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VINCENT P. ARRIOLA

Director

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Department of Public Works Bus Operations Safety Plan for Transporting of Students

The Department of Public Works Bus Operations Safety Plan shall be implemented for the transport of all student passengers to and from designated bus stations and interchange sites to their respective public and/or private schools as applicable.

A. Seating Plan - A plan for seating based on maximum capacity that accommodates the capacity limitations of the school buses shall be implemented.

1. The maximum number of students permitted on the subject bus shall be at 80 percent of bus capacity.
 - a. 84 passenger bus – passenger capacity shall be 64
 - b. 77 passenger bus – passenger capacity shall be 61
 - c. 60 passenger bus – passenger capacity shall be 48
2. Passengers in excess of the above maximum passenger capacity shall be advised to wait for the next available bus. Dispatch/Supervisor shall be notified immediately of the location and the number of additional students requiring transport.
3. When possible, distance will be created between students on school buses. (For example, limiting one child per row, or skipping rows.)

B. Student Intake & Boarding

1. The bus operator will secure the vehicle upon arrival at the designated receiving/pick up location to restrict access to the vehicle, pending authorized boarding.
2. Students will be seated on the bus according to the capacity outlined in Section A.
3. Students will be assigned seats on the bus. Members of the same household may sit next to each other.
4. Students will be seated from the rear of the bus forward to prevent students from walking past each other. To further prevent students from walking past one another,

afternoon runs will be boarded based on the order in which students will be dropped off. Students who get off first shall board last and sit in the front of the school bus.

5. Bus logs of passengers will be maintained to include passenger counts per respective bus stop location, including arrival and departure times.
6. Whenever possible, bus seating assignment will be established.

C. Student Drop off and De-boarding

1. Upon arrival at the designated drop-off site, the bus operator shall advise students that de-boarding will begin with students seated from the front of the bus.
2. The bus operator will communicate to the administration office by radio, cell phone or other means that de-boarding has been completed and that the operator is enroute to the next destination.
3. The bus operator will maintain a log of departure time and date at the designated drop-off site.

D. Bus Rider Hygiene and Etiquette

1. Face masks must be worn by students, staff, and drivers on school buses at all times, unless exempted from CDC guidance for use of face masks.
2. Hand sanitizer and face masks will be available on the school buses.
3. Eating and drinking are prohibited on the bus.
4. Use of open flames is strictly prohibited on the bus as .

E. Increased Ventilation – Windows will be opened to improve ventilation when it does not create a health and safety hazard.

F. School Bus Inspection and Disinfection

1. Bus operators shall follow existing SOP with regards to pre- and post- inspection of all vehicles/buses used for this operation.
2. Additional procedures shall include the cleaning and disinfection of vehicles/buses prior to picking up students and upon the completion of each transport run (drop-off).
 - a. Bus operators shall complete a checklist/log which includes the date, time, route, and name of the individual, and to document thorough cleaning and disinfection of high touch surfaces and equipment on the school bus, and any other sanitation concern observed during this process.

- i. Documentation shall take place immediately after the task has been completed. The checklist/log will be made available for inspection by DPW Chief of Operations (COO) or designee.
- b. Commercial-grade, EPA registered household disinfectant shall be used for sterilization of buses. If unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5%-6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.
- c. All used cleaning and disinfection supplies, to include used PPEs, shall be disposed in an approved container/site as directed by the DPW COO or designee.

G. This bus transportation plan shall be kept at the administration office of the Bus Operations Division and a copy shall be issued to each Bus Driver acknowledging to have received and read the plan.

APPROVED BY:



22 SEP 2021

LINDA J. IBANEZ
Deputy Director