



# Bus stop procedures

*For school transportation after the pandemic*

Created by the Ohio Pupil Transportation Task Force  
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# The Ohio Pupil Transportation Task Force

- The task force is comprised of 30 school transportation professionals from Ohio's public schools. The members worked together to study transportation options, constraints, and needs as they pertain to the pandemic.
- The material presented by the task force is meant to serve as guidance, and to help local school district officials understand the options and constraints inherent in the restart of safe school transportation services.
- Within the task force the members focused on seven different aspects of pupil transportation services. Each of these focus areas has its own presentation.



# Bus Stop Procedures in AM

**When leaving home to arrive at bus stop, parents must assure student does not have any of the following symptoms:**

- A fever of 100.4 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of smell and/or taste



# Bus Stop Procedures in AM (continued)

- Students must wash hands thoroughly prior to arriving at the bus stop.
- Students should maintain social distance while waiting at the bus stop. Parents should be at the bus stop to assist with this.
- Students should wear a mask at the bus stop and on the school bus (unless there is a medical reason they cannot). A mask should be provided if a student does not have a mask. Mask must cover nose and mouth.
- If the bus is equipped, students should use hand sanitizer after boarding the bus. When arriving at school, they must unload starting with the front seat to back, while staying 6 feet apart when exiting.



# Unloading at school

- Students will be directed which door to enter at school.
- Students should not be discharged from the bus until the unloading area at the school is clear.
- Students must keep their masks on as they leave the bus and walk through the unloading area.
- Students are not to pass each other in the bus aisles or unloading zone when unloading.



# Afternoon bus loading at school

- Students should line up in the order of their bus stops. The last students to get off the route should be the first students to load the bus.
- Students shall wear masks when they board the bus and keep masks on while onboard the bus.
- Students must move directly to their assigned seat.
- If hand sanitizer is provided on the bus, students should use it after they have entered the bus.



# Bus Stop Procedures in PM

- Students must ride the bus they were assigned to and disembark at the stop they were assigned to.
- Student transfers between buses and/or stops should not be allowed in order to maximize contact tracing and accountability
- Driver should remind students to socially distance as they exit the bus and at their designated place of safety.
- Students must keep their masks on as they leave the bus.
- Parents should be at the bus stop to receive their children and maintain social distancing of students as they leave the bus.



# Administrative tasks for school loading zones

- Transportation and school offices may wish to coordinate bus route arrival times to stagger bus loading and unloading times.
- School administrators should designate different entry doors for bus riders, car riders and walkers to minimize congregating of students.
- The bus waiting area should have sufficient space and supervision so that social distancing between students can be maintained.
- School administrators may wish to consult their HVAC experts with regard to adding additional sources of air circulation where students are waiting for buses.
- School administrators should consider setting up portable hand sanitizing stations in bus loading areas.
- Students that display symptoms of infection at school shall not be permitted to board the school bus.



# The task force members

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OSBA was proud to serve as the host for this transportation task force.



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