



Steven E. McElroy
Executive Director
Business and Operations
1560 Moler Road
Columbus, Ohio 43207
Ph. 614-365-5074
Fax 614-365-6707

www.columbus.k12.oh.us

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Bus Procedures

- All drivers, Intervention Aides and Childcare Attendants will be required to wear masks while on a school bus.
- Families will be expected to conduct a Health Assessment of their children before leaving their homes for school. Parent must keep students home if they exhibit any of the following systems:
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue
 - Congestion or runny nose
 - Or if exposed to someone with a confirmed case of COVID-19
- Students will be required to wear masks while at bus stops and on school buses.
- Students who do not wear masks will not be transported and the incident will be reported to their respective building administrators.
- Social Distancing of six feet apart, when possible, will be implemented on all Columbus City School buses.
- Children will practice social distancing of six feet apart at their bus stops.
- Children will enter the bus through the regular entry door and be seated from the rear of the bus to the front. Children will exit the bus through the main door, from the front seat to the rear seat.
- The bus will contain a bottle of hand sanitizer and a spray pump bottle containing disinfectant.
- Children will be provided 1 “squirt” of hand sanitizer when boarding a bus.
- Drivers will create and maintain a seating chart for students who ride their buses. This seating chart will be used when students board their buses.
- Every bus will be disinfected by the bus driver after each run. Driver will spray disinfectant on common touch points (hand rails, seats, etc.)
- Each bus will be disinfected at the Bus Compound after its morning and afternoon routes have been completed.

Bus Stop Procedures

- Parents conduct a health assessment before students leave the house. Parent must keep students home if they exhibit any of the following systems
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue
 - Congestion or runny nose
 - Or if exposed to someone with a confirmed case of COVID-19
- Students must wear masks and practice social distancing of six feet apart.
- Students must sanitize their hands when boarding bus.
- Student will board the bus at the front door and walk to the back of the bus to start seating.
- Students may not change or move between seats.
- Students will unload at the school starting with the front seat to the last.
- Boarding the bus at the school in the PM, students stand in a designated place of safety observing social distancing recommendations of six feet apart.
- Students loading buses in the PM should load from the front door and start with the last seat, assuming routing is in reverse order from the AM. Ex: first student off the bus should sit in the first seat, last student off of the route should be seated in the last seat on the bus. Students should be lined up in order of route drop off when boarding so as not to pass each other.
- Drivers should designate the place of safety for students to stand when unloading at home stop.
- Students needs to continue practicing social distancing of six feet apart at designated place of safety when unloading at home stop.

Fleet

- Assure that all buses are disinfected prior to the reopening of school.
- Assure that all school buses pass Ohio State Highway Patrol Inspections prior to the reopening of school.



Steve McElroy, Executive Director
Business and Operations