

transfinder



Going Back to School Before the Kids 3.2

A Return to School Roadmap II

Welcome



- Welcome by Transfinder President and CEO Antonio Civitella
- NAPT Executive Director Mike Martin introduction of panelist
- Presentation
- Panel Discussion/Q&A



GOING BACK TO SCHOOL BEFORE THE KIDS: Part 3.2

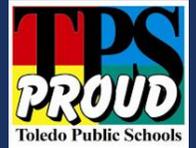
An Actual Return to School Roadmap

A REVIEW OF THE NEEDED POLICY OPERATIONAL AND SAFETY SUPPORT ELEMENTS



Presented by:

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- ❑ Jim Regan, Managing Partner, CAPITALWORKS Consulting Group



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WEBINAR 3.1 Session Summary

Since this is Part 2, we start with a summary. In last week's webinar we covered:

THE CONCEPT of readiness and the key elements of the roadmap

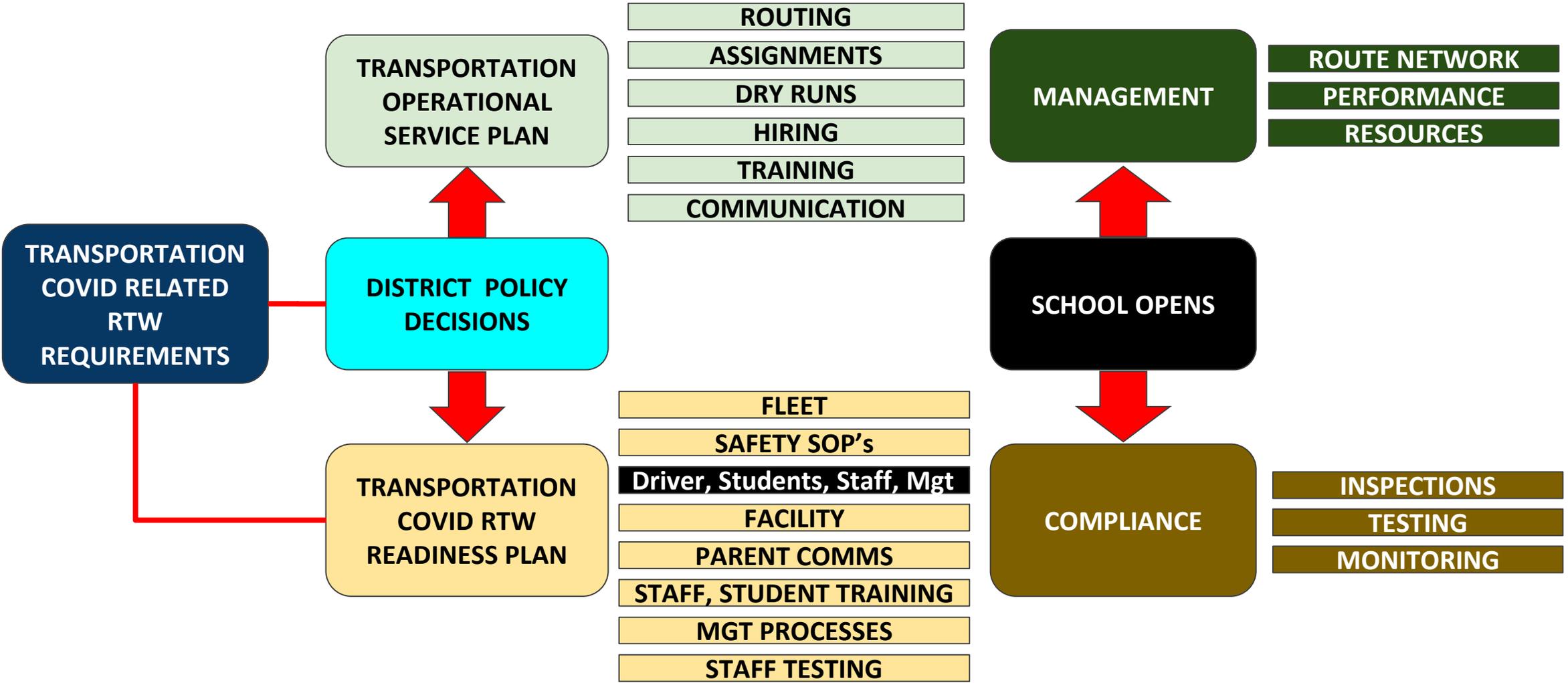
THE CONTENT elements and the 8 modules that comprise the roadmap

This week we will provide more content details and present a timeline that outlines **THE DELIVERY** of the roadmap



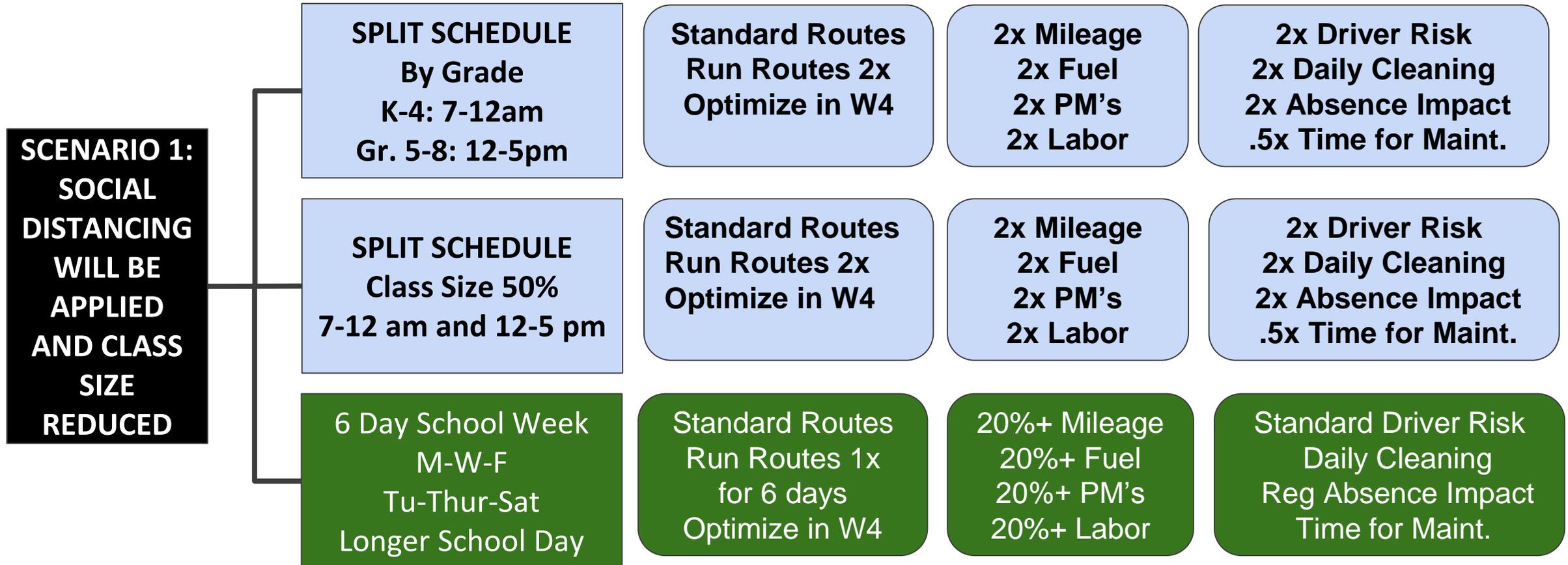
Session 3.1 can be watched in its entirety via links on the TRANSFINDER and NAPT websites. Let's start with a quick review of concepts.

ROADMAP OVERVIEW from Session 1



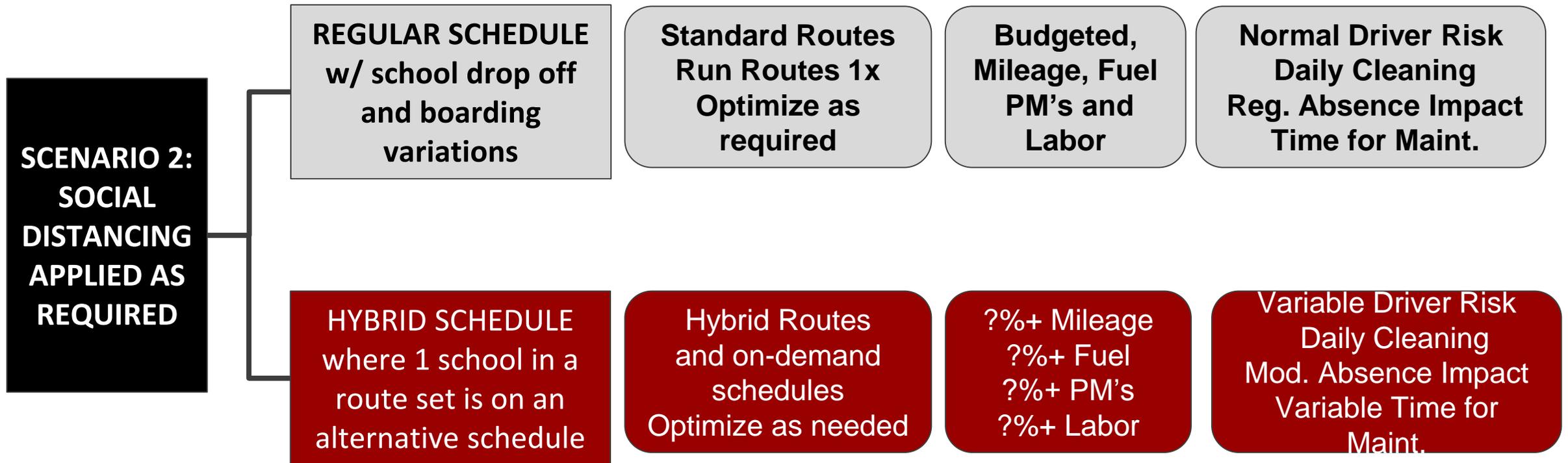
OPERATIONAL SERVICE PLANNING

SCENARIO 1: DISTRICT WIDE SOCIAL DISTANCING overview:



OPERATIONAL SERVICE PLANNING

SCENARIO 2: SOCIAL DISTANCING ala carte by school:

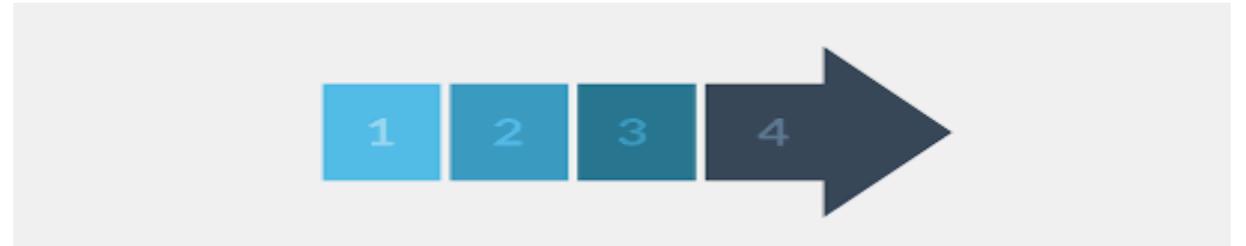


A sound routing system is required for both scenarios. Prepare for volatility.

OPERATIONAL SERVICE PLANNING

Since the session last week, there has been more discussion around a “**PHASED**” opening model. Articles about the subject in the UK and Denmark indicate the possibility of schools opening with:

- Special need students
- Selected grades - potentially K-3



As of yesterday, we have not identified any detailed “Phase-In” Models

A PHASED opening approach impacts initial ridership volumes, but the “in school” social distancing decision will still be the schedule and driving determiner.

Let’s move on to the Eight (8) Readiness Roadmap Modules.

READINESS PROGRAM OVERVIEW - EIGHT MODULES

The Readiness Plan follows “a day in the life” of school transportation in sequence and there are eight (8) modules.

1. **Facility** Requirements
2. **Vehicle** Requirements
3. **Driver Safety** Requirements
4. **Student Safety** Requirements
5. **Shop Safety** Requirements
6. **Department Management** Requirements
7. **Additional Fleet** Requirements
8. **Parent and Community** Requirements



READINESS PROGRAM OVERVIEW - THREE DIMENSIONS

Once we had the 8 modules identified, we brainstormed and identified the requirements for each element in three dimensions:

- **POLICY** Requirements
- **INFRASTRUCTURE** Requirements
- **OPERATIONAL** Requirements

The 3D perspective impacted our timelines as you will see later.

Let's review each module in detail.



1. FACILITY PROGRAM REQUIREMENTS

FACILITIES

- The **closure of the driver room** for gatherings.
- Two CBA agreement mandated **driver workstations** will remain available in the driver room after being placed more than 6' apart.
- **Use of the Manual clock-in device** will be minimized with the introduction of a clock-in mobile app
- A **1-Way traffic pattern** through the building will be established
- A TBD **cleaning and disinfecting schedule** - *electrostatic technology proposed. We will align with the district program*



1. FACILITY PROGRAM REQUIREMENTS - continued

Review workspace organization by developing a hybrid solution of staff working from home and work shift schedules. If all the office staff would be required to be in attendance, we would have to:

- Move 2 **routing workstations** into the driver area
 - Move 1 **radio room workstation** into the driver work area
 - Enhance the protection **admin workstations**
- **Group training** activity will be conducted offsite with TBD arrangements
 - Future **staff in-services** will be offsite or held online with **ZOOM** or **via recording a YOU TUBE session**
 - Participate in a district wide analysis of building **airflow and ventilation**



2. VEHICLE PROGRAM REQUIREMENTS

VEHICLES

- Crews and or drivers will:
 - **clean every bus every night**
 - **disinfect buses at recommended schedule.**
 - **clean In-vehicle high touch areas after every run.**
 - **clean and disinfect wheelchairs/lift areas, if used, after each run**
- Provide **gloves** for operating and cleaning a vehicle. Provide **disposable disinfectant wipes** so that commonly touched surfaces can be wiped down as needed.
- Provide **driver training on COVID infection control** with a laminated checklist inserted into the route book.
- Provide employees **access to alcohol-based hand sanitizers**



3. DRIVER SAFETY REQUIREMENTS - **Avoiding Virus Reception**

DRIVER, SUB DRIVER and BUS AIDE SAFETY

- Issuance of **PPE equipment** based on availability
- **COVID-19 Safety Training** - focus on cleaning driver area before using
- **Social distance monitoring** at the garage with camera monitoring
- **Updated student discipline procedures**
- The possible use of a **temporary face shield** for use during boarding and unboarding
- Integrate COVID hygiene practices as part of the **student bus safety training**
- Update **special needs student management procedures**
- Support district's **student mask usage** decision
- **Students social distancing while boarding and unboarding**
- Allowing drivers to **clock in via mobile app** to reduce driver flow at the garage
- **Accelerated driver testing and bus cleaning** if a student was diagnosed with the virus



3. DRIVER SAFETY REQUIREMENTS - **Avoiding transmission**

DRIVER, SUB DRIVER and BUS AIDE SAFETY

- **Employees to take their temperature** before coming to work daily
- *COVID-19 testing after display of symptoms (under district review)*
- **Maintaining social distancing** protocols at the garage and compliance monitoring via the building camera system
- **Education on COVID symptoms**
- **Generous distribution of hand sanitizers** at the garage and on the bus
- **Updated Student Management Protocols** for severe bus behavior incidents (fights)
- Requiring **physician clearance for return to work** after positive diagnosis
- Review and adjust, if required, the TPS and CBA **time benefit policy**
- Review **bus breakdown and bus accident procedures**



3. STUDENT SAFETY REQUIREMENTS

- **Sequential seating:** student takes rear most available seat and **Seating Charts** to support infection tracing
- Review **student discipline guidelines**
- Apply policy regarding **daycare services**
- Identify **high ridership routes** and “level/balance” bus ridership
- Detailed review of **Early Childhood Education (ECE)** transportation
- A new and dedicated **compliance audit** process
- Development of **transportation training materials** for students and parents
- Develop transportation solutions for **high impact students**



STUDENT SAFETY

4. SAFETY SUMMARY

A final comments on staff safety: Safety will happen in layers.

- Every **Parent** must take the necessary precautions to protect their children
- Every **Staff** member must take the necessary precautions to protect themselves
- The **Department** is taking what it perceives are the necessary precautions to deal with safety in the facility, with people interaction, and with asset use
- The **District** is taking what it perceives are the necessary precautions by developing and implementing new safety policies and guideline
- The **State Departments of Health and Education** are developing and implementing safety policies and guidelines they see as beneficial

SAFETY IS A COLLABORATIVE EFFORT



5. SHOP REQUIREMENTS

- Develop and apply “**work distancing**” guidelines for mechanics for their in-team interactions as well as for driver interactions.
- Institute the use of cleaning and gloves in the **parts management** process (think grocery shopping)
- Institute the use of masks when social distance cannot be maintained while **collaborating on bus maintenance**
- Institute a pre and post maintenance “**driver area**” **cleansing** process
- Apply the disinfectant to all **common shop work areas**
- Institute a “**common shop tools**” cleansing process whereby they are cleansed before each use
- Disinfect the **mechanic locker room** and re-spray as required.
- Generous distribution of **hand sanitizer containers** with the gel possessing a 60% alcohol content



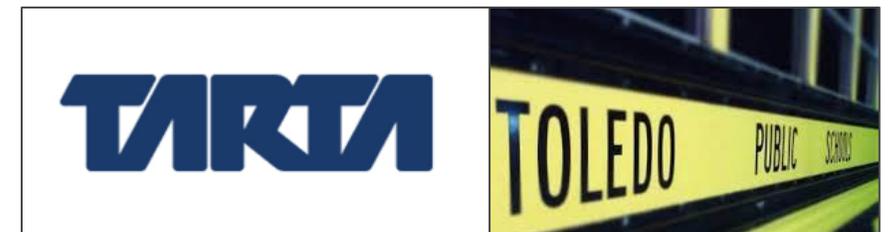
6. MANAGEMENT PROCESS REQUIREMENTS

- **Management Meetings** - Weekly meeting will be held via an online meeting platform
- **Employee Meetings:** will be held desk-side or in offices with a spray barrier and use of masks
- **Training:** The Department plans to migrate training to an external facility in a setting that allows for distancing
- **Workspace Organization:** The driver lounge area will be used to establish the necessary workstations where required.
- **Office Equipment:** Post and Pre use cleaning protocols will be established with supporting visual instructions attached
- **1-1 Coaching and Counseling Sessions :** These will be held desk-side or in offices with a spray barrier and use of masks
- **OBI On Board Evaluations** - The OBI will apply a maximum possible work distance while being able to observe the driver



7. ADDITIONAL FLEET REQUIREMENTS

- **Activity Vehicle** checkout and use guidelines have to be updated and a White Bus user program developed and conducted that includes guidelines for cleansing and student management
- **Early Childhood Education** buses have the highest density with the youngest riders, therefore a subset of guidelines and training will be developed
- Vehicle cleaning and disinfecting procedures will apply to all district **vehicles that have multiple users**
- If required, **athletic program transportation guidelines** will be developed
- **TARTA** will have its own set of public transit guidelines. These guidelines need to be packaged into a TPS Rider Orientation Program with a pamphlet distributed with every TARTA bus pass.

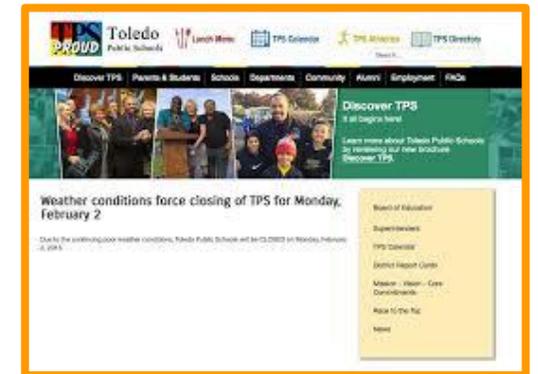


8. PARENT AND COMMUNICATION REQUIREMENTS

The parents must be able to feel safe putting their child on a school bus. All of the guidelines in this document are designed with that thought in mind. Communication needs to highlight that:

- Drivers have a safety program
- Vehicle has a cleansing and safety program
- Students have a safety program with new behavior requirements
- Compliance monitored via the bus camera system

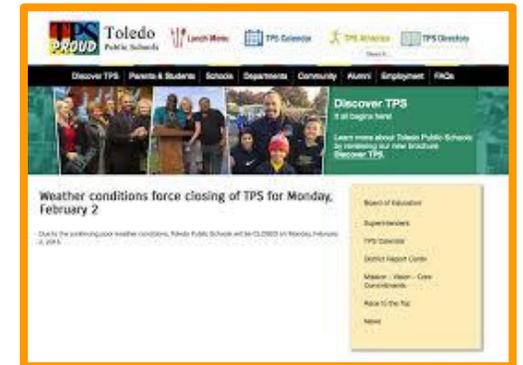
Parents must be informed and educated about all the efforts TPS Transportation will be taking. It is only then that the parents will trust the TPS Transportation Department to take their child to and from school.



8. RTW PARENT AND COMMUNICATION PROGRAM ELEMENTS

The parent communication program will include:

- The development of a **community marketing and education program** comprised of information distributed via the TPS Website, PSA announcements, TV special coverage, Bus Bulletin, mailings to parents, distribution of information through community churches and organizations
- The potential use of a **transportation consent form** signed by the parents of the students who use TPS Transportation or TARTA services.
- Taking buses and drivers to **school open houses** to discuss and demonstrate all of the new elements of TPS's Transportation service





READINESS PLAN TIMELINE

ROADMAP IMPLEMENTATION AND TIMELINE

The entire timeline will be shared and available after the presentation. We will be reviewing a timeline sample and the factors that impact it. Earlier we mentioned how we broke the requirements into **3 Dimensions**:

- **Policy, Infrastructure and Operations**

There is a correlation with these dimensions and the timeline:

- **Policy items** have the longest lead time and are linked to the Board calendar or Superintendents meeting schedule; therefore, policy items were targeted for the month of **May**.
- **Infrastructure Items** can have significant lead times. Migrating to a mobile app for clocking in, moving workstations, and developing training all take considerable time and were scheduled primarily to start in **June**.
- **Operation Items** are in the department's wheelhouse and can be scheduled with sufficient lead time to be prepared for the start of service. They were scheduled to start in **July**

STUDENT SAFETY WORK PLAN EXAMPLE

STUDENT SAFETY REQUIREMENTS	POLICY APP REQD	DEPT ROLE		12	11	10	9	8	7	6	5	4	3	2	1	SOS
Development of new student transportation training materials for students and parents and Dedicated in-school session		Blue	Black							Red	Red	Red		Red	Red	Red
Updated student discipline guidelines for non-compliance to new policies and guidelines	Cyan		Black				Red									
Board/City policy on Daycare services which TPS transportation will use to maintain or alter routes.	Cyan		Black				Red			Red			Red			
TPS Transportation will identify high bus capacity routes to determine if students can be allocated to other buses to “level” and “balance” bus ridership		Blue	Black				Red									
A new and dedicated bus audit process using the camera system to monitor student compliance to new bus rules		Blue	Black									Red	Red			Red
Communication of new transportation protocols to Student Services and considered in IEP evaluations	Cyan		Black				Red					Red	Red	Red	Red	Red

TRANSPORTATION READINESS QUESTIONS

All of the action items/requirements have been formatted into a survey/discussion tool we call:

School Transportation Readiness Plan Questions

The goal was to develop a discussion guide for you to have when you meet with your Board, Administration or Staff.

The tool is formatted as follows:

- Column A has list of over 100 questions sorted by the 8 modules plus a policy section
- Column B has a drop-down menu to select the decision level for that item
- Column C is for responses to the questions
- Column D has a drop-down menu for the status of the response (definitive, an opinion or under review)

It was distributed by the NAPT to first session attendees. If you are attending for the first time contact the NAPT for a copy.

SUMMARY

URGENCY IS NEEDED

- INFORM THE ADMINISTRATION OF THE POLICY REQUIREMENTS NOW
- WALK THROUGH THE TYPICAL DAY FOR EVERY ROLE
- START NOW with OPERATIONAL LEVEL COMPLIANCE ELEMENTS
- START ORDERING SUPPLIES NOW
- START WORKSPACE ANALYSIS NOW - anticipate reconfiguration or new technology
- START DEVELOPING SOP's AND TRAINING
- AFTER ADMINISTRATION DECISIONS - YOU CAN RE-BUILD YOUR BUDGET

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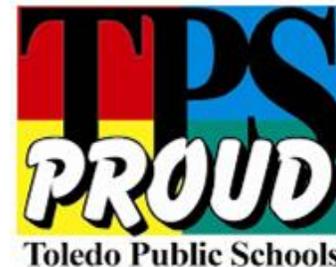
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Discussion Panel



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Do you have a story?

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Questions



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