

STSA



[School Transportation Security Awareness Training]

NAPT
School Transportation
Security Assessment

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Transportation
Security
Administration

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VEHICLE SECURITY SPECIFICATIONS INFORMATION FORM

INSTRUCTIONS: Complete one form for every type/model bus in your fleet. **IMPORTANT:** Include photos as indicated. Maintain information in hard copy format in the transportation office, in the supervisor emergency responder kit, and provide a copy to area first responders. In addition, store this information on a flash drive (jump drive) or CD-ROM. Check with your local law enforcement for their preferred format.

School district/bus company name:			
Date information compiled:		Compiled by:	
Bus model/type (include photo):	Body:	Chassis:	
Applicable bus numbers in the fleet:		Compiled by:	
Engine location (inside photo inside engine compartment):		Front/Rear?	
Batteries (include photo)	Location:	How many?	
Emergency cut-off switch? (include photo):	Yes/No?	Location:	
Fuel (include photo of tank, fuel door, cut-off switch):			
	Type:	Tank location:	
	Tank capacity:	Approximate range:	
	Fuel door location	Lockable?	
Passenger door (include photo of door and handle/switch):			
	Type:	Swing in/out?	
	Number steps:	Door Width:	
	Lockable?	Lock Type	
	Lock access code:	Spare key location:	
Driver door (include photo):	Yes/No?	Lockable?	Lock type:
Braking system type:			
Seating capacity (child and adult):			
Student roster/information location:			
Radio (include photo):			
	Type:	Frequency:	
	Location:	Panic alarm, Yes/No?	
Storage compartments (include photos):			
	Interior location:	Lockable, Yes/No?	
	Exterior location:	Lockable, Yes/No?	
Aisle width:			
Ceiling height:			
Windows:	Tinted?	Safety (which)?	
Wheelchair lift equipped:	Yes/No?	Lift manufacturer:	
Broom on board:	Yes/No?	Location:	
Rooftop numbering:		Yes/No?	
Onboard camera (include photo):			
	Yes/No?	Type	Number
	Mounting location(s)	Areas captured	

VEHICLE SECURITY SPECIFICATIONS INFORMATION FORM

GPS:	Yes/No?	Location:
Emergency exits (include photo of latches/handles):		
	Emergency doors, locations:	
	Emergency windows, locations:	
	Roof hatches, locations:	
Mirrors:		
	Exterior type:	Locations:
	Interior type:	Locations:
Other special equipment or features that could be important to law enforcement or other emergency responders? (indicate what)		

FACILITY SECURITY SPECIFICATIONS INFORMATION FORM

INSTRUCTIONS: Gather the information listed below. **IMPORTANT:** Include a detailed facility/site map/blueprint; include an aerial photo of the facility, and other photos as indicated. Maintain information in hard copy format in the Transportation Office, in the supervisor emergency responder kit, and provide a copy to area first responders. In addition, store this information on a flash drive (jump drive) or CD-ROM. Check with your local law enforcement for their preferred format.

School district/bus company name:

Date information compiled:

Compiled by:

Emergency contacts for the transportation facility/phone numbers:

Total number of transportation staff authorized to be on the premises:

Total number of transportation department vehicles housed on site:

Total number of transportation department vehicles off site (schools, other facilities, residences, etc.). Indicate all locations:

Total number of entry/egress points to the facility. Indicate all locations: (include photos):

Alarm company name/phone number:

Spare vehicle keys, stored where?

Spare facility keys, stored where?

Access codes for facility lock system:

Fire hydrant locations on site/adjacent to facility (include photos):

Do parked buses block access to hydrants, Yes/No?

Facility security camera locations:

Facility alarm control panel:

Radio system control panel:

Telephone-equipped rooms in the facility:

Facility rooms equipped with **computers with Internet access:**

Phone system control panel:

Utility shut-offs:

Fueling station (include photos)

Fuel type(s):

Location(s):

Fuel shut-off location:

Emergency generator location:

Spare fuel for generator location:

Exterior lighting controls location:

Exterior light poles/towers locations:

Dumpster(s) locations:

Hazardous materials storage room location:

Other features of the facility that could be important to law enforcement or other emergency responders? (indicate what)

HIGH RISK TARGETS/RESTRICTED AREAS/COMMUNITY SHELTER FORM

INSTRUCTIONS: It is extremely important to know what high risk terrorist targets are located on or near bus routes. Collaborate with local public safety agencies to become aware of potential community hazard or areas that local officials consider to be a possible high value target for terrorists. If buses are restricted from entering certain high risk areas, list them below. It is also important to identify potential safe shelter locations for students and buses in a regional emergency. Coordination with local first responder agencies is imperative in knowing how they will respond to an incident or accident involving one of your buses. In the spaces below, list possible high risk targets, restricted areas, and safe shelter areas in your community and the bus routes affected for the first and last categories.

School district/bus company name:

Date information compiled:

Compiled by:

POSSIBLE HIGH RISK TARGET	BUS ROUTES PASSING/NEAR TARGET
RESTRICTED AREAS (AREAS WHERE BUSES SHOULD NOT NORMALLY BE)	
POSSIBLE SAFE SHELTER AREA	BUS ROUTES PASSING/NEAR SAFE SHELTER

TRANSPORTATION FACILITY/BUS YARD SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each transportation facility/bus yard security standard listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

TRANSPORTATION FACILITY/BUS YARD SECURITY STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Bus yard perimeter is fenced.				Indicate if razor wire-equipped:		
2. Fence is regularly checked for holes and gaps.						
3. Lockable gates to the bus yard are in place.						
4. Keys/access codes to bus yard gates are regularly changed, including after an employee is terminated.				Indicate how many entrances/exits to the facility exist:		
5. Access to the transportation facility is restricted.						
6. Access/egress to the facility is tracked electronically.						
7. Staff/Visitor parking areas are segregated from bus parking area.						
8. Bus parking area and entry gates are visible to supervisor/dispatcher.						
9. Shrubs and trees around facility and parking areas are removed or trimmed to increase visibility.						
10. Trash dumpsters are located away from the building, fuel pumps, and vehicles.						
11. Trash dumpsters do not block views of buses and other critical areas in the bus yard.						
12. Hazardous materials are not stored in or near the bus operations area.						
13. Drainage ditches and pipes into the facility are grated or blocked to prevent illegal entrance.						
14. A key control system is in place to ensure illegal duplicates are no in circulation.						
15. Buses are parked in numbered spaces to facilitate accountability.						
16. Parked buses do not block access to fire hydrants located on the premises.				If access to hydrants is blocked by parked buses, which ones?		

TRANSPORTATION FACILITY/BUS YARD SECURITY STANDARDS

17. Parked buses do not block access to emergency vehicles entering the transportation facility.						
18. Spare buses are parked in a separate location in the yard to facilitate identification of a missing spare.						
19. Activity buses are parked in a separate location in the yard to facilitate identification of a missing activity bus.						
20. All areas of the bus yard, garage, fuel storage areas, Staff parking, and facility entrances are well lit.						
21. The shop and bus yard are kept free of surplus property pallets, old parts, etc.						
22. An emergency generator is on site.						
23. The emergency generator is regularly checked and serviced.						
24. Fuel for the emergency generator is rotated periodically.						
25. An intrusion or motion detector alarm system is in place for the transportation facility.						
26. Local police are notified if the alarm system is activated.						
27. Video surveillance cameras are in place in the bus yard, shop area, and transportation office, and record 24/7.						
28. Designated staff members monitor facility surveillance cameras.						
29. Community residents living near the facility are informed about who to notify if they observe suspicious activity.						
30. A contracted security service patrols transportation facilities.						
31. Warning signs are posted indicating the facility is equipped with an alarm system and/or regularly patrolled.						
32. Patrols of transportation facilities are conducted by local law enforcement.						
33. Warning signs are posted indicating no trespassing and that the facility is closed after dark.						
34. Exterior doors and gates to the facility are equipped with non-removable hinge pins.						

OPERATIONAL SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each transportation facility/bus yard security standard listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

OPERATIONAL SECURITY STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. A system is in place to account for all buses at any point during the day.						
2. All transportation employees are subject to pre-employment background screening.						
3. The national, regional, and local terrorist threat assessment system is monitored and communicated to transportation staff.						
4. Transportation office staff is provided with a bomb threat reception checklist.						
5. Transportation office staff is familiar with call tracing procedures.						
6. Mechanics and shop personnel are required to wear uniforms.						
7. Mechanics and shop personnel are required to wear picture identification.						
8. Vendors and visitors are required to check in at the office before entering the bus yard, and this requirement is enforced.						
9. Vendors and visitors are required to wear highly visible badges on the premises.						
10. Potential high risk targets such as nuclear plants, factories, fuel depots, other industrial facilities, major highways, or railroad tracks near the transportation facility have been discussed with local public safety officials.				See "High Risk Targets/ Restricted Areas/ Community Shelter" section.		
11. A transportation staff member is assigned to conduct a daily morning sweep for suspicious items in the bus yard, on board buses, or in the facility.						

OPERATIONAL SECURITY STANDARDS

12. Drivers are not permitted to release students at bus stops other than regular assigned stops, without written authorization from school officials.						
13. Drivers and attendants are informed of the identities of convicted sex offenders living near bus stops.						
14. Parked buses are kept at least half full of fuel at all times.						
15. An external P.A. system or paging system is in place for the facility and bus yard.						
16. Drivers are alerted to elevated-risk school violence or terrorism anniversary dates.						
17. Drivers are required to check in and check out with dispatch by radio upon entering or leaving service for any reason.						
18. Bus drivers are required to sweep their buses every day.						
19. Suspicious activity near buses, the transportation facility, or bus stops, or suspicious inquiries about bus routes, are immediately reported to law enforcement.						
20. A log of suspicious activity, incidents, or inquiries is maintained and periodically assessed for possible patterns or indicators of future actions.						
21. An accurate, up-to-date student roster is available in the transportation office for every bus route.						
22. An accurate, up-to-date student roster is carried on every route bus.						
23. An accurate passenger roster (including last minute changes) is maintained in the transportation office during every activity trip.						
24. An accurate passenger roster (including last minute changes) is carried on every activity trip bus.						
25. Designated transportation staff is assigned as an emergency response team (i.e., site representative, facility security, communication, etc.).				Indicate specific pre-determined roles and which staff are assigned to each:		
26. Suspicious employee behaviors are reported to local law enforcement.						

OPERATIONAL SECURITY STANDARDS

27. Terminated employees are required to return all keys, equipment, identification cards, training and emergency procedure manuals, and uniforms.						
28. A copy of the school emergency plan is carried on each bus.						
29. Drivers are required to check radios before leaving the bus yard.						
30. Keys are removed from buses parked outside.						
31. Spare bus keys are securely housed in the transportation office.						
32. A GPS system is in place to track the location of buses.						
33. Procedures are in place for drivers to report a suspicious package or item found on or near their buses.						
34. Drivers allowed to park at home are required to conduct through security sweeps before using their buses, and must return buses to fleet storage areas on weekends or during extended holiday periods.						
35. Drivers and attendants are required to update their emergency contact information whenever it changes.						

VEHICLE SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each transportation facility/bus yard security standard listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

VEHICLE SECURITY STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Buses can be locked.						
2. Buses are locked while parked in the bus yard or whenever drivers leave them.						
3. "Park-at-home" buses are locked while parked at drivers' homes.						
4. Suspicious inquiries regarding purchasing retired buses are reported to law enforcement.						
5. First aid kits and body spill clean-up kits are opened and checked every day.						
6. Bus fire extinguishers are checked by drivers every day and checked regularly by fire inspectors.						
7. Buses are equipped with onboard cameras.				Indicate type of onboard cameras:		
8. Air-brake equipped buses are "Pumped down" when parked.						
9. Bus storage compartments are lockable.						
10. Buses have rooftop numbering.						
11. Buses are equipped with emergency cut-off switches.						
12. Bus radios are equipped with a silent alarm button.						
13. Buses are equipped with an emergency light or strobe on the exterior of the bus.						
14. Buses are equipped with exterior public address systems.						
15. Buses are equipped with tinted windows.						

STAFF SECURITY AWARENESS STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each aspect of lock-down procedures listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

STAFF SECURITY AWARENESS STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Drivers and attendants are informed of emergency radio codes and protocols.						
2. Drivers and attendants are informed about the specific areas onboard cameras capture/record.						
3. Drivers are required to conduct daily pre-trip and post-trip security and safety sweeps of their buses, including a check of all compartments and hidden areas.				See Driver Security Sweeps section for detailed list.		
4. Drivers and attendants are trained to be observant of suspicious parties or vehicles on their routes or near bus stops, including the direction of travel of the vehicle.						
5. Drivers do not open their doors for strangers; individuals wishing to talk to the driver are spoken to through the driver's window.						
6. Drivers are trained about how to back safely when driving a bus with tinted windows.						
7. Drivers and attendants are trained about how to be a "good witness" and how to obtain an accurate physical description of a suspicious person or intruder.						
8. Drivers are trained to ask law enforcement or other authorities wishing to board the bus for identification.						
9. Drivers are not permitted to stop for accidents or incidents along their routes, but are required to call dispatch or 911.						
10. Drivers and attendants are trained about concealed weapons detection techniques.						
11. Drivers and attendants are trained in first aid and CPR.						

STAFF SECURITY AWARENESS STANDARDS

12. Bus drivers and attendants are trained about what to do in a hijacking or hostage situation.						
13. Drivers and attendants are fully informed about the school district's emergency plans and procedures.						
14. Drivers and attendants regularly participate in school emergency evacuation and early dismissal drills.						
15. Drivers and attendants participate in periodic tabletop or full-scale emergency or terrorism incident drills.						

EMERGENCY PLANNING STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each aspect of lock-down procedures listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

EMERGENCY PLANNING STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. The school district emergency plan defines transportation's role in various school emergencies.						
2. Transportation officials are closely involved in the development of school emergency plans.						
3. Bus drivers and attendants are fully informed of their roles in school emergency plans.						
4. A copy of the school emergency plan is carried on the bus.						
5. Realistic drills are held at least annually to test school emergency evacuation plans.						
6. Community first responders participate in school emergency drills.						
7. School emergency plans address the possibility of terrorism against a school bus or school.						
8. School emergency plans describe how to handle suspicious packages or items in or near the bus.						
9. School emergency plans describe how to handle suspicious activities near bus stops or suspicious vehicles following buses.						
10. School emergency plans describe how to handle bus bomb threats.						
11. School emergency plans describe how to handle bus hijackings.						
12. School emergency plans describe how to handle biological or chemical incidents involving a school or a bus.						
13. School emergency plans identify pre-arranged safe shelters.						

EMERGENCY PLANNING STANDARDS

14. School emergency plans describe how to handle school building lock-downs.						
15. School emergency plans describe how to handle post-crisis family reunifications.						
16. School emergency plans describe how to handle hazardous materials incidents.						
17. School emergency plans describe how to handle suicide terrorism.						
18. School emergency plans address how national, state, or regional terrorist alerts should be handled.						
19. School emergency plans describe how to handle violent incidents at bus stops.						
20. School emergency plans describe how to handle incidents involving an active shooter (on a bus or in school).						
21. School emergency plans describe how to handle an unauthorized boarder of a bus.						
22. School emergency plans describe how to handle student threats against a driver, attendant, other students, or school officials.						
23. School emergency plans describe how driver and attendants should handle fights on the bus.						
24. School emergency plans describe how to handle emergencies occurring on activity trips.						
25. School emergency plans describe how to handle student weapon incidents.						
26. School emergency plans describe bus accident procedures and protocols.						
27. School emergency plans describe how to handle possible bullying incidents.						
28. School emergency plans describe how to handle possible gang activity on a bus or near a bus stop.						
29. School emergency plans describe how to handle student injuries on the bus.						
30. School emergency plans describe early dismissal procedures.						

EMERGENCY PLANNING STANDARDS

31. School emergency plans describe how to handle severe weather emergencies.						
32. School emergency plans describe how drivers and attendants should handle irate parents.						
33. Bus staging areas are identified for emergencies when buses cannot pull up to the school.						

ACTIVITY TRIP SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each aspect of lock-down procedures listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

ACTIVITY TRIP SECURITY STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Drivers carry cell phones on activity trips.						
2. An emergency kit is provided on activity trip buses.						
3. Drivers are required to stay with or visibly observe their buses during activity trips, and park them in secure facilities such as local schools on overnight trips.						
4. Drivers are required to conduct security sweeps immediately after delivering students at their destinations on activity trips, and again before placing buses back in service for the trip home.				See Driver Security Sweeps section for detailed list.		
5. Drivers take keys with them and lock their buses if they must leave their buses on activity trips.						
6. Drivers report to a designated individual at the onset and termination of activity trips.						
7. Students are returned to their school of origin at the conclusion of activity trips.						
8. A dress code requiring uniforms and/or picture ID cards for activity drivers is in place, and enforced.						
9. Drivers on activity trips are provided with emergency contact phone numbers in the designation district in case of mechanical problems or other emergency.						
10. Drivers on activity trips are provided with disposable cameras, in case of an accident.						

BUS EMERGENCY KITS SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each component of bus emergency kits listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

BUS EMERGENCY KITS STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Buses are equipped with emergency kits to provide drivers with equipment and information to handle an emergency until first responders arrive.						
2. Emergency kits on buses are securely maintained and accounted for to protect confidential and security-sensitive information.						
3. The emergency kit includes a copy of the school emergency plans.						
4. The emergency kit includes student release/sign out sheets.						
5. The emergency kit includes a flashlight and extra batteries.						
6. The emergency kit includes the district phone directory, with regularly updated emergency numbers for key district and transportation staff.						
7. The emergency kit includes light sticks.						
8. The emergency kit includes road flares.						
9. The emergency kit includes yellow tape.						
10. The emergency kit includes change for pay phone.						
11. The emergency kit includes change for pay phone.						
12. The emergency kit includes emergency medical information for students and staff.						
13. The emergency kit includes a high visibility traffic vest.						
14. The emergency kit includes latex gloves.						
15. First aid materials and body fluid clean-up materials are provided for all buses.						
16. The emergency kit is portable so it can be removed from the bus during and evacuation or when the bus is parked.						

SUPERVISOR EMERGENCY KITS SECURITY STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each component of supervisor emergency kits listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

SUPERVISOR EMERGENCY KITS STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. The transportation office has at least one supervisory emergency kit.						
2. Supervisory emergency kits are stored in readily-accessible locations.						
3. Supervisory emergency kits include a copy of school emergency plans.						
4. Supervisory emergency kits include a digital camera with extra batteries.						
5. Supervisory emergency kits include regularly-updated emergency phone numbers for mechanics, dispatcher, substitute drivers, and key school administrators.						
6. Supervisory emergency kits include bus security specifications and photos of all bus types and models.				See Section C, "Vehicle Security Specification Information" form.		
7. Supervisory emergency kits include student release/sign out sheets.						
8. Supervisory emergency kits include up-to-date route sheets/maps.						
9. Supervisory emergency kits include a flashlight and extra batteries.						
10. Supervisory emergency kits include information about family reunification procedures.						
11. Supervisory emergency kits include a cell phone and portable radio.						
12. Supervisory emergency kits include high visibility traffic vests.						
13. Supervisory emergency kits include a wireless-capable laptop computer for transmitting photos and data to the transportation office.						
14. Supervisory emergency kits include copies of school yearbooks or a CD containing student photographs.						

SUPERVISOR EMERGENCY KITS SECURITY STANDARDS

15. Supervisory emergency kits include first aid materials and body fluid clean-up materials.						
16. Supervisory emergency kits include regularly updated driver and student emergency contact information.						
17. Supervisory emergency kits include a list of sage shelter areas.				See "High Risk Targets/Restricted Areas/Community Shelter" section.		
18. Supervisory emergency kits include city/county maps.						
19. Supervisory emergency kits are portable (backpack or rolling luggage).						
20. Supervisory emergency kits include binoculars.						

CRISIS COMMUNICATION STANDARDS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each crisis communication standard listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

CRISIS COMMUNICATION STANDARD	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. A back-up communication plan is in place in case the base radio is out of service.						
2. A system of pre-designated emergency radio codes are in place.						
3. The local 911 Communications Center monitors school bus radio traffic.						
4. The school district has identified media staging areas for emergency situations.						
5. The school district has identified parent information update areas for emergencies.						
6. The transportation supervisor has been trained in crisis communication techniques and protocols.						
7. Drivers are trained in crisis communication and are aware that all media requests should be referred to the supervisor or the district public information officer.						
8. The school district has developed pre-printed background school information sheets to provide to reporters during a crisis.						
9. The school district website allows for a quick posting of incident/accident information.						
10. School and transportation emergency drills incorporate a media component.						
11. The school district maintains an emergency contact e-mail list for updating interested parties in an emergency.						

LOCK-DOWN PROCEDURES

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each aspect of lock-down procedures listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

LOCK-DOWN PROCEDURES	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. The transportation department is made aware of school lock-down procedures.						
2. Drivers and attendants are familiar with school lock-down procedures.						
3. Drivers know what to do if they are loading or unloading at a school when a lock-down occurs.						
4. A plan of action is in place for students located in the bus loading/unloading area during a school lock-down.						
5. A lock-down procedure is in place for the transportation facility in case of an intruder or disgruntled employee incident.						
6. Drivers and attendants are aware of specific lock-down codes or signals if they happen to in a school when a lock-down occurs.						

FAMILY REUNIFICATION PROTOCOLS

INSTRUCTIONS: Indicate "adequate," "inadequate," or "N/A" for each family reunification protocol listed below. As a follow-up, indicate corrective actions taken, and date taken, for any "inadequate" ratings. (Also enter needed corrective actions in "Corrective Action Master List.")

School district/bus company name:

Date information compiled:

Compiled by:

FAMILY REUNIFICATION PROTOCOLS	ADEQUATE	INADEQUATE	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. The school district has established post-crisis family reunification protocols and designated relocation sites.						
2. Transportation and school district personnel coordinate family reunification procedures.						
3. Transportation is aware of each school's relocation site.						
4. A plan is in place to provide additional staffing at reunification sites.						
5. Transportation staff emergency contact information is updated several times a year.						

DRIVER SECURITY SWEEPS (PRE-TRIP/POST-TRIP)

INSTRUCTIONS: Indicate “adequate,” “inadequate,” or “N/A” for each area or item to be checked in a driver security check as listed below. As a follow-up, indicate corrective actions taken, and date taken, for any “inadequate” ratings. (Also enter needed corrective actions in “Corrective Action Master List.”)

School district/bus company name:

Date information compiled:

Compiled by:

DRIVER SECURITY SWEEP AREA/ITEM TO BE CHECKED	CHECKED	NOT CHECKED	N/A	COMMENTS	CORRECTIVE ACTION DATE	CORRECTIVE ACTION
1. Driver's console.						
2. Under the driver's seat.						
3. Behind overhead mirror.						
4. Inside first aid kit.						
5. Inside body spill clean-up kit.						
6. Fire extinguisher – signs of tampering?						
7. Trash can.						
8. Video camera box.						
9. Radio console.						
10. Bulkhead storage compartments.						
11. Inside triangle reflector box.						
12. On and under all passenger seats.						
13. Roof emergency exit area.						
14. Emergency exit areas.						
15. Wheelchair lift areas.						
16. Inside fire blanket storage pouch.						
17. Inside wheelchair securement strap storage pouch.						
18. Engine compartment.						
19. Fuel door area.						
20. Fuel tank area.						
21. External storage compartments.						
22. Battery box.						
23. Wheel wells.						
24. Exhaust system.						
25. Emergency doors (exterior).						
26. Light assemblies.						
27. Stop sign mechanism.						
28. Crossing gate area.						
29. Security sweeps are documented.						

