



Wilbraham, MA 01095

Telephone: (413) 599-1616 / Fax: (413) 596-9292

**ATTENTION DRIVERS:** PLEASE READ THESE INSTRUCTIONS CAREFULLY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE.

In this package, you have received a snow policy for you, your monitor (if applicable) and every student (or family if you have siblings) on your PM route. Please double check that you have enough snow policies. If you need more, please contact the office.

Please give one snow policy per student (per family if you have siblings) as you drop off each student on your PM route.

Please confirm with the office via radio or phone (NO EMAILS PLEASE) when you have completed delivering all of you snow policies.

Please review the snow policy for yourself so you are familiar with knowing if you will have a route on a snow day or not. REMEMBER: PLEASE REFRAIN FROM CALLING THE OFFICE ON SNOW DAYS. If you are unsure if you have a route, the office will help you when you sign on the radio and you announce what TOWNS you pick up in and what TOWNS of drop off in.

Thank you,

Van Pool Office Staff