



2020-2021 POLICY AND PROCEDURES FOR RIDERS AND DRIVERS

DRIVER SELF-CHECK

Drivers will self-check on an honor system. If drivers show any signs or symptoms of being sick, they need to stay at home. Drivers will also be asked a series of self-check questions when they log into the First Student Computer Program at minimum twice a day.

DRIVER PPE/REPLENISH

All drivers will receive a "Go Bag" of PPE. Items will include:

- Adult Face Masks
- Children's Face Masks
- Gloves
- 1 Face Shield
- Plastic trash bags
- Disposable Gowns

DRIVER CLEANING PROCESS/PROTOCOL

1. TRAFFIX Drivers will fog or spray all buses at the end of each PM route, or if needed between tiered routes.
2. The buses must be wiped down by the driver after the fogging process.
3. Drivers must place on the dashboard the "DISINFECTED/NOT DISINFECTED" laminated cards to inform all First Student employees if their bus is disinfected or not after their AM/PM route.
4. High-touch areas will be cleaned throughout the day on all buses.
5. All roof vents in buses will be open at all times to increase ventilation. Windows will be open as weather permits.
6. Drivers will have access to spray bottles (or foggers) with disinfectant solution and paper towels.
7. Drivers will be trained on disinfecting the buses via video/PowerPoint and hands-on training. Drivers will sign off that they have received the proper training on how to disinfect the buses/vans. All driver training will be completed prior to transporting students.
8. Additional spray bottles, foggers, and PPE will be housed onsite at the Concord First Student location and will be available to the drivers as needed.

SEATING ON THE BUS

1. Students will be assigned the same seat on both the AM and PM trips based on the student/family's AM bus stop. Siblings will be seated together.
2. Seating will assigned in a zig-zag pattern, skipping rows and seats will be marked with bands to ensure (6 feet) social distancing.
3. First row on both sides of the bus will remain vacant for social distancing for the bus driver.
4. Students will load the bus in the AM/PM from the back to the front.
5. Students will unload the bus in the AM/PM from the front to the back.

BUS RIDERS

1. All Drivers are required to wear face coverings while driving unless it is unsafe to operate the bus.
2. Students are required to wear a mask at all times when on the bus. If the student forgets their mask, the driver will have extras on hand in their "Go Bag."
3. Drivers will monitor students (as safely as possible) to ensure they are wearing masks while riding the bus.
4. Students are highly encouraged to apply hand sanitizer before boarding the bus in the AM/PM.
5. Students must practice physical distancing (6 feet) at all times while waiting for, boarding, riding, and exiting the bus.
6. Drivers will be trained on how to load/unload students via video/PowerPoint and hands-on training and sign off that they have received the proper training on how to load/unload students.

IF A DRIVER SUSPECTS A STUDENT IS SHOWING SIGNS OF BEING SICK

1. The driver will have the student board the bus and the driver will assign a seat for that student and maintain 6 feet of physical distancing from the other students. The driver will immediately call Dispatch to inform them that they will need an administrator at the school site upon arrival. The driver will unload that student last to address concerns about the student and then surrender him/her to the administrator.

CONTACT TRACING

1. Drivers will document on their daily timesheets the names of students (or their respective seat number and route number) that do not ride on the bus in order to support contact tracing. If there is an incident on your route, you will be notified by the TRAFFIX Administrative Coordinator within 24 hours of their notification. [Please see attached Contra Costa Health Services Protocol](#). If you test positive or someone in your immediate household tests positive for COVID-19, please contact the TRAFFIX Administrative Coordinator and follow quarantine protocols outlined by Contra Costa County.