

G-8: Administrative Procedures

Transporting Students



REFERENCES

[Board Policy G-8](#)

[S-3: Administrative Procedures, Student Conduct and Discipline](#)

[Form G-8: Parent/Guardian Permission for a Student to Not Utilize District Transportation to a School Activity](#)

DEFINITIONS

Bus: District vehicles used to transport students including but not limited to school buses and other approved vehicles.

Extracurricular Activities: Activities, programs, and services generally provided beyond the traditional school day for students who voluntarily elect to participate for their personal, educational, recreational, or academic improvement.

Interscholastic Athletics/Activities: Activities approved by, and within the jurisdiction of, the Utah High School Activities Association including: athletics; baseball, softball, basketball, swimming and diving, cross country, tennis, drill team, track, football, volleyball, golf, wrestling, and soccer; music, jazz festival, solo, and ensemble festival; speech arts activities, forensics, drama and interpretative festival; and other activities as approved by the Utah High School Activities Association.

Field Trips: Educational activities conducted during the traditional school day, but not on the school campus.

Parent: For purposes of these administrative procedures and the corresponding board policy, "parent" means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act ("FERPA") with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

"Parent" does not include the state or any political subdivision of government.

PROCEDURES FOR IMPLEMENTATION

I. District Transportation of Students

- A. The district will transport eligible students to and from school in accordance with the following state and federal transportation laws, rules, and guidelines:
 1. Students in grades K-6 living beyond one and a half miles from their boundary school will be provided district-sponsored transportation.
 2. Students in grades 7-12, or grade 6 if it is in a middle school, living beyond two miles from their boundary school will be provided district-sponsored transportation.
 3. Hazardous bus routes will be determined solely by the board after receiving recommendations from the district's transportation department and the business administrator.
 4. The distance from home to school for transportation eligibility is determined in accordance with state law and transportation regulations.
- B. In accordance with state law, every school bus driver will inspect the entire length of the interior of a school bus at the end of every route.
 1. Failure to make such an inspection will result in disciplinary action.
- C. To promote student safety, district school buses may be used to transport students for field trips, extra-curricular activities, interscholastic athletics/activities, or any other approved activity that is sponsored by the school or district.
- D. In providing transportation services, the district adheres to the following:
 1. School buses shall travel on prescribed routes except when emergency conditions necessitate a route change.
 2. The driver shall stop the bus to load and unload students only at authorized bus stops or as designated by field trips or travel plans.

3. The driver may make seating assignments.

E. School bus drivers and attendants are subject to the mandatory child abuse reporting requirements.

II. Student Conduct on Buses

A. Parents are responsible for the supervision of their student until the student boards the bus in the morning, and after the student exits the bus at the end of the school day.

B. The school bus driver shall be responsible for maintaining discipline when driving on a regular bus route, a field trip or activity run, and while loading and unloading students.

1. The school bus driver has the authority to appropriately address student behavior that poses a threat to the safety or well-being of any individual, or that violates Board Policy S-3: Student Conduct and Discipline, and its accompanying administrative procedures.

2. When students are accompanied by a supervising adult while riding the bus, the bus driver and supervising adult shall work cooperatively to see that discipline is maintained.

C. When a student does not display proper conduct or violates the student code of conduct while riding the bus, the driver will report such behavior/conduct to the principal, or designee, for appropriate disciplinary action in accordance with Section III below.

D. When student behavior poses an immediate safety threat, the bus driver shall do the following:

1. Stop the bus and identify the student(s) involved.

2. Try to restore order.

a. An offending student may not be removed from the bus by the bus driver except at the student's regular bus stop or at the school.

b. If order cannot be restored, the driver shall call for assistance from the transportation department or local police department.

E. Parents will be held responsible for any defacing or damaging of a school bus.

III. Transportation Incident Reporting Process

A. To enhance communication and streamline the investigation of bus incidents and ensure appropriate communication between schools, bus drivers, and the transportation department, bus incidents will be reported using the following process:

1. Each school should appoint an administrator to serve as the direct contact for transportation and drivers throughout the school year. Once selected, please complete the form [here](#).

2. During the first weeks of school, drivers will be introduced to all administrators and office staff. The appointed administrator should exchange contact information with drivers and address any questions they may have.

3. The appointed administrator should regularly monitor pick-up and drop-off and check in with drivers as needed.

4. In the event of an incident on a bus route, drivers will complete the incident form linked [here](#).

a. This form will be sent to the appointed administrator and the transportation director.

5. The administrator will then investigate the report as they would a log entry or school incident.

a. Depending on the severity, the school and transportation director will coordinate follow-up actions and student consequences.

b. The student and parent(s) must be notified immediately of the school's intention to suspend the student's riding privileges. The processes outlined in the S-3: Administrative Procedures will be followed to ensure that the student's rights are protected.

6. All incident information should be documented in PowerSchool using the appropriate form (log entry/incident reporting/other) for record-keeping purposes, in accordance with S-3: Administrative Procedures, Student Conduct and Discipline.

IV. Video and Audio Taping on School Buses

A. Video and audio taping of school bus occupants has been authorized to maintain and improve behavior, and ensure the health, welfare, and safety of students, staff, and bus drivers on district transportation, including school buses and vans.

B. During registration, all parents will be notified that video and audio taping is occurring on school buses.

V. Transportation for Field Trips, School/District-Sponsored Activities, or Overnight Trips

A. While participating in district or school-sponsored field trips, activities, or overnight trips, the district expects students to be transported using district transportation, chartered buses, public transportation, or vehicles driven by trained professional drivers.

B. Any vehicle with a seating capacity of 11 or more, including the driver, may not be used to transport students unless the vehicle meets the federal school bus safety standards.

- C. Parents may choose to authorize their own students to drive themselves to an event, in that instance the parent must complete the Form G-8: Parent/Guardian Permission for a Student to Not Utilize District Transportation to a School Activity.
- D. There are some extracurricular activities that are held before or after school, and student attendance is not required. Therefore, district transportation is not provided for these activities, and students or their parents will be responsible for transportation.
- E. In rare instances, a principal or department supervisor may petition the business administrator to allow students to be transported using private or rental vehicles.
 - 1. Any requests for an exemption from these procedures must be submitted to the business administrator at least one month prior to the event. A copy should also be provided to the transportation director.
 - a. The request should include a detailed explanation of why using an approved method of transportation is not feasible in the current instance.
 - b. The decision of the business administrator will be final.
 - i. If the business administrator grants an exception, the requester must work with the district's general counsel to determine what, if any, additional permission forms must be completed.

VI. Questions or Concerns

Questions regarding student transportation should be directed to the transportation director at 801.974.8345.