

Memorandum

To: Bus contractors, bus drivers, bus assistants, administrators, and families of students  
From: Ed Cassidy, Director of Transportation  
Date: September 18, 2020  
Re: Bus driver/bus assistant COVID-19 coronavirus protocols, revised

**Drivers and school system staff will ask themselves the following questions prior to working each day and respond accordingly. The fourth statement applies to everyone, once already at work.**

1. Have you or anyone you are in contact with been sick with dry cough, shortness of breath, chills, fever, muscle or body aches, sore throat, or loss of sense of taste or smell in the last 14 days? **(If no, then report to work. If yes, then you should not report to work.)**
2. Have you or anyone you have been in contact with been exposed to COVID-19 and asked to isolate for 14 days? If yes who was directed to isolate and what date did the isolation to start? **(Ensure isolation time is up and no symptoms were present during the 14-day isolation time.)**
3. Have you or anyone you have been in contact with tested positive for COVID-19? If yes who and when? Were they having any symptoms? **(If not having symptoms an adult can report to work and a student can report for testing or services if 10 days have passed since positive test.)**
4. **If you become ill while working you must stop immediately, notify the contractor and the Director or Supervisor of Transportation, and promptly cease working.**

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1. The seat directly behind the driver will always remain empty. The only exception is for children residing in the same home as the driver.
  2. At this time, ridership is limited to 1 student in every other seat, in a zig-zag pattern across the aisle (about 11 or 12 students per regular route bus).
    - a. Students transported from the same household will be seated in the same seat/row, but only be counted as 1 student
    - b. On the very first day of transportation seating charts must be established by the driver/bus assistant, to facilitate contact tracing.
    - c. Students in lower grades will be assigned seats in the front of the bus; student in higher grades in the back.
  3. The bus contractor, bus driver or bus assistant should mark or block seats which must remain vacant with use paper signs, tape, or another reasonable strategy.
  4. "Contact tracing" is required to identify persons who may have been near anyone who contracts COVID-19. Therefore,
    - a. the school system will produce a roster of students who are verified to use each route.
    - b. the driver must record AM and PM riders, each day, if there is no assistant assigned to the bus.
    - c. the bus assistant must record AM and PM riders, each day, on routes assigned a bus assistant.
    - d. the attendance record must always remain on this bus.
    - e. It is the contractor's responsibility to move the list of riders on to a spare bus if the route bus is out of service.
  5. The adults on the bus will wear a face covering the entire time they are on board, including when no passengers are on board.
    - a. CCPS provided all drivers and bus assistants who attended July or August safety meetings with washable, reusable face masks. These are also theirs for use during the school year.
  6. Student must always wear face covering, when they are able, when on board a bus and during bus evacuations
    - a. Medically fragile, very young, or sensory-sensitive students may not be able to tolerate wearing a face covering. Verifying and communicating this is being handled at the school level.
  7. No eating or drinking on board the bus will be permitted by any student.
    - a. Trash cans must be removed from buses, until further notice, or
    - b. the contractor must provide a trash can liner/bag to be removed from the bus and replaced with another at least daily.
  8. Some students benefit from a toy, a book, a fidget, or another object to make the bus ride more pleasant. To reduce the cross contamination these objects cannot be kept on board the bus. These objects must go into the school each morning upon arrival and they must go home with the student each afternoon upon drop-off.
  9. While waiting to exit the bus, the adults on board will ensure that students remain seated and not congregate in the aisle. The adults in charge will dismiss the students one row at a time.

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10. Circulation of air through the bus is paramount.
  - a. All driver and passenger windows and the roof hatches will be fully open, weather permitting, on buses not equipped with air conditioning.
  - b. On buses equipped with air conditioning the driver's window must be partially open, at least three passenger windows on both sides of the aisle must be opened to the first notch and the roof hatches must be opened slightly.
  - c. When it is raining, the driver's window must be partially open, with the windshield fans on, and at least three passenger windows on each side of the aisle must be opened to the first notch on all buses.
  - d. Roof hatches must be opened to the extent possible, weather permitting, on all buses.
  - e. To reduce cross contamination, students shall not operate the windows and roof hatches. Only the driver or bus assistant shall operate the windows.
11. Contractors are expected to provide cleaning and disinfecting solution for use on high touch areas, which must be cleaned after each run to every school. CCPS is also working on obtaining cleaning solution, spray bottles, and supplies for cleaning and disinfecting each bus after each run to every school.
12. The driver/bus assistant is to give **one** disposable mask to a student who forgot to bring a face covering to the bus.
13. After each run to each school
  - a. On buses with a bus assistant, he or she will clean high touch areas of the bus, following the manufacturer's instructions for the cleaning product being used. These include
    - i. Occupied seats, seat backs and tops, integrated booster seats, safety vests, seatbelts and ends,
    - ii. Wheelchair tie downs which were utilized,
    - iii. any part of the liftgate which was touched, including the controller
    - iv. any other equipment/item touched by students or the bus assistant
  - b. The driver will clean high touch areas of the bus, following the manufacturer's instructions for the cleaning product being used. These include.
    - i. Bench seats occupied by student
    - ii. The backs and tops of seatbacks in front of each occupied seat
    - iii. Side walls next to occupied seats
    - iv. Handles on all emergency exits and emergency windows when a student was seated next to one.
    - v. Windows, window frames and ledges of occupied seats (again, only driver or bus assistant will open or close)
    - vi. Handrails in stepwell
14. After the completion of all AM routes, a midday route, and all PM routes
  - a. on buses with a bus assistant, he or she will clean their own seat, seatback, and wall.
  - b. the driver will clean the driver's compartment including the dashboard, driver's seat, armrest, manual door handle, handrails, etc. before exiting the bus.
15. Bus evacuations
  - a. Must be scheduled by the school administration who must provide the driver 48 hours' notice of the date of the drill.
  - b. School staff will determine how and where students will socially distance, when on the ground during the drills.
  - c. The driver (and any other adults) must direct and supervise students to evacuate each occupied seat, one seat at a time, to maintain social distancing on the bus. Only one student is to be in the aisle at a time.
    - i. First, evacuate students who are NOT secured in a safety vest or integrated car seat.
    - ii. Rear evacuations should begin by unloading students one at a time from the rear of the bus working to the front of the bus.
      1. If there are students on board who are physically and cognitively able to assist other students exit the rear emergency exit, they are permitted to do so. Drivers, bus assistants and school staff may also assist. You may wish to disinfect hands afterwards.
    - iii. Service door evacuations should begin by unloading students one at a time from the front of the bus working to the rear of the bus.
    - iv. Split evacuations should begin by unloading students one at a time from the front and rear of the bus working to the middle of the bus.

*All guidance subject to change as federal, state, and local guidance is refined and revised. All questions, concerns and suggestions are to be directed to the Director or Supervisor in Transportation (or the contactor can contact either of us). Thank you for your flexibility. Be safe.*