



Student Transportation Safety Plan

Delivery of materials to students and families during Emergency Closure

Publication Date: April 21, 2020

PURPOSE: To prevent potential exposure of COVID-19. To safely deliver instructional materials, food or other items via transportation during the emergency closure. To address driver, student and community safety.

SCOPE: This procedure will address personal protection practices, vehicle preparation, procedures during delivery of materials and the disinfection of the vehicle after deliveries.

INSTRUCTIONS:

All employees in student transportation must:

1. Follow Federal, State and District procedures for vehicle operations.
2. Notify dispatch if they are feeling sick or if they believe they have been exposed to the COVID-19 virus.
3. Wear face coverings and gloves while on school property, interacting with team members and with families.
4. Disinfect the vehicle prior to picking up materials for transport by wiping down high touch areas. Properly dispose of disinfecting items.
5. Wear face coverings and maintain social distancing with passengers during transport. Whenever possible, any passenger should be seated furthest away from the driver to limit the possibility of exposure.
6. Wear face coverings and maintain social distancing with students and parents at pick up and drop off points. The passenger on the bus shall be primarily responsible for distributing materials to families and students.
7. Items shall be delivered to the front porch.
 - a. The driver or assistant will take items to the front door, leave on the porch and step back.
 - b. Curriculum may be left unattended. Chromebooks must be delivered to a responsible person and noted on the manifest.
 - c. Replace gloves after each delivery to family and properly dispose of them.
8. Disinfect vehicle after delivering materials to their destination. Properly dispose of gloves, single-use masks (if used instead of face coverings) and disinfecting items.
9. Dispatch employees shall utilize wear face coverings and gloves, maintain social distancing, and follow disinfection processes for keys and equipment during check-in and check-out activity with driver(s).



MONITORING:

1. Supervisors should ensure that drivers are wearing face coverings and gloves, disinfecting vehicles, and using social distancing.
2. Supervisors should ensure that dispatch staff are wearing face coverings and gloves, disinfecting keys and equipment, and using social distancing.
3. Take corrective action as necessary.
4. Check and stock face coverings and gloves, essential cleaning and disinfecting supplies as needed.

CORRECTIVE ACTION:

1. Retrain any transportation employee found not following the procedures in this Safety Plan.
2. Assess fellow employees for signs of illness and report immediately to the Transportation Manager.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.