



The Paul Lee Law Checklist: Countdown To September

Some California schools are still struggling to comply with the Paul Lee School Bus Safety Law before the 2019-2020 school year. Signed into effect after the tragic death of a student left on a school bus during a heatwave, the law aims to prevent passengers from being left behind on a school bus.

Vehicles transporting special needs students must already be compliant. However, lawmakers granted an extension for all general passenger school buses to have the necessary technology on board by September 2019. For schools on the road to compliance, Zonar created a checklist decision-makers can print out to help with the process.



Late June/Early July: Assess & Collect

- ☐ Identify which buses still need to have a child safety alert system.
- ☐ Conduct a survey of drivers and school officials:
 - How knowledgeable are you about the Paul Lee Law? Do you know what kind of tools meet the compliance requirements?
 - Do you know what steps need to be taken and who to contact if a student has been left unattended on a vehicle?
 - Are you aware of your school's transportation safety plan?
 - How do you conduct your pre- and post-trip inspection process?
 - Is your certification to operate a school bus or pupil activity bus current? When does it need to be renewed? Do you need assistance with the certification?
 - What kind of training for new technology do you prefer: virtual, in-person, 1:1 or group sessions?
 - What do you expect from a technology vendor to help you best implement new tools?
- ☐ Based on your needs and survey responses, you should know what your fleet needs, including:
 - The number of buses requiring implementation.
 - Level of driver and stakeholder knowledge and preparation around the law.
 - The number of drivers and stakeholders that require technology training, and preferences.



July: Research & Implement

- ☐ A vendor's longevity, industry expertise and service are crucial so before signing a contract, know the following:
 - How long have they been in the industry?
 - How deep or comprehensive is their knowledge of existing pupil transportation laws – state and federal?
 - Do they partner with other child-safety vendors?
 - How broad is their solution offering?
 - Can they provide customer testimonials and references?
 - Do they offer training?
 - What sort of customer service do they offer? Are they available in emergencies?
- ☐ Ask trusted partners for vendor recommendations.
- ☐ Review a vendor's social presence (Facebook, Twitter, LinkedIn) for customer insights.
- ☐ Ask potential vendors for:
 - An action plan that shows a clear step-by-step implementation and/or training process.
 - A detailed timeline including owners and point-of-contact for each step.
- ☐ Review all contracts or service level agreement carefully and secure at least 90% agreement on a vendor with stakeholders.

Installation Calculation: Plan at least two hours or more PER BUS for installation. If a 100-bus fleet takes 200 hours to ensure proper installation of tools, that could mean up to five weeks of dedicated labor needed.



August: Train & Troubleshoot

- ☐ Schedule live or virtual training sessions with all drivers and relevant officials and include crisis situations.
- ☐ If possible, have your vendor do a final inspection of your fleet to ensure all vehicles are updated and compliant with the law.
- ☐ Ask your drivers and other stakeholders if their earlier concerns and needs have been addressed.



September: Compliance

- ☐ To ensure transparency and accountability, let caregivers know your fleet is compliant with the law and that drivers are fully trained and certified.
- ☐ Conduct monthly driver checks to ensure products are performing well and customer service is provided when needed.
 - Consider scheduling one or two follow-up vendor meetings during the school year to make adjustments or corrections as needed.