



Safety Protocols for Transporting Students and Passengers Safely

June 29, 2020

The health and safety of the students and passengers we transport, as well as that of our employees, is our primary concern. To this end, we have implemented safety measures to minimize the risk of exposure while students and passengers are being transported to and from their schools or programs following guidelines provided by the Occupational Health and Safety Administration (OSHA), the Centers for Disease Control and Prevention (CDC), state and local regulations and guidelines, including the EEC and DESE (Memorandum, June 7, 2020), and local public health officials to ensure that our employees work in a safe environment.

Responsibilities of Districts, Programs, or Agencies

Per the [Memorandum: Guidance on Summer 2020 Special Education Services](#) (DESE, June 7, 2020), *schools and districts must provide appropriate protective equipment to all direct service providers. Direct service providers include transportation personnel/monitors who must come in direct physical contact with passengers.*

1. Districts, programs, and agencies must provide the Company with an emergency supply of PPE for students and passengers being transported, in the event a parent, guardian or caregiver does not provide the student or passenger with a mask or face covering.
2. Districts, programs, and agencies must provide the Company with a list of students who are not required to wear masks or face coverings for whom it is not safe to do so due to age, medical condition, or other health or safety considerations.

Responsibilities of Parents, Guardians, or Caregivers

1. Parents, guardians, or caregivers must screen their children or youth for symptoms prior to boarding a vehicle and are encouraged to take their temperature. A temperature greater than 100.4°F may indicate a child or youth is ill and should be kept home.
2. Students and passengers over the age of 2 are required to wear masks or face coverings who can safely and appropriately wear, remove, and handle masks, unless noted otherwise by the district, program, or agency.
3. When waiting for a school bus at a pick-up location, parents, guardians, or caregivers should maintain at least 6 feet of distance between others waiting for the bus. When 6 feet is not possible, individuals must wear masks or cloth face coverings.

Responsibilities of School or Program Staff

1. Prior to sending children or youth by bus, staff must perform at a minimum a visual wellness check and symptom screen.
2. Staff should assist children with washing or sanitizing hands upon arrival after exiting the bus, van, or vehicle and prior to departure before boarding the bus, van, or vehicle.

The Company will take the following precautions when transporting students or passengers.

Responsibilities of Vehicle Operators and Monitors

Vehicle operators and monitors will:

1. Wash hands regularly with soap and water for at least 20 seconds, especially:
 - a) After going to the bathroom; before eating; after blowing their nose, coughing, or sneezing; and upon entering and exiting the vehicle.
 - b) If soap and water are not readily available, they will use EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
2. Conduct personal pre-trip health screenings before every trip:
 - a) Temperature check (must be less than 100.4°F to continue to work)
 - b) Symptoms check (within the past 24 hours): cough, sore throat, difficulty breathing, diarrhea, nausea, vomiting, abdominal pain, unexplained rash, new loss of smell/taste/, new muscle aches, headache, or fatigue. If a driver or monitor is experiencing any of these symptoms, they will call the office and remain at home.
 - c) *“In the past 14 days, have I had close contact with a person known to be infected with the novel coronavirus (COVID-19)?* Close contact is defined as: within six feet for more than 10 minutes while the person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.
 - d) Confirm completion and passing of personal pre-trip health screening with dispatcher when signing on, prior to starting route.
3. Wear masks or face coverings.
4. Avoid touching surfaces often touched by students or passengers.
5. Use gloves if required to touch surfaces contaminated by bodily fluids.
6. Practice routine cleaning and disinfection of frequently touched surfaces after every route:
 - a) Clean the area prior to disinfection to remove all surface matter and remove trash.
 - b) Use the EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 provided by the office to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions, heat and air conditioner vents, horizontal surfaces, and clean spills.
 - c) If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
7. Keep windows open while transporting students and passengers. If it is not possible nor comfortable to open windows, the vehicle operator will set the ventilation system to high and not recirculate conditioned air.

If a driver or monitor is sick they will stay home and not come to work.

If a student or passenger reports they are not feeling well, contact the office immediately.

Responsibilities of Managers and Supervisors

Managers and supervisors will:

1. In collaboration with district and program administrators/transportation coordinators, minimize the time students and passengers are in group transportation.
2. Maximize social distancing to the greatest extent possible when routing students and passengers.
3. Not require, nor allow, vehicle operators or monitors to work if they are exhibiting symptoms: fever (100.4 or greater), cough, sore throat, difficulty breathing, diarrhea, nausea, vomiting, abdominal pain, unexplained rash, new loss of smell/taste/, new muscle aches, headache, or fatigue.
4. Ensure vehicle operators and monitors have adequate PPE and cleaning supplies. Request supplies from Fleet and Facilities Maintenance when supplies are low.
5. Confirm completion of personal pre-trip health inspection with vehicle operator or monitor when they sign on prior to starting their route.
6. Respond immediately and appropriately to any questions or concerns raised by the vehicle operators or monitors.
7. Work in collaboration with school districts, programs, or agencies in the event of an exposure.

Responsibilities of Fleet and Facilities Maintenance

The VP of Fleet and Facilities Maintenance will:

1. Procure PPE and cleaning supplies including identifying, in collaboration with Safety and Training, an appropriate EPA Registered Antimicrobial Product for Use Against Novel Coronavirus SARS-CoV-2.
2. Distribute PPE and cleaning supplies to all local and regional offices.

Transportation for Children with Special Needs and Vulnerable Children:

To ensure that children with special needs and vulnerable children who rely on transportation will be able to access program services, the following transportation protocols will be followed.

1. Screenings must be conducted before children, vehicle drivers, and vehicle staff board the bus.
2. Transportation practices must adhere to social distancing guidelines.
3. Vehicle drop off must be adjusted to meet social distancing guidelines. Vehicles must off load and load one vehicle at a time, unless the location allows for enough distance between vehicles.

