

<b>DESCRIPTOR TERM:</b>  <b>Support Services</b>	<b>Millard District Policy</b> <b>File Code: 3040</b>  <b>Approved: 10-10-19</b>
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## **SCHOOL ACCESS AND TRANSPORTATION OF STUDENTS**

### **A. Purpose and Philosophy**

The goal of the transportation department is to provide safe transportation to and from school for eligible students. These rules and guidelines are for the student's safety.

The transportation system is established by the state to provide only for school transportation. It is not a general, public mass transit system and is not licensed as such or insured for such services.

It is the responsibility of the Millard County School District to provide transportation for all school-age children, K-6 who live one and one-half miles or more from their designated school and grades 7-12 who live two miles or more from their designated school. The school district reserves the right, within limits prescribed by law, either to provide or to pay in lieu of transportation. The school district reserves the right to suspend bus privileges for behavior reasons to ensure the safety of all riders. The school bus is an extension of the school building and campus. All district and school rules are in effect on the school bus.

### **B. Student Eligibility for Transportation**

1. Under UTAH CODE ANN. § 53F-2-403, a student eligible for state-supported transportation means
  - a. A student enrolled in kindergarten through grade six who lives at least one and one-half (1½) miles from school.
  - b. A student enrolled in grades seven through twelve who lives at least two miles from school; and
  - c. A student enrolled in a special program offered by the District and approved by the State Board of Education for trainable, motor, multiple-disability, or other students with severe disabilities who are incapable of walking to school or where it is unsafe for students to walk because of their disabling condition, without reference to distance from school.

### **C. Bus Routes**

1. The Transportation Department shall create school bus routes in accordance with Utah Admin. Code R277-600-6.
  - a. A bus route shall traverse the most direct public route.
  - b. A bus route shall traverse roads that are constructed and maintained in a manner that does not cause property damage.
  - c. A bus route shall provide adequate safety for students.
  - d. A bus route shall not traverse a dead-end road.
  - e. A bus route shall be reasonably cost-effective in comparison to other feasible alternatives. To promote bus route efficiency, the minimum distance between stops should be three tenths (.3) of a mile.
  - f. A bus route shall include an economically appropriate number of students.
2. The Transportation Department shall designate safe areas for bus stops.
  - a. Except as provided in paragraph D2b, a student is responsible for the student's own transportation to bus stops up to one and one-half miles from home.
  - b. A student with a disability is responsible for the student's own transportation to bus stops unless the student's IEP or 504 plan determines otherwise.
3. The Transportation Department shall report changes made in existing routes and the addition of new routes to the state superintendent.
4. The minimum number of general education students required to establish a bus route is ten. The minimum number of students with disabilities required to establish a bus route is five. A route may be established in either case for fewer students with permission of the State Superintendent.

### **D. Hazardous Walking Conditions**

1. A person may request that the District provide transportation for students who are otherwise ineligible under Section 6 when the person considers that walking to or from school is unsafe for students. The person must submit the request in writing to the Business Administrator. The request must state that it is a request for transportation due to unsafe walking

conditions and must include the school name, street names, approximate number of students affected, and a detailed description of the unsafe conditions.

2. The Business Administrator shall review a request received under paragraph 1.
  - a. If the Business Administrator determines the request warrants an investigation, the director must convene a Hazardous Conditions Committee. A Hazardous Conditions Committee should include the following members:
    - i. Business Administrator
    - ii. Transportation Director or designee
    - iii. The school principal
    - iv. A parent member of the School Community Council
    - v. Others as invited by the school principal or Business Administrator
  - b. The Hazardous Conditions Committee shall review the request and analyze the factors listed in subsection
  - c. The committee should visit the site and consult with local transportation officials. If the committee determines the conditions are hazardous, the committee must make a written recommendation to the Board, submitted to the superintendent, that the District provide transportation.

## **E. Bus Drivers**

1. School bus drivers are bound by a comprehensive set of requirements, including standards related to their physical condition, training and certification, and criminal history. The requirements are found in the Standards for School Buses and Operation, adopted by the Utah State Board of Education. See UTAH ADMIN. CODE R277-601. Bus drivers, substitute drivers, attendants, and other employees transporting students on a school bus shall comply with the most current version of the Standards.
2. Drivers may not allow a person, including the driver's own child, to ride the bus unless the person has been authorized or assigned to that bus by the Transportation Supervisor or designee.
3. Drivers shall perform pre-trip inspections of buses and other safety

measures as directed by Transportation Department rules.

4. Drivers shall clean their buses as directed by Transportation Department rules.

## **F. Student Conduct and Discipline**

### **1. Students Boarding the Bus**

- a. Parents are responsible to get children to and from bus stops. Until the student steps on the school bus, parents are responsible for their child's safety and conduct.
- b. Students must be on time. It is suggested that students need to be at their stop at least 5 minutes before the bus is scheduled to arrive. There should be no expectation that the bus will wait for those who are tardy. This applies to all routes to and from school.
- c. Students must form an orderly line a safe distance from the bus.
- d. At bus stops that require students to cross a main thoroughfare, students are instructed to wait until the school bus arrives before crossing the roadway. The student must always look both ways and wait for the driver to signal when it is alright to cross, look both ways again and proceed when it is safe to do so.
- e. Wait for the bus driver's signal before boarding.
- f. Enter the bus one at a time using the handrail.
- g. Go to their seat designated by the driver and sit down immediately.
- h. Place items on your lap or under your seat.

### **2. Conduct While Riding the Bus**

- a. Follow all bus drivers' directions. The driver has authority on the bus to establish a safe and orderly environment.
- b. Stay seated at all times leaving the aisle clear.
- c. Keep hands, feet, and objects to themselves, and inside the bus at all times.
- d. Respect others by using appropriate language, tone, and volume at all times.
- e. Refrain from disorderly or improper conduct of any kind. Students

who persist in being disorderly may forfeit their right to ride the bus and become subject to legal proceedings.

- f. Any damage to bus must be paid by the student(s) responsible for the damage.
- g. Consume food or drink on the bus only with permission from the bus driver.

### 3. Exiting the Bus

- a. Stay in your seat until the bus comes to a complete stop.
- b. Walk quietly down the aisle keeping your hands, feet, and objects to yourself.
- c. Use the handrail when exiting the school bus.
- d. Students must use the following procedures for crossing a roadway when exiting the bus.
  - i. Walk at least 12 feet away from the side of the bus to a position where the bus driver can see the student. Walk to a location at least 12 feet in front of the right corner of the bumper, but still remain away from the front of the school bus.
  - ii. Be at the right edge of the roadway. At this distance the student should be able to see the bus driver.
  - iii. When a student reaches the edge of the roadway, he/she should: Stop and look in all directions, making sure the roadway is clear and safe. Check to see if the red flashing lamps on the bus are still flashing, all cars are stopped, and the roadway is clear.
  - iv. Wait for the bus driver's signal before crossing the roadway. Upon the driver's signal, the student should look both ways and walk across the roadway when it is safe to do so.

### 4. Removal of Bus Privileges

- a. Behavior that poses a direct threat to the welfare, safety, and morals of the student, other students, school personnel, or to the safe operation of the school bus may result in a loss of bus privileges.
- b. Students who refuse to promptly obey the driver's direction may lose bus privileges.

- c. Unless a student is placed in the custody of a law enforcement agency or another district employee, drivers will not require a student to disembark the bus for misconduct unless it is at their assigned bus stop or the designated school.
- d. The principal or designee has permission to implement immediate removal from the bus or restrict bus privileges if a student's behavior poses a direct threat to themselves or others.
- e. The following are examples of conduct that students will be removed from the bus but not limited to:
  - i. Possession of or intent to sell drugs, imitation drugs, other controlled substances, or drug paraphernalia.
  - ii. Willful destruction or defacing school district property.
  - iii. Exiting any emergency exit in a non-emergency situation.
  - iv. Possession, control, intent to sell, or threatened use of a real weapon, explosive, or noxious flammable material.
  - v. Actual or threatening language with intent to intimidate another person or to disrupt normal school bus activities.
  - vi. Sexual harassment or bullying, including verbal intimidation and threats.

See APPENDIX C for pupil consequences

## 5. Disciplinary Procedures

- a. Students shall comply with all applicable district policies while on a school bus. The requirements and procedures outlined in Millard School District Policy 6100, Student Conduct, apply to student conduct occurring on a school bus. A student's principal may take disciplinary action against the student for conduct occurring on a school bus in accordance with Policy 6100.
- b. Students on a school bus shall comply with rules set by the Transportation Department and directives given by a bus driver or attendant.
- c. Suspension from bus privileges may also be extended to include field trips, athletic trips, and other special activities where students are transported by District buses.
- d. A student will not be denied transportation until a parent/guardian is

contacted.

- e. Before a student is suspended from riding the bus, the administrator issuing the discipline must determine whether the student is entitled to transportation due to disability by reviewing the student's Individualized Education Program (IEP) or Section 504 Plan. If the student is entitled to transportation because of a disability, discipline may be administered only as permitted under the applicable provisions of Policy 6100 and in accordance with the student's IEP or 504 plan.

### **G. Unauthorized Entry of School Bus**

1. In accordance with Utah law, each school bus shall contain a sign next to the entrance warning that unauthorized entry is a violation of state law.
2. A person is guilty of a class B misdemeanor if the person:
  - a. enters a school bus with the intent to commit a criminal offense;
  - b. enters a school bus and disrupts or interferes with the driver; or
  - c. enters a school bus and refuses to leave the bus after being ordered to leave by the driver and the person:
    - i. is not a peace officer acting within the scope of his or her authority as a peace officer;
    - ii. is not authorized by the school district to board the bus as a student or as an individual employed by the school district or volunteering as a participant in a school activity;
    - iii. causes or attempts to cause a disruption or an annoyance to any passenger on the bus; or
    - iv. is reckless as to whether the person's presence or behavior will cause fear on the part of any passenger on the bus.
3. If a person meeting the criteria in subsection H-2 enters a bus, the driver or attendant shall report the person to the local police and notify the Transportation Supervisor.

### **H. Miscellaneous**

1. Schools are not required to provide crossing guards on public streets. Under Utah Code Ann. § 41-6a-303 the local highway authority shall pay for, provide, train, and supervise school crossing guards.
2. Students to be transported must appear on the regular approved transportation list and ride only their regularly assigned bus.

3. In case of emergency, non-bus student(s) or student(s) from another route could ride a bus to a different location which would be decided case by case. They will need to have permission in writing or by first-hand spoken word from their parent/ guardian to leave the bus at any place other than his/her regular stop. Approval by the principal, superintendent, or transportation department is permitted on a one-time only basis.
4. No one except school students shall ride the bus except by permission of the principal, superintendent, or transportation department.
5. The school bus is considered school property. Students are expected to follow the same rules on the school bus as they follow in school.
6. Bus students are to ride only their bus. A student may get off his/her assigned bus at another regularly scheduled stop if they have permission in writing, or by first-hand spoken word from their parent/guardian to leave the bus at any place other than his/her regular stop. Permission must be approved by the principal, superintendent, or transportation department.
7. Parents whose students are to be transported on a continuing basis both to and from a designated point other than the primary residence may apply for an exception with the superintendent if they
  - a. live in an eligible area for bus transportation on a designated bus stop or,
  - b. have a medical hardship or other compelling concern that would necessitate such transportation.
8. A request for varied busing services, such as alternating days between the residence and the alternate site, must be denied. Likewise, the District shall not provide transportation to or from a location that is not a bus stop or the student's residence or an approved alternate site. The District will not provide transportation to or from sporadic or nondaily events such as birthday parties, music lessons, scouts, sporting events, study groups, friends' houses, employment, etc.

## **I. Cell Phones/Electronic Devices**

These cell phone standards are in compliance with the 2019 Utah School Buses and Operations Procedures and are to be followed by both school bus operators and any driver transporting students in district vehicles.

1. An operator's primary responsibility, consistent with training and policy, is the safety of passengers and the safety of the public at all times.
2. A school bus operator shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphones or other equipment that



might distract a driver from his responsibilities, whether hand held or not, while the school bus/district vehicle is in motion and not appropriately parked or secured. This prohibition does not apply to the safe and appropriate use of two-way radios or to mounted GPS systems.

3. Once the bus/district vehicle is stopped and safely parked, an operator may use an electronic device for emergencies, to assist special needs students, for behavior management, for appropriate assistance for field/activity trips or for other business-related issues.
4. A school bus operator may use an electronic device for personal use once the bus is safely parked, appropriately secured off the roadway and all passengers are safely off and at a safe distance from the bus/district vehicle.
5. Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the employing education entity.
6. Violations of these provisions may result in personnel action(s) against the operator consistent with school district/employer policies.

#### **J. Bus Camera Surveillance Systems Policy**

1. It shall be the policy of the Millard School District to use camera surveillance system(s) on various school buses throughout the district.
2. Such a system is to protect school district property and assets from vandalism through deterrence and video documentation and to deter other undesirable activities that pose a risk to the students or driver.
3. Any information obtained may be used as evidence in such cases.
4. Signs will be posted at the front of the bus informing students that they may be under video and audio surveillance.

#### **K. Authorized Camera Surveillance System Users**

1. Authorized users of the camera surveillance system shall be approved by the district superintendent or designee.
2. Authorized users shall receive training regarding proper use of the camera surveillance system equipment, rules regulating privacy, and district policy.
3. Camera video may be used when determining discipline related to incidents that occur on the bus including those by student(s), bus aides, and drivers. Videos may be routinely reviewed by the transportation

supervisor, drivers, principals, or superintendent, and may include police officials if determined appropriate.

4. The district superintendent or his/her designee shall approve requests for access to recorded information for anyone other than approved district personnel.
5. Any remote monitoring system shall ensure the security of the camera surveillance system and must include a system utilizing password identifiers to gain access.

Bus# \_\_\_\_\_ Bus Driver \_\_\_\_\_ Phone # \_\_\_\_\_

MILLARD COUNTY SCHOOL DISTRICT  
Transportation Department

Dear Parent:

The "Pupil Rules for Bus Students" which have been given to your child were adopted by the Board of Education to protect and benefit both bus riders and drivers. They also help make it possible to effectively and safely transport your children to school and home. Any violation or distraction could cause an unsafe condition or infringe upon the rights of others. Please review and discuss the importance of following the rules with your children, then sign below and return to the bus driver as soon as possible. Your cooperation is greatly appreciated.

\_\_\_\_\_  
Signature of Parent or Guardian                      Date

Please list the names and grades of your students below:

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### **PUPIL RULES FOR BUS STUDENTS**

1. Pupils should arrive at the bus stop 5 minutes before the bus arrives.
2. Pupils shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Pupils shall wait in an orderly line and avoid horseplay.
4. Pupils shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the bus driver.
5. Pupils shall go directly to an available or assigned seat when entering the bus.
6. Pupils shall remain seated and keep aisles and exits clear until the bus stops.
7. Pupils shall observe classroom conduct and obey the driver promptly and respectfully.
8. Pupils shall refrain from throwing or passing objects on, from, or into buses.
9. Pupils are permitted to carry only objects that can be held in his/her lap.
10. Pupils shall refrain from the use of profane language, tobacco/electronic cigarettes, alcohol, drugs, or any other controlled substance on the bus.
11. Pupils shall refrain from eating and drinking on the bus except by special permission from the driver.
12. Pupils shall not carry nuisance items, animals, or hazardous materials such as knives, guns, or weapons onto the bus.
13. Pupils shall respect the rights and safety of others.
14. Pupils shall refrain from leaving or boarding the bus at locations other than the assigned stops or school.
15. Pupils shall refrain from extending head, arms, or objects out of the bus window.
16. Pupils shall refrain from hitching rides via the rear bumper or other parts of the bus.
17. Any damage to the bus must be paid for by the student(s) responsible for the damage.

## PUPIL CONSEQUENCES

**1<sup>ST</sup> Violation** – Student warned by the driver.

**2<sup>nd</sup> Violation** – Student assigned a designated seat.

**3<sup>rd</sup> Violation** – Principal and parent called. Student off the bus up to 3 school days.

**4<sup>th</sup> Violation \*\*** - Principal and parent called. Student off the bus up to 4 school days.

**Severe Cause – Safe School Violation** – Student off the bus. Principal and parent notified that a meeting with the superintendent is required before the student may ride again.

\*\* If repeated violation still occurs after the 4<sup>th</sup> violation, the student is off the bus for 10 days. Principal and parents are notified that the student will meet with the superintendent before getting back on the bus. The superintendent will determine if riding privileges of the pupil should be terminated permanently or a probation plan should be put in place.