

School Transport Services Transport Safety Protocol Issued July 2020



Student Bus Transport Overview

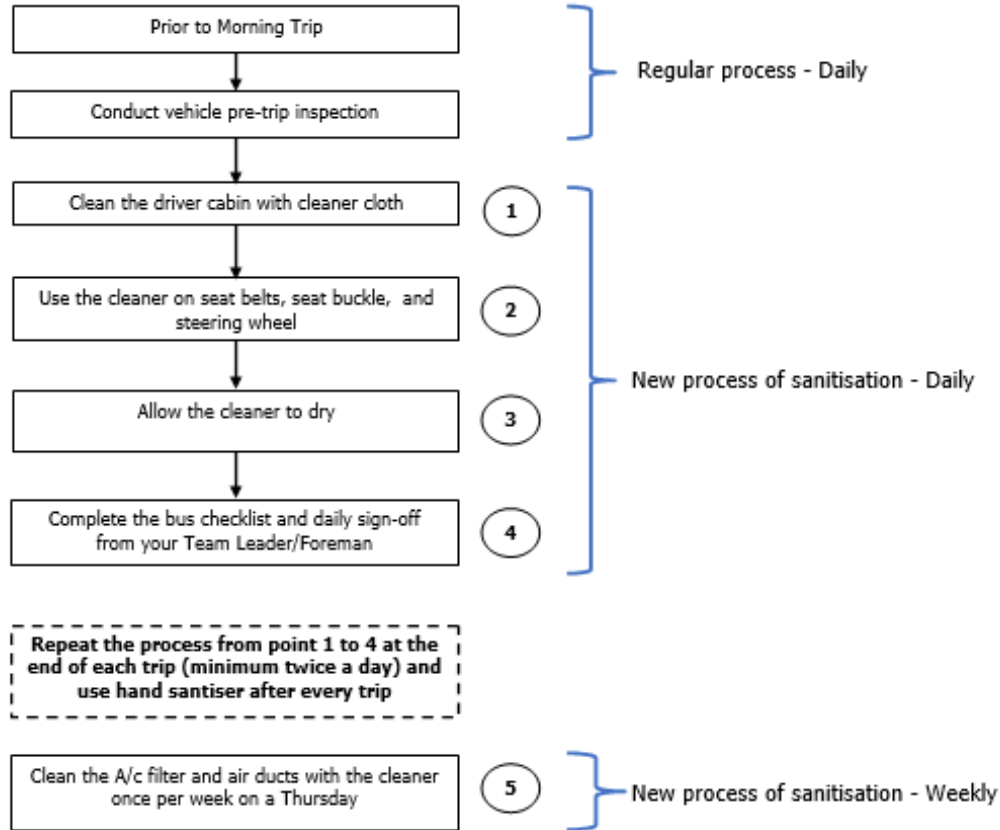
School Transport Services LLC follows all applicable regulatory issued protocols with regards to the operation of student transportation. As a responsible transport services provider we have used the regulators protocols and developed detailed standard operating procedures (SOPs). These SOPs will be used to inform, train and monitor all stakeholders in the operating and safety practises required for the delivery and support of student bus transportation to the education sector.

- All STS employees will be monitored and temperature tested prior to each working day in line with our Company SOP.
- No Bus Guardian will be allocated to duty exceeding the age of 60.
- All STS employees will be issued, wear and be monitored for the required Personal Protective Equipment (PPE) when operating services.
- Buses will be operated in line with the regulators capacity requirements (50% as of July 2020).
- Buses will be sanitised with an approved SDVO cleaner and in line with Company SOPs and quality monitored each day.
- Students will be monitored for any health concerns and temperature checked (equipment testing under POC).
- Student travel will be registered through our touchless RFID system. This will also record any student health observations for track and trace requirements.
- Buses will have a clear seating plan and markers on each seat in line with the seat capacity requirements.
- During bus registration, parents and students will be issued with a bus safety guide and pictogram.
- STS will provide a social media/mass communication to parents and bus user students during August 2020 on the requirements for safe bus travel.

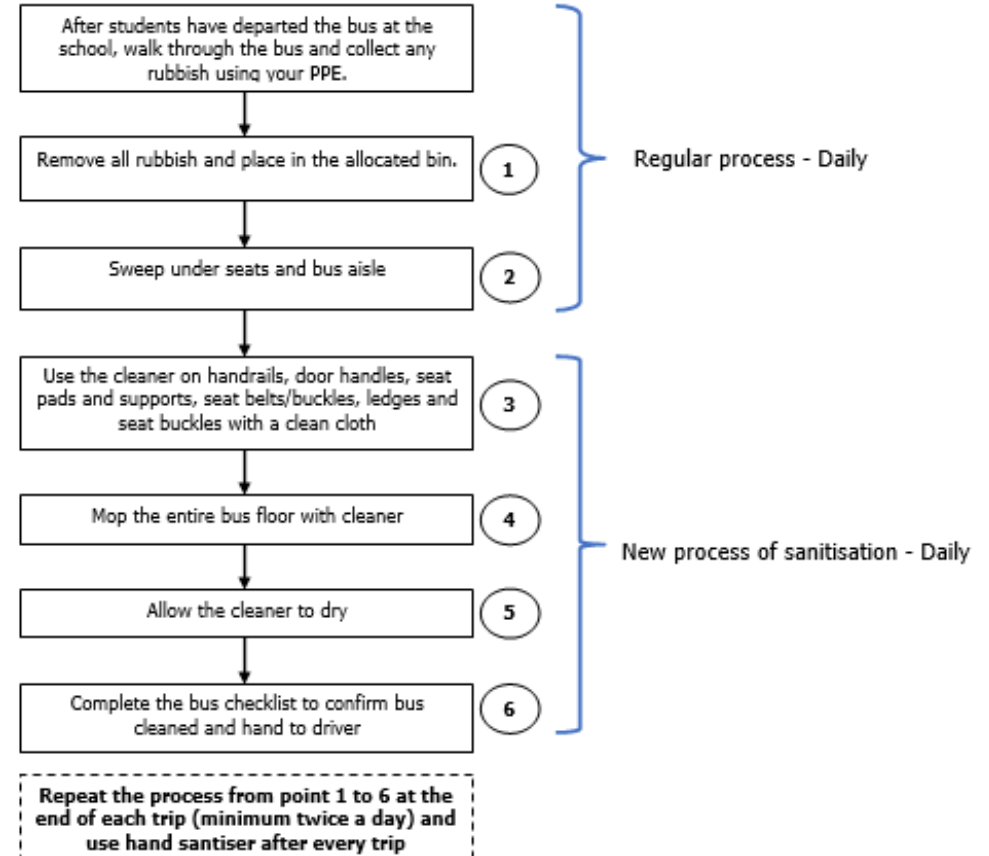
Example process flow for the sanitisation of buses shown on page 2. Detailed SOPs regarding all student bus safety processes will be circulated internally where required.

STS Bus Sanitisation Process Flow

A1. Driver Responsibility



A2. Bus Guardian Responsibility





School Bus Hygiene/Equipment Protocol

Item	Driver	Bus Guardian	Student	Comment
Hand Sanitiser (HS) A requirement for all bus users to sanitise hands prior to operations or boarding.	Provided by employer.	Provided by employer.	Provided by parent.	<ul style="list-style-type: none">HS is not to be stored in any vehicle due to risk of combustion with prolonged heat exposure.HS must be personal issue to reduce multi touch and risk of skin allergy. Note: HS may be provided to students where required when boarding the bus.
Face Mask (FM) A requirement for all bus users, to wear an appropriate face mask for operating or travelling in the vehicle.	Provided by employer.	Provided by employer.	Provided by parent.	<ul style="list-style-type: none">FM users must comply with government protocol.Does not apply to students aged six and under.FM must not impede the bus drivers ability to safely control the vehicle.FM must not be disposed of on the bus, users are responsible to safely remove and dispose of sensibly.Spare FMs will be held on vehicle for emergency purposes, i.e. a student arrives at the vehicle without a FM.Students/staff with medical conditions (non covid) are exempted from wearing an FM and must provide a medical certificate.
Gloves (GV) A requirement for gloves to be worn by bus users who are allergic to HS or in instances where HS is not available.	Not required.	Provided by employer.	Provided by parent.	<ul style="list-style-type: none">GV not required by driver as may impede safe control of vehicle.GV must not be disposed of on the bus, users are responsible to safely remove and dispose of sensibly.Students to wear gloves where HS not suitable.
Body Temperature (BT) Non invasive temperature checks to be carried out for all bus users prior to boarding the bus.	Provided by employer.	Provided by employer.	Provided by Bus Guardian prior to students boarding the bus.	<ul style="list-style-type: none">Driver checked by supervisor prior to departure and before student collection.Bus Guardian checked by supervisor prior to departure and before first student collection.All students/bus users will be checked prior to boarding the bus and will not be permitted to board the bus if their temperature is equal to or above 37.5°C. Note: It is advisable that parents also conduct a temperature check prior to their child leaving their residence.



School Bus Transport Guidelines

Bus Operator Protocol	Student Protocol	Comments
<p>1. All vehicles will be sanitised prior to each AM and PM journey. All records will be maintained as per regulatory requirements.</p>	<ul style="list-style-type: none">• Students to maintain the PPE protocol for each journey.• No food or fluids to be consumed on any vehicle.	<ul style="list-style-type: none">• Deep vehicle sanitisation provided at the end of each day.• Bus operator/user touch points to be sanitised at the end of each journey.• Each vehicle to display a sign stating 'sanitisation programme in place'.• Waste management and disinfection practices must be adhered to.• As per company T&Cs, no unauthorised person to board any vehicle.• Vehicle air circulation will be managed in line with the relevant type approvals of design and construction.
<p>2. No employee is permitted to provide any duties if they have any symptoms related to COVID-19 or contact with symptomatic citizens.</p>	<ul style="list-style-type: none">• Any student with a temperature which is equal or above 37.5°C will not be allowed to board the bus.• No student will be permitted to travel on any school bus service if they have any symptoms related to COVID-19 or contact with symptomatic citizens.• Parents or nominated Guardian must attend the bus collection point and remain with their child until clear for boarding the vehicle.• If a student begins to show symptoms of COVID-19 whilst travelling on the bus, then this will be considered a probable COVID-19 case and reported to the school prior to arrival so that correct isolation protocols can be followed.	<ul style="list-style-type: none">• If any employee/bus user is identified in this category or fails to maintain the PPE protocol they will be refused access to the vehicle.• The employer will manage replacement employees for services if they are unfit for duty.• Parents will remain responsible for safeguarding and return of students to home if they do not follow protocols or have a temperature is equal to or above 37.5°C. prior to boarding the bus.• If a child begins to show symptoms of COVID-19 in the bus, the immediate measure is to ensure the child is seated at least 2 metres away from the other bus users. The Bus Guardian should immediately inform the school administration/ parents or nominated guardian.• Should any student begin to show symptoms on the journey home, the student should be dropped off first, even if this means extending the journey time. If the journey is to school, the student must be isolated by the school.• If students or staff have been confirmed positive according to a COVID-19 PCR test by an accredited facility, they are not permitted to return until a negative test result has been provided.



School Bus Transport Guidelines

Bus Operator Protocol	Student Protocol	Comments
3. Each allocated Bus Guardian (BG) will be responsible for managing the hygiene/PPE vehicle boarding protocol.	<ul style="list-style-type: none">• Students will maintain an orderly queue at all designated boarding points and only board the vehicle when instructed by the BG.• Students to maintain physical distancing standards for each journey.	<ul style="list-style-type: none">• All buses will have adequate signage inside the bus to guide students towards hygiene practices.
4. Drivers will provide non-physical support to students for RFID card vehicle check registrations.	<ul style="list-style-type: none">• All students must carry their registered RFID card for every journey.• Students must check the RFID card with the RFID smartcard reader.	<ul style="list-style-type: none">• Manual paper registration of students will not be conducted on any journey.• Any student who fails to present a registered RFID card through loss or damage will be provided service to school and a replacement card issued at school and charged to the parent.• Drivers will update the smart bus system to record student with lost/damaged RFID cards.
5. BG will ensure that the allocated seating plans are adhered to.	<ul style="list-style-type: none">• Students will observe the allocated seating plan.• All personal possessions must be safely stowed.• Students will remain seated and seat belts must be worn at all times.	<ul style="list-style-type: none">• All school buses must be used at the capacity levels as notified by the relevant authority.• Signs will be placed on seats for seating guidance.
6. School arrivals will be managed in line with the student disembarkation protocol.	<ul style="list-style-type: none">• Students will remain seated until advised by the BG to disembark.• Disembarkation will commence from the front seats row by row to the back seats.• Students will be responsible for carrying all personal items.• All students will use their RFID card to check out on the smartcard reader when disembarking.	<ul style="list-style-type: none">• School personnel will supervise students into the school in line with the schools local protocol.• The BG and Drivers will remain with the vehicle until all students disembark.• Any items deemed as lost property will be handed to the school administration team along with journey and vehicle details.



School Bus Transport Guidelines

Bus Operator Protocol	Student Protocol	Comments
<p>7. Each school will manage the departure of students to the vehicle departure areas. This will be in line with the school protocols.</p>	<ul style="list-style-type: none">• Students will adhere to boarding protocols. Students will maintain an orderly queue at all designation boarding points and only board the vehicle when instructed by the BG.• Students must not board the vehicle if the Driver and BG are not present.	<ul style="list-style-type: none">• Schools will remain responsible for student movements between the main school facility and bus departure area.• Boarding protocols remain the same as guideline points 3/4/5.
<p>8. Home arrivals will be managed in line with the student disembarkation protocol.</p>	<ul style="list-style-type: none">• Students will remain seated until advised by the BG to disembark.• Students will be responsible for carrying all personal items.• All students will use their RFID card to check out on the smartcard reader when disembarking.• Students will be handed over to parent/guardian.	<ul style="list-style-type: none">• Parents remain responsible for the collection of their child at the designated disembarkation point.• BGs are not permitted to escort students into residential properties and must remain with the bus at all times.• Parents of students with lost/damaged RFID cards will receive a message via SMS/App to advise them of the requirement of a replacement card to be issued.

