



# **Appendix H**

## **School Transportation Security and Emergency Preparedness Writing Committee**

### **State Delegation Ready Proposals**

Writing Committee Chairperson, Chris Kath, Indiana  
17<sup>th</sup> NCST Coordinator, Keith Henry, Missouri

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## School Transportation Security – Editorial Updates

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### APPENDIX H: SCHOOL TRANSPORTATION BEST PRACTICES FOR EMERGENCY MANAGEMENT PLANNING

This document contains recommended best practices the Transportation Security Administration (TSA) believes could be useful to public and private School Student Transportation Providers and School Bus Operators to enhance security in each individual district. It is also important for all levels of employees (superintendents, managers, supervisors, administrators, and other frontline employees and those with security-sensitive functions) to be familiar with security practices relevant to their roles and responsibilities (or required by the provider or operator's security plan) and how to implement them.

These best practices have been compiled by TSA's Policy, Plans and Engagement ~~Office of Transportation Sector Network Management~~, Highway and Motor Carrier Section ~~Division~~ after consultation with individual stakeholders and organizations representing this community, including the National School Transportation Association (NSTA), National Association of Pupil Transportation (NAPT), National Association of State Directors of Pupil Transportation Services (NASDPTS), as well as, other Federal and public security partners. They also reflect information obtained from TSA Baseline Assessment for Security Enhancement (BASE) ~~corporate security reviews (CSR)~~, and the congressionally mandated TSA School Bus Risk Assessment.<sup>1</sup> These practices support the security goals for TSA and this mode identified in DHS sector-specific security plans.

No current federal regulation applies to security provisions within the school transportation industry. The best practices identified in this document are voluntary and are not intended to conflict with or supersede any existing regulatory or statutory requirements. They remain dynamic and subject to revision as experience, continued security partner feedback and the identification of new threats may require. TSA intends to continue to share best practices with school transportation representatives and welcomes ongoing feedback from the industry. To the extent that TSA should develop more official guidance in the future, TSA will consider these ongoing discussions, and all received comments as part of those efforts.

TSA highway specialist can be reached by e-mail at [HighwaySecurity@tsa.dhs.gov](mailto:HighwaySecurity@tsa.dhs.gov)

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<sup>1</sup> This classified document was submitted to Congress in February 2010

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The following definitions are applicable to this document:

**First Observer Plus<sup>TM</sup>** means the portion of the TSA-recognized security domain awareness training program specific to highway school bus transportation, which is available online at [www.tsa.gov/firstobserver](http://www.tsa.gov/firstobserver) to providers and school bus operators to enhance provider employee recognition and reporting of suspected security threats.<sup>22</sup>

**School Bus Operators or School Student Transportation Providers** means public and/or private entities providing traditional home to school or school to home transportation services for a school or school district.

### MANAGEMENT AND ADMINISTRATION

- A. Designation of Primary and Alternate Security Coordinators  
Designate a qualified employee as a Security Coordinator/Coordinator. The Coordinator would be ultimately responsible for managing the district's/company's security measures. Duties would include coordinating and working with other district/company/agency managers and employees to ensure that security risks are identified and being effectively managed. An Alternate Security Coordinator should also be named to act on security issues in the absence of the primary Security Coordinator. Security duties of the Security Coordinator should be specifically set forth and documented. Both primary and alternate coordinators should be available 24/7/365 for communication with both local administrators and TSA.
- D. Plan for Continuity of Operations  
Establish a written plan to restore operations to any alternate site following an emergency event at your primary worksite. Some recommendations to be considered would be the ability to relocate or duplicate important resources and data to ~~and work~~ allow work ~~from~~ to an alternate location ~~work site~~ and/or an auxiliary power source.

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<sup>22</sup> More information is available at [www.FirstObserver.com](http://www.FirstObserver.com).

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- A. Develop a Communications Plan  
Management should establish a communication plan to include standard operating procedures (SOP) during normal as well as emergency conditions. The plan should include procedures for communication between drivers, appropriate district/company/agency personnel and law enforcement or emergency responders during a security related incident. Contingencies for the loss of all standard communications should be addressed. This is not intended to preclude the use of personal or issued cell phones.
- G. Be Aware of Industry Security Best Practices and TSA Options for Consideration  
Security management should become familiar with and implement security practices recommended by industry groups, trade associations or government transportation entities to further enhance transportation security. The steps outlined in this document are considered "Security Options for Consideration." or Security Action Items (SAI).

**PERSONNEL SECURITY**

- B .Develop and Follow Security Training Plan(s)  
General security training for all employees should be conducted, along with additional in-depth security training for personnel having specific security related responsibilities. Districts/Companies should ensure that contracted employees are also trained. Any regulatory requirements for security training should also be met. Refresher training should be conducted not less than every three years. Training should include personnel security, physical security, en-route security, and IT security. Records should be maintained to ensure employees received the proper training and refresher training. TSA recommends all employees view the First Observer Plus™ security awareness video at [www.tsa.gov/FirstObserver](http://www.tsa.gov/FirstObserver).

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- C. Participate in Security Exercises & Drills  
In an effort to maintain proper security procedures and correct problems, management should consider security drills and exercises to practice and evaluate security readiness of employees and security procedures. Include outside personnel or agencies (Law Enforcement, Fire Department and/or other First Responders). Include these sources in the evaluation portion of the exercise. These exercises provide a good opportunity to exchange information with first responders and law enforcement about how each other operate. Bus operators can help responders understand how to access vehicle functions or implement evacuation plans. In turn, responders can explain their needs and procedures to make them more effective in emergency events.

**VEHICLE SECURITY**

- A. Develop a Robust Vehicle Security Program  
Policies should be implemented to ensure vehicles are capable of being locked (unless prohibited by law) and are secured when not in service or when parked unattended. The policies should establish a vehicle key control program and secured parking areas. Districts/Companies should also consider enhanced security equipment for vehicles such as GPS tracking systems, on-board cameras, and panic button capabilities. When possible, avoid “single key” purchase where all vehicles use identical keys.

**Rationale for Change:** Editorial update

**Fiscal Impact if Any:** None Noted

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