



Ref: nbt/sop/covid19/0620

## **NAJMAT AL NAJAH BUSES TRANSPORT – SHARJAH**

### **Safe Operation Procedures (SOP) for school bus transport precautionary measures against COVID – 19**

#### **Transport office: -**

1. All the staff & public entering the transport office will be checked for their body temperature using a Non-Contact LCD IR Forehead Thermometer and the details will be recorded.
2. All the staff working inside the transport office shall be wearing their face mask at all time.
3. Hand sanitizer dispensers are fixed (wall mounted) at the office entrances.
4. The office hall will be sanitized by fogging the disinfectant, at the end of every working day.
5. Minimize going out into the general population.
6. Practice good hygiene – Frequent washing of hands and wiping tables and shared equipment before and after use. Office will be frequently cleaned, especially high touch surfaces.
7. Employees must avoid hand shaking (no touching), social distancing (maintain a distance of approximately 1 meter if possible) whenever out in public and among passengers.
8. Employees must avoid crowds, shopping malls, sporting or mass events and other situations likely to attract large numbers of people.

#### **Bus sanitization: -**

1. Before the bus departs to pick up the students & staff, all the buses will be sanitized by wiping the seats, seat belts, handle bars, steering wheel, bus floor, window glass & frames using cloth and disinfecting liquid spray.
2. The driver & conductor shall be wearing a protective mask at all-time whilst inside the bus.

### **Hand Sanitizer Stations for School Bus Drivers and Students: -**

1. Hand sanitizer stations in the bus entry will be fixed. All bus occupants (students and driver) are encouraged to utilize the hand sanitizer station upon entry to the school bus and again upon exiting the vehicle.
2. For the drivers, hand sanitization stations are provided at the building or bus barn entry points.
3. Training is given to all drivers on proper hand sanitizer stations for themselves and their students.

### **Tissues boxes: -**

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

### **Driver & Conductor Training: -**

All drivers will receive training on proper disinfecting procedures for the school bus. These procedures will follow ***SPEA recommendations***. This training will be properly documented similar to other safety provided training. The training will include the following at a minimum:

- a) *Proper cleaning and disinfecting techniques of the buses.*
- b) *Personal hygiene cleaning and disinfecting techniques.*
- c) *Proper use and disposal of Personal Protective Equipment (PPE).*
- d) *Safe product usage guidelines (chemical safety).*
- e) *Proper methods to empty and disposal of trash.*

### **Sick Student Procedures: -**

Procedures will be shared with all drivers on how to handle a student who appears ill. This procedure will be addressed in the following manner:

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

### **Driver Isolation: -**

All drivers, office staff and mechanics are encouraged to keep a safe distance (six feet if possible) from each other in the driver's room.

### **Boarding plans: -**

1. All the students & Staff boarding the bus from their pickup points, will be checked for their body temperature using a Non-Contact LCD IR Forehead Thermometer, by the bus conductor.
2. Only the passengers whose body temperature is between 97°F (36.1°C) to 99°F (37.2°C) will be allowed to board the bus.
3. All the students and staff boarding the bus must ensure to maintain social distancing.
4. One passenger per seat will be seated to ensure physical distancing.

5. On-board CCTV cameras are fitted in the buses to monitor the social distancing inside the buses and in case of any non-adherence, drivers to communicate to the conductor to follow social distancing.

6. **Don't board the bus if you're sick** - If you are unwell, please stay at home! You are also required to stay home, if you have a household member on home quarantine order/stay home notice or if a household member has flu-like symptoms such as fever and cough.

**De-boarding plans:** -

1. All the passengers in the bus will de board the bus by ensuring social distancing.

**Parking Plans:** -

1. All the buses will be parked such that it facilitates passengers to board & de board, ensuring social distancing.

2. Buses should stop at a minimum distance of 5 meters from each other at marked locations, to avoid crowding of passengers.

3. Disinfecting of buses after every trip will be mandatory.

SAFETY IS EVERYBODY'S RESPONSIBILITY
--------------------------------------

General Manager

Najmat Al Najah Buses Transport - Sharjah