

Guidelines for Reopening School Transportation

Following Coronavirus (COVID-19) Closures



Insurance | Risk Management | Consulting

Updated April 10, 2020

As you consider your plans to re-open schools and welcome students back to the classroom, please follow these general guidelines to help ensure continued sanitization on school transportation/buses.

Additional Cleanings/Decontamination of School Buses

Use a CDC-approved disinfectant when wiping down surfaces. Each school bus should be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include the entry handrail, the fronts and backs of seats and any hardware or accessories, windows, window handles and walls. In addition, wipe the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc.

Hand Sanitizer Stations for School Bus Drivers and Students

Install and maintain hand sanitizer stations in the bus entry. All bus occupants (students and driver) should be encouraged to utilize the hand sanitizer station upon entry to the school bus and again upon exiting the vehicle. For drivers, provide hand sanitization stations where they enter the building or bus barn. Train all drivers on proper hand sanitizer stations for themselves and their students.

Signage and Student Education

Prominently post signage indicating the proper method to protect others when coughing or sneezing on the school bus. In addition, all students should be properly educated in these procedures utilizing CDC guidelines

Tissues

Each school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated in proper disposal of used tissues. Dispose of tissues after each run as part of disinfecting the bus.



Driver Training

All drivers should receive training on proper disinfecting procedures for the school bus. These procedures should follow CDC recommendations. This training should be properly documented similar to other district-provided training. The training should include the following at a minimum.

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment (PPE).
- Safe product usage guidelines (chemical safety).
- Proper methods to empty and dispose of trash.

Sick Student Procedures

Procedures should be developed by the school district and shared with all drivers on how to handle a student who appears ill. This procedure should address the following:

- Identifying a potentially ill student.
- Developing a potential isolation zone for the school bus when it arrives on campus.
- Isolation procedures for all students on the school bus. Such procedures should correspond to procedures developed for classrooms.

Driver Isolation

All drivers, office staff and mechanics should be encouraged to keep a safe distance (six feet if possible) from each other in the break room. The driver should also consider establishing a buffer zone around him on the bus (i.e. no one sits in the front two rows if possible).

Federal, State and Local Guidelines

In addition to the above items, it is very important that you follow any guidelines and recommendations outlined by local and state or federal officials.

We are continuing to monitor the evolving situation and recommend you follow guidelines issued by healthcare and government officials, like the Centers for Disease Control and Prevention (**CDC**) and the Occupational Safety and Health Administration (**OSHA**). The recommendations above are our interpretation of the latest guidelines.

For more helpful and up-to-date information regarding COVID-19, please visit our **[Pandemic Information Hub](#)**.

www.ajg.com/pandemic

Gallagher provides insurance, risk management and consultation services for our clients in response to both known and unknown risk exposures. When providing analysis and recommendations regarding potential insurance coverage, potential claims and/or operational strategy in response to national emergencies (including health crises), we do so from an insurance/risk management perspective, and offer broad information about risk mitigation, loss control strategy and potential claim exposures. We have prepared this commentary and other news alerts for general informational purposes only and the material is not intended to be, nor should it be interpreted as, legal or client-specific risk management advice. General insurance descriptions contained herein do not include complete insurance policy definitions, terms and/or conditions, and should not be relied on for coverage interpretation. The information may not include current governmental or insurance developments, is provided without knowledge of the individual recipient's industry or specific business or coverage circumstances, and in no way reflects or promises to provide insurance coverage outcomes that only insurance carriers control.

Gallagher publications may contain links to non-Gallagher websites that are created and controlled by other organizations. We claim no responsibility for the content of any linked website, or any link contained therein. The inclusion of any link does not imply endorsement by Gallagher, as we have no responsibility for information referenced in material owned and controlled by other parties. Gallagher strongly encourages you to review any separate terms of use and privacy policies governing use of these third party websites and resources.