

UINTAH SCHOOL DISTRICT TRANSPORTATION

Activity / Field Trips Rules

Revised July 1, 2023

GENERAL RULES

Student transportation for authorized activity/field trips shall be provided within the **capacity of the bus fleet** and the **availability of drivers**. The priority of the transportation department is the regular to and from school bus routes. With this priority in mind, the following general rules shall be adhered to:

1. Seating Capacity:	<u>2 per Seat</u>	<u>3 per Seat</u>
Activity Buses	52	78
Activity Bus w/bucket seats	44	N/A
Propane Route Buses	52	78
Diesel Route Buses	56	84
Wheelchair Buses	36	56

The age and size of passengers may reduce these numbers. If your request destination requires an activity bus, you will be limited to 52 passengers which is two to a seat.

2. Buses are available for **field trips** on regular scheduled school days from 8:45am to 1:30pm or after 4:15pm. On Friday, buses are available after 1:30pm or check for availability before this time.
3. The transportation department will not provide busing for activity trips/field trips on dirt or gravel roads. Traveling on dirt or gravel roads can cause mechanical problems for the buses.
4. Trips are scheduled on a first come first serve basis with the exception of region and state activities at the high school level. Region and state scheduled activities at Uintah High School will receive first priority. First serve basis is determined by the "time and date submitted" section of the trip request which reflects when the trip request was entered into the computer program. ***Your school secretaries are the only authorized individuals to submit trip requests.***
5. Activity/field trips cannot be scheduled during the last week of the school year, unless the trip is for High School State Tournaments or Senior Trip.
6. The Transportation Department has five activity buses, so transportation can only schedule five activity trips in one day. In addition, Transportation can only schedule four field trips in one day. This means between activity and field trips we have eight slots per day. ***The school secretary or teachers can call the transportation secretary to make sure a date is available for field trips.***
7. The Transportation Department will assign drivers to all activity/field trips.
8. All changes are to be made through the transportation office. Please notify the transportation secretary by **PHONE** at (435) 781-3180 for an immediate cancellation or by **E-MAIL** for a cancellation at a later date. Drivers are not authorized to change either time or destination.

9. All trips to Logan and north of Logan and/or Delta and south of Delta should require an overnight stay. If you are six or more hours from Vernal, you will need to leave the activity site early enough to return back to the school by 1:30am. The latest leave time from St. George, Utah and planning to travel the entire way back to Vernal is 5:30pm. This will allow for a meal break and two short trip breaks so driver can make mandatory bus checks. Buses are **not** to be on the road between 1:30am and 4:30am. No school bus shall begin a trip between the hours of 11:00pm and 4:30am.
10. The driver's motel room is the responsibility of the group, both for reserving and incurring the cost.
11. **Drivers are limited by law to 15 hours of "on-duty" time with only 10 of the 15 hours "driving" time.** *On-duty time shall be considered as any time a driver is driving students or is required to do work related duties to the service of students within the district or any other form of employment outside of the district that causes an accumulation of the 15 hours. A driver must be completely relieved of any duties or responsibilities, to be considered off-duty and in compliance with sec 395.5 of the Federal Motor Carriers Safety Regulations. Once a driver has reached 15 hours of on-duty time or 10 hours of driving time, they are required to have at least 8 consecutive hours of off-duty time before the driver can be on-duty once again.*
12. **Additional Transportation Procedures**

Drivers will obtain a copy of an itinerary for the trip. They will make sure the trip will not violate either the actual driving hours available or the total number of on-duty hours available to the driver. (See previous paragraph) The driver will advise the coach/supervisor and the transportation office if he or she cannot legally take the trip under the conditions of the itinerary. If the itinerary exceeds allowable on-duty or drive time, the driver and the coach/supervisor will then develop a plan to become compliant with the law. **Any activity trip that does not have an itinerary will not be scheduled for a bus.**

Options may include:

 1. Get a motel room for the driver to rest so he or she does not exceed allowable hours.
 2. Schedule a second driver.
 3. Entire group spend the night at motel (usually last option)

A Driver must be completely "off-duty" (relieved of all work duties) in order for hours not to be counted towards 15 allowable hours of service time. Drivers must not go over "on-duty" or "driving" hours. If they see a time problem on a trip, the driver must communicate with coach/supervisors when they know they are going to be out of hours and then contact the transportation supervisor who will then make contact with the school for corrective action. The contact for Uintah High School will be the Athletic/Activities Director.
13. The **Superintendent, Transportation Coordinator and/or Bus Driver** is the final word when determining whether it is safe to continue travel in inclement weather or other safety concerns. We do not supply winter chains for buses, so roads requiring chains will not be traveled. **Safety** of all aboard the bus is their immediate responsibility. **Safety** is **always** the bottom line.
14. Children of coaches/advisors, spouses, and/or other district staff not associated with trip will not be allowed to ride the activity buses, unless they get signed approval from Superintendent. The signed approval is required for each activity trip and not a blanket approval for several activity trips. A copy of the written approval is required to board the activity trip bus. A copy will be retained by the bus driver. Only students, faculty and approved individuals associated with activity trip will be allowed to ride the activity trip bus.

15. The only drink allowed aboard the bus will be **plastic bottled drinks with screw on lids**. Drinks or dishes from fast food vendors with plastic “pop on” lids will **not** be allowed on the bus. Eating food on the bus will be allowed as long as the bus is clean at departure time. When stopping for a meal break, time will be allowed for bus driver to eat before departure. Problems with excessive messes on the bus will be reported to school administration and handled on an individual basis. Absolutely no glass container of any kind is allowed on the bus!

EXCEPTION TO RULE #15: No eating aboard route buses being used for local field trips. There is insufficient time for drivers to clean buses adequately before they are required to start their afternoon routes.

16. The driver will be at your school 15 minutes before your requested departure time to allow time for boarding. The departure time needs to be the time the bus leaves for the activity. If you need the driver sooner, please notify the transportation office or type instructions in the “Special Needs” section.

17. **General Rules of Conduct on Activity Bus**

The bus is an extension of the classroom and school and all policies and rules of the District apply to conduct on the bus. ANYTHING THAT IS OR BECOMES A DISTRACTION TO THE DRIVER CAUSING A SAFETY HAZARD WILL NOT BE ALLOWED ON THE BUS.

- Students must remain seated while the bus is in motion.
- Students must keep hands and feet to self and sit in their seat with their back to the back of the seat. Absolutely no heads, hands or feet out the bus window.
- Distracting behavior that creates an unsafe environment will not be tolerated.
- Students are not allowed to block the aisles of the bus at any time, this includes any type of equipment or personal items.
- Equipment and personal items must be secured so other students are not hit by unsecured objects.
- Students are not allowed to change clothing on the bus.
- Students must dress according to DISTRICT STUDENT DRESS CODE POLICY while traveling on the bus.
- No loud noise, no yelling or screaming across the bus, no vulgar or abusive language and conversations need to be kept to a respectable level.
- No loud music, students need to use their own headphones for music.
- During night travel, no use of flashlights, camera flashes or laser beams can distract the driver.
- A light will be left on at the back of the bus while traveling at night for student safety.
- For trips within the Uintah Basin, buses will not stop for dinner coming home.
- Food will be allowed ONLY if it meets requirements, see item #15 of the Activity/Field Trips Guidelines. If eating on the bus is required, students and coaches/advisors are responsible for cleanup.
- Be in full compliance with all Uintah School District, Uintah High School, Middle Schools, and Utah High School Activities Association Rules, Guidelines, Policies, and Procedures.
- After arrival at destination and everyone is off the bus, the bus driver goes to “off-duty” once relieved of all work responsibilities. If anyone needs to go back on the bus, the coach/advisor will need to contact the bus driver on their cell phone or in person. The coach/advisor can make arrangements, with the bus driver, to keep the bus open for weather related events, but this will be considered “on-duty” time.

SUPERVISION

All activity/field trip buses must have one adult advisor, who has been approved by the school's administration, aboard the bus at all times while on route. Advisors are expected to ride the bus both to and from the activity/field trip. If there is more than one advisor, one advisor should ride at the back of the bus. All advisors should be alert and aware of student behavior while the bus is in route. Drivers are to drive, not supervise students. This includes while at the activity site. It is recommended to have both male and female chaperons, on the bus, if both male and female students are on the activity trip. ***Buses will not leave the school or activity site without an adult advisor aboard the bus. Coaches/Advisors are to manage student behavior and need to make sure students are following the "General Rules of Conduct".***

SUBMITTING A REQUEST

Bus requests must be entered into the Trip Direct system and received at the transportation office a minimum of 14 days prior to the scheduled event. A phone number of coach/advisor going on the trip is required in the Trip Direct system. If the trip request is entered after 14 days, the trip **may not** be scheduled, it depends on the availability of activity trip buses and/or drivers. Please contact the transportation department if you are scheduling a trip after the 14 days requirement.

You must fill out a separate request for each bus you will need. If your trip requires three buses, you must fill out three separate requests. If the trip is a multi-day trip and the bus is not needed, except for the trip out and back, transportation prefers the trip to be scheduled as two trips so bus can travel back to Vernal between the trip out and trip back.

The return time on the request form is the time the bus is expected back at the school, **not** when the bus leaves the activity/field site.

All areas with a **red check**, in Trip Direct, must be filled in. Also, please fill in the "**Special Needs and Trip Requirements**" sections with:

- a. Requests for a wheelchair bus.
- b. Detailed driver instructions about the trip.
- c. Special pick-up or drop off locations.

FEE SCHEDULE

Field Trips (30 miles or less/one way) (Mileage measured from bus garage back to the bus garage.)	\$0.81 per mile/per bus \$27.72 per hour/per driver (Step 5 CLBD Schedule)
Activity Trips (over 30 miles one way) <ul style="list-style-type: none">Governmental Entity	\$2.10 per mile \$2.10 per mile or minimum \$350 per bus/up to 6 hours (After 6 hours, there will be an additional \$100/per hour)
Per Diem In-state Out of state	\$59.00 per day Determined by gsa.gov website.
Failure to Cancel Trip	Cost of bus driver may be charged to school.

Uintah School District Transportation

Activity/Field Trips - Coach/Advisor Expectations

Supervision

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Bus Driver Name: _____ Cell number: _____