



Bus Drivers & Transportation Personnel Checklist



Best Practices:

- Require participation of bus driver/transportation staff in team planning meetings for food-allergic student(s), including epinephrine training, [504 meetings](#), etc.

Notes: _____

- Provide [Allergy & Anaphylaxis Emergency Plans](#) to bus drivers/transportation staff for each student with a life-threatening allergy. Review the plan each bus route.

Notes: _____

- Require bus driver/transportation staff knowledge of location of [epinephrine auto-injectors](#) and emergency medication for each student.

Notes: _____

- Provide bus drivers/transportation staff with a list of students with food allergies, their allergens, and foods they cannot eat.

Notes: _____

- Maintain a master list of student's names and bus numbers.

Notes: _____

- All students who have a life-threatening food allergy, riding the bus, should be identified by the school nurse and/or administrator.

Notes: _____

- Create and maintain a plan for substitute bus drivers to be notified of a student with food allergies on their route.

Notes: _____

Bus Drivers & Transportation Personnel Checklist (cont.)

- Create and maintain a plan for communicating with student's emergency contact.

Notes: _____

- Create and maintain a [school system policy](#) for students with food allergies.

Notes: _____

- Ensure that bus drivers/transportation staff have a clear understanding of federal and state laws that protect the privacy and confidentiality of student information and other legal rights of students with food allergies.

Notes: _____

- Create and maintain a policy for informing and training new substitute transportation staff or bus drivers of students with life-threatening food allergies.

Notes: _____

- Enforce a "No Food or Beverages" policy on the bus.

Notes: _____

- Do not provide food or candy to students.

Notes: _____

- Follow the district's [cleaning practices](#), being sure to consider bus surfaces, seats, handrails.

Notes: _____

- Consider and prioritize student placement on the bus (while limiting social isolation.)

Notes: _____

Steps to take include:

- Ensure all bus drivers, bus attendants, and substitutes receive [annual food allergy and anaphylaxis training](#).

Notes: _____

- Learn how to recognize the [signs and symptoms](#) of an allergic reaction and [anaphylaxis](#).

Notes: _____

- Learn [how to use](#) all epinephrine auto-injector devices.

Notes: _____

- Participate in semi-annual emergency drills.

Notes: _____

- Act quickly; note student could be exposed prior to bus trip.

Notes: _____

- Learn protocols and procedures for activating EMS.

Notes: _____

- If an allergic reaction takes place, know the plan of action.

a. Who is going to give epinephrine?

b. Who is going to call 911 and by what method?

c. Who is going to contact the parents? Where can these emergency numbers be located?

d. Who is going to ride with the student to the hospital?

e. Who is going to comfort and explain the situation to students on the bus and their parents?

Bus Drivers & Transportation Personnel Checklist : Prepare *and* Act (cont.)

- Provide emergency communication device for each transport (cell phone, two-way radio, intercom, etc.), and require testing of the communication device prior to each transport.

Notes: _____

- Does your route's first responder carry epinephrine?

Notes: _____

- Create and enforce policies that prohibit discrimination and bullying against all students, including those with food allergies.

Notes: _____

- Create and maintain a bullying report procedure for students with life-threatening food allergies that allows the student to [report bullying](#) to school personnel and/or the Transportation Director.

Notes: _____

- Create and maintain a policy for review after an emergency that includes the school administrators, school nurse, transportation staff, bus drivers, parents, EMS responders, staff members involved, the student, etc.

Notes: _____

Investigate *and* Review Checklist

- Attend the review meetings with parents, staff, and students.

Notes: _____

- Review updates to the student's Allergy & Anaphylaxis Emergency Plan and notify staff, aids, and substitute teachers.

Notes: _____

- Confirm replacement of all emergency medications for the student(s).

Notes: _____
