

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 352-13*

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

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Dependents' Education

Schoolbus Security

***This regulation supersedes AE Regulation 352-13, 20 October 2003.**

For the Director:

ROBERT L. MYERS
Chief of Staff

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This regulation prescribes policy and procedures for establishing schoolbus security programs.

Summary of Change. This revision completely revises the previous edition of the regulation.

Applicability. This regulation applies to USAREUR and IMCOM-Europe and provides information about Department of Defense Dependents Schools, Europe, responsibilities according to DODEA Regulation 4700.1 and host-nation law.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the School Liaison Officer (SLO), Child, Youth, and School (CYS) Services Branch (IMEU-MWR-C/SLO), Office of the Assistant Chief of Staff (ACoS), G9, IMCOM-Europe.

Suggested Improvements. The proponent of this regulation is the CYS Services Branch, Office of the ACoS, G9, IMCOM-Europe (mil 544-9375). Users may suggest improvements to this regulation by sending DA Form 2028 to the IMCOM-Europe G9 (IMEU-MWR-C/SLO), Unit 23103, APO AE 09136-3103.

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Glossary

1. PURPOSE

This regulation establishes policy and procedures for IMCOM-Europe and USAREUR to establish local schoolbus security programs in support of the Department of Defense Dependents Schools, Europe (DODDS-Europe), Bus Security Program.

2. REFERENCES

a. Publications.

(1) *Gesetz über das Zentralregister und das Erziehungsregister* ([German] Law on Federal Central Register and Educative Measures Register) (also known as, the *Bundeszentralregistergesetz (BZRG)*).

(2) DOD Instruction 2000.16, DOD Antiterrorism (AT) Standards.

(3) DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles.

(4) AR 25-400-2, The Army Records Information Management System (ARIMS).

(5) [AE Regulation 190-16](#), Installation Access Control.

(6) [AE Regulation 604-1](#), Local National Screening Program in Germany.

(7) DODEA Regulation 4700.1, Department of Defense Education Activity Antiterrorism Program and Standards (<http://www.dodea.edu/offices/regulations/index.cfm>).

b. Form. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. OVERVIEW

a. The Department of Defense Education Activity (DODEA) is responsible for programs that ensure the security of students.

b. The DODDS-Europe Bus Security Program provides children who are Family members of the U.S. Forces increased security when they ride schoolbuses.

(1) The DODDS-Europe Security Officer manages the DODDS-Europe Bus Security Program.

(2) In addition to supervising route-vulnerability assessments and other threat-reduction procedures, the DODDS-Europe Security Officer manages the Bus Security Attendant Program (BSAP). This program incorporates the use of professionally selected, trained, and managed adults who accompany children on schoolbuses that travel outside of U.S. installations to transport DODDS-Europe students to and from school.

(a) The BSAP provides trained adults who conduct pre-run interior and exterior vehicle-security inspections and provide surveillance detection, pre-attack recognition, and emergency response while riding on schoolbuses.

(b) As part of the BSAP, DODDS-Europe provides attendants for and security inspections of off-post buses that meet specified criteria. In countries with threat levels defined by the Defense Intelligence Agency (DIA) as “significant” or “moderate,” security attendants are assigned according to threat level and vulnerability considerations.

NOTE: DIA and DOD force protection condition (FPCON) methodology and installation or community-wide procedures for establishing security measures are used to determine local threat levels.

5. RESPONSIBILITIES

a. The USAREUR G2 (AEIN-IS) will process local-national (LN) screenings (that is, background checks) of prospective bus-security attendants and bus drivers (as requested by DODDS-Europe or United States Army garrisons (USAGs), as appropriate) according to the USAREUR LN Screening Program ([AE Reg 604-1](#)).

b. The USAREUR G3/5/7 (AEOP-FP) will ensure USAGs and senior mission commanders incorporate local schoolbus security programs into their force-protection plans.

c. The USAREUR Provost Marshal (PM) will—

(1) Designate the Chief, Law Enforcement Branch, Office of the Provost Marshal (OPM), G34 Protect Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, as the liaison between the OPM, DODDS-Europe, and IMCOM-Europe for schoolbus security.

(2) Inform USAG PMs of their requirements to support the BSAP.

d. The IMCOM-Europe G3 will—

(1) Ensure USAGs incorporate schoolbus security programs into their force-protection plans.

(2) Inform USAG directors of plans, training, mobilization, and security (DPTMSs) and directors of emergency services (DESS) of their requirements to support the BSAP.

e. USAG commanders will ensure USAGs meet the requirements of this regulation.

f. USAG DPTMSs will coordinate with the applicable DODDS-Europe district safety and security officers (DSSOs) to incorporate annual testing of the DODEA BSAP with USAG disaster exercises, USAG force-protection exercises, or both, as appropriate.

g. USAG DESs will—

- (1) Provide guidance and assistance to schoolbus offices as required.
- (2) Provide the DODDS-Europe DSSO with information about and, as rapidly as possible, changes to current terrorist and criminal threats, security risks, and schoolbus-route vulnerabilities.
- (3) Strictly follow procedures in [AE Regulation 604-1](#) (for example, suspense logs, follow-up).

h. USAG PMs will—

(1) Develop standing operating procedures (SOPs) with the DODDS-Europe District BSAP Manager and the DODDS-Europe DSSO to establish local procedures for supporting the DODDS-Europe Bus Security Program. SOPs must include the following:

- (a) Monitoring of schoolbuses.
- (b) Identifying schoolbus routes and bus numbers.
- (c) Authorized deviations of routes (by each schoolbus route).
- (d) Responses to emergency incidents.
- (e) Procedures for validating emergency incidents.
- (f) Required personnel training.
- (g) Planned and unplanned personnel and equipment tests.

(2) Provide the DSSO with information about and, as rapidly as possible, updates to current terrorist and criminal threats, security risks, and schoolbus-route vulnerabilities.

(3) Respond to terrorist and criminal threat information collected by BSAP security attendants.

(4) Help BSAP-contractor personnel request and receive appropriate installation passes according to [AE Regulation 190-16](#).

i. DODDS-Europe, according to DODEA Regulation 4700.1, will—

- (1) Provide overall program management of the BSAP.
- (2) Monitor emergency situations and assist with community follow-up actions as required (for example, incident reports, situation reports).
- (3) Communicate with schoolbus drivers and bus-security attendants.

(4) Ensure schoolbus contractors and drivers communicate with one another using commercial radios or cellphones to—

- (a) Validate emergency situations.
- (b) Notify appropriate officials of off-post route construction, detours, and road closures.
- (c) Prevent false notifications from damaging credibility with host-nation police.

(5) Require DODDS-Europe DSSOs to provide the appropriate USAG PMs with school calendars that include locally determined school-out days for all schools in the USAG area of responsibility.

(6) Provide the BSAP coverage plan to the USAG DPTMSs, DESs, and PMs on a regular basis. In the event of an elevated FPCON that requires additional military or USAG security protection, a current BSAP coverage plan enables security agencies to know which buses have a BSAP attendant, which in turn enables security agencies to give first priority to providing coverage for routes that do not have BSAP security attendants.

(7) Submit requests to the USAREUR G2 (AEIN-IS) according to [AE Regulation 604-1](#) for background checks on LN employees of contractors associated with Army in Europe schoolbus security and transportation programs as appropriate.

(8) Ensure that LN employees of contractors associated with Army in Europe schoolbus security and transportation programs who interact with children provide proof of an “enhanced good-conduct certificate” (that is, in Germany an *erweitertes Führungszeugnis*). This certificate is required for employees who interact with children (in Germany according to the *BZRG* (sec 30a and 31)) and is normally available (at the employee’s own expense) from the employee’s local (host-nation) resident-registration office.

GLOSSARY

SECTION I ABBREVIATIONS

ACoS	assistant chief of staff
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
ARIMS	Army Records Information Management System
AT	antiterrorism
BSAP	Bus Security Attendant Program
<i>BZRG</i>	<i>Bundeszentralregistergesetz</i>
CYS	Child, Youth, and School Services Branch, Office of the Assistant Chief of Staff, G9, IMCOM-Europe
DA	Department of the Army
DES	director of emergency services
DIA	Defense Intelligence Agency

SECTION I

ABBREVIATIONS—Continued

DOD	Department of Defense
DODDS-Europe	Department of Defense Dependents Schools, Europe
DODEA	Department of Defense Education Activity
DPTMS	director of plans, training, mobilization, and security
DSSO	district safety and security officer
FPCON	force protection condition
IMCOM-Europe	United States Army Installation Management Agency, Europe Region
LN	local national
mil	military (telephone network)
OPM	Office of the Provost Marshal, G34 Protect Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
PM	provost marshal
SLO	School Liaison Officer, Child, Youth, and School Services Branch, Office of the Assistant Chief of Staff, G9, IMCOM-Europe
SOP	standing operating procedure
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G2	Deputy Chief of Staff, G2, United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe

SECTION II

TERMS

expanded good-conduct certificate (in Germany, the *erweitertes Führungszeugnis*)

A host-nation issued letter (normally from the local resident-registration office) verifying that the individual was screened in the central registry (both adult or youth registers) for offenses (for example, sexual misconduct offenses) that would cause them to be prohibited from employment in positions interacting with children and confirming the individual does not have any such offenses recorded

local-national screening (also known as, background check)

A security check of an individual's personal history processed by the USAREUR G2 (AEIN-IS) that verifies whether or not a local national is eligible for U.S. employment, unescorted access to U.S. facilities, or both