



## Millbury Public Schools

### Fall Reopening Transportation Procedures

Supplements the Department of Elementary and Secondary (DESE)  
Fall Reopening Transportation Guidance

#### **AA (AA) Transportation Responsibilities:**

Acknowledge and will adhere to the MA DESE Fall Reopening Transportation Guidance.

Train staff and bus drivers to adhere to the MA DESE Fall Reopening Transportation Guidance, proper CDC social distancing and hygiene and symptom screening.

Bus drivers should not report to work if sick.

Isolate any student or staff member that may be symptomatic.

Notify building leadership of any student or staff member that may be symptomatic.

Install hand sanitizers on the buses for student use as per specification outlined in AA's 8-6-20 memo from Mr. Ernenwein.

Clean and sanitize the buses by wiping down high touch areas after each route.

Thoroughly clean and sanitize the buses at the end of every day.

Thoroughly clean and sanitize the buses on Wednesday and Saturday between the transportation of cohorts A and B.

Make the hand sanitizer and face masks supplied by MPS available to every bus.

Notify MPS when hand sanitizer and face mask supplies are needed.

Ensure that all staff and students are wearing face masks on the buses.

Notify building leadership of any staff or students not wearing face masks on the buses.

Ensure proper seating distancing as per the DESE guidelines.

Will not fill a bus more than the maximum capacity designated by DESE guidelines.

Assist MPS in determining where the bus monitors are most needed.

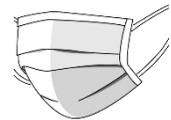
Load the buses starting with the back whenever possible.

Unload the buses starting with the front whenever possible.

Unload the buses at different school door locations whenever possible.

Keep windows and possibly roof hatches open at all times during operating, unless not possible due to extreme weather conditions.

Stagger bus release times as much as possible in order to reduce congestion and increase social distancing.





## **Millbury Public Schools (MPS) Responsibilities:**

Acknowledge and will adhere to the MA DESE Fall Reopening Transportation Guidance

Grant AA permission to install hand sanitizers for student use.

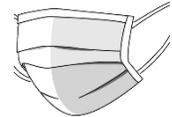
Grant AA permission to clean and sanitize the buses by wiping down high touch areas after each route.

Grant AA permission to more fully clean and sanitize the buses at the end of every day.

Grant AA permission to more fully clean and sanitize the buses on Wednesday and Saturday between the transportation of cohorts A and B.

Supply AA with the necessary hand sanitizer and face mask supplies.

Promptly follow-up on hearing from AA about staff or students not wearing face masks on the buses.



Help AA design routes in order to fill the buses no more than the maximum capacity designated by DESE guidelines.

Designate different school door locations to unload students whenever possible.

Hire bus monitors to staff as many buses as possible starting with the buses with the highest need.

Bus monitors should not report to work if sick.

Train bus monitors on the DESE Fall Reopening Transportation Guidelines, proper CDC guidelines on social distancing and hygiene and their role and responsibilities as a bus monitor including symptom screening.

Encourage parents to engage in alternate transportation.

Communicate and train parents/caregivers, students and staff.