 11.0 – Incident Notification, Investigation and Reporting*
- *OSHAD-SF – CoP 16.0 – OSH Requirements for People of Determination (People with Special Needs)*
- *OSHAD-SF – TG – Dealing with Adverse Weather Conditions*
- *General Secretariat of the Executive Council Circular No. (1) Of 2016 concerning the Road Traffic Safety of the Employees in Bad Weather Condition and Poor Visibility, 28 January 2016.*

## 9. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	19 <sup>th</sup> November 2017	First Issue	N/A

