

Procedures for Akron Public Schools Transportation Department

Procedures for Akron Public Yellow School Buses during the Pandemic

- Health checklist (Daily Self Evaluation Form) will be completed each day before the start of each shift.
- Drivers will have their temperature taken upon arrival to the transportation department.
- Drivers will wear a mask at all times while driving the school bus and when 6' social distancing cannot be accomplished.
 - Drivers who wear glasses must be careful that their glasses do not fog up
- Drivers may wear gloves. It is the drivers' choice.
- Students are required to wear a mask at the bus stops and while riding in the school bus.
- Student temperatures will be taken on our ortho buses. If their temperature is over 100 degrees the student will be denied transportation.
- Utilize spaced seating when practical. When practical we will transport 2 students or less per seat.
 - Two students per seat is a 33% reduction for a 72 and 66 passenger bus
- In the morning students will be seated starting from the rear of the bus moving forward. Families will be seated together when possible. At the school the students will unload starting at the front of the bus moving toward the rear of the bus.
- In the afternoon, students will be loaded depending when they get off the bus. Students dropped off last will load first and go to the back of the bus. Students who get off first will load last.
- When practical the driver will have the windows open/cracked while transporting students.
- When practical the roof hatches will be open to maximize the air circulation. The front roof hatch will be open toward the front of the bus. The rear roof hatch will be open toward the rear of the bus.
- The driver will have the accessory fans on high to increase air circulation.
- Clean and disinfect bus seats and frequently touched surfaces on the bus after each use.
- Provide hand sanitizer for students and bus drivers to be used when needed.
- Restroom soap dispensers are maintained with antibacterial soap and everyone is encouraged to wash their hands multiple times throughout the day.

Procedures for Akron Public School Van Drivers during the Pandemic

- Health checklist (Daily Self Evaluation Form) will be completed each day before the start of each shift.
- Drivers will have their temperature taken upon arrival to the transportation department.
- Drivers will wear a mask at all times while driving the van and when 6' social distancing cannot be accomplished.
 - Drivers who wear glasses must be careful that their glasses do not fog up
- Drivers may wear gloves. It is the drivers' choice.
- Students are required to wear a mask.
- Student temperatures will be taken by the van driver. If the temperature is over 100 degrees the student will be denied transportation.
- When practical we will transport 7 students or less per van route.
 - This is a 22% reduction for a 9 passenger van.
- When practical the driver will have the windows open/cracked while transporting students.
- The driver will have the accessory fans on high to increase air circulation
- Clean and disinfect frequently touched surfaces on the van after each use.
- Provide hand sanitizer for students and van drivers to be used when needed.
- Restroom soap dispensers are maintained with antibacterial soap and everyone is encouraged to wash their hands multiple times throughout the day.

Procedures for Independent Contracted Operators (ICO) Van Drivers during the Pandemic

- Health checklist (Daily Self Evaluation Form) will be completed each day before the start of each shift.
- Drivers will wear a mask at all times while driving the van and when 6' social distancing cannot be accomplished.
 - Drivers who wear glasses must be careful that their glasses do not fog up
- Drivers may wear gloves. It is the drivers' choice.
- Students are required to wear a mask.
- Student temperatures will be taken by the van driver. If the temperature is over 100 degrees the student will be denied transportation.
- When practical we will transport 7 students or less per van route.
 - This is a 22% reduction for a 9 passenger van.
- When practical the driver will have the windows open/cracked while transporting students.
- The driver will have the accessory fans on high to increase air circulation
- Clean and disinfect frequently touched surfaces on the van after each use.
- Provide hand sanitizer for students and van drivers to be used when needed.
- Restroom soap dispensers are maintained with antibacterial soap and everyone is encouraged to wash their hands multiple times throughout the day

Return to Work Guidelines for the Transportation Staff

As the Stay-At-Home Order is being eased for some businesses and we are returning to a new normal, a few guidelines will be required for us to continue working. The following list explains what is expected while working within the district.

- Until the district's touchless thermometers arrive, **ALL** employees shall take their own temperatures at home prior to leaving for work.
- Upon arrival to worksite, **ALL** employees will fill out and sign the Daily Self Evaluation Form.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Social Distancing is still in effect. Maintain 6 feet of distance between you and another person.
- Ohio Department of Health and the Centers for Disease Control recommend wearing a cloth face mask when in public and requires one when work or task puts you closer than 6 feet in proximity to another person.
- Employees should be staggering their break and lunch times so that there is only 1 person in a room at a time.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid using another employee's phones, desks, offices, work tools and equipment, when possible. Clean and disinfect them before and after use.
- Avoid touching your eyes, mouth, or nose with unwashed hands.
- These safety protocols are being put into place for the health and safety of all employees.
- **VIOLATION OF THESE SAFETY PROTOCOLS MAY RESULT IN BEING SENT HOME FOR THE REMAINDER OF THE WORK SHIFT AND DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. VIOLATION OF SAFETY MEASURES PUTS EVERYONE AT RISK.**

Start of the Day Routine:

Morning Entry: Staff will NOT gather in breakroom but will choose a large room to start the day where proper social distancing can take place. A Supervisor or Foreman will take temperatures of staff with touch-free thermometers prior to start of work and record status on chart. Anyone with a temperature above 100° F will be sent home. Assignments will be given out and staff will disperse. Any 2 or 3 people working in close proximity, less than 6 feet, will need to wear their face masks while working. If distancing can be maintained, workers may remove masks while working at a distance.

If you are on a project and isolated, you may secure your mask in a clean bag while you work. If there are 2 people in a vehicle, you must be wearing a mask. Individual travel is preferred.

Daily Self Evaluation Form

Printed Name _____

I have followed the return to work guidelines

I took my temperature at home and it is less than 100° Fahrenheit

Are you exhibiting any symptoms of COVID-19 (Corona Virus):

A. Persistent Cough Yes No

A. Shortness of Breath Yes No

B. Chills / Shaking with chills Yes No

B. Headache Yes No

B. Sore throat Yes No

B. Loss of taste or smell Yes No

B. Muscle Pain Yes No

Signature _____ Date _____

If you have one symptom A or two of symptom B, you will need to stay home until these symptoms go away.

Signature _____ Date _____

If you have one symptom A or two of symptom B, you will need to stay home until these symptoms go away.

Signature _____ Date _____

If you have one symptom A or two of symptom B, you will need to stay home until these symptoms go away.

Signature _____ Date _____

If you have one symptom A or two of symptom B, you will need to stay home until these symptoms go away.

Signature _____ Date _____

If you have one symptom A or two of symptom B, you will need to stay home until these symptoms go away.