

## Oak Park SMART Transportation Protocol

All recreation staff including bus drivers will follow the new staff procedures as documented in the City of Oak Park Covid 19 Preparedness and Response Plan of May 2020.

### Vehicle Preparation Provided by SMART

- All Oak Park **SMART** vehicles will be outfitted with a clear Plexiglas shield to protect driver and passenger.
- These shields will be installed at the SMART bus barn at no expense to Oak Park.

### Daily Vehicle Preparation Provided by Oak Park Transportation Staff

**\*\*Procedures to take place at the start and end of every day.\*\***

- Prior to departure, all busses will be wiped down, to include the dashboard, steering wheel, console, door handles, hand rails, designated passenger and driver seats and interior windows.
- Clean up any loose trash.
- No used gloves and wipes in the cab, between the seats or in the door pockets.
- Floor boards should be wiped out with cleaner if necessary.
- Equipment to be taken out to vehicle: Masks for passengers and drivers, hand sanitizer, gloves for drivers.
- No more than four seats at six feet apart in any direction will be available for riders. All other seats will be identified **not in use** by ribbon tied to them.

### RIDER PROTOCOL

- 24 hours prior to rider pick up, the passenger will successfully complete the questioner via phone call made by the recreation staff.
- All passengers are required to wear a mask. If unable to supply one, a mask will be provided to them.
- All riders will enter the bus through the accordion doors and proceed to the farthest open identified seat.
- All riders will be expected to have exact change for transportation fee.
- All other regular ridership rules and expectations apply.

### DRIVER PROTOCOL

- Until such time when SMART installs Plexiglas shield, the driver, once at the pick-up location, will exit the bus via the driver side door, while the passenger enters the bus, pays for the trip in the designated receptacle and takes a seat.
- The bus driver, will then re-enter the bus to continue to the next stop.
- All drivers are required to wear a mask.

5/22/20