

UINTAH SCHOOL DISTRICT TRANSPORTATION

Activity / Field Trips Rules

Revised 1 August 2017

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:

Activity Buses	52
Route Buses	78
Wheelchair Buses	56

Age and size of passengers may reduce these numbers. If your request destination requires an activity bus you will be limited to 52 passengers.

2. Buses are available for **field trips** on regular schedule school days from 8:45am to 1:30pm or after 4:15pm. On early out Friday the buses are available from 8:45am to 12:00pm or after 3:30pm. On late start Monday from 9:30am to 1:30 pm.
3. Region and state scheduled activities at Uintah High School will receive first priority when buses and drivers are assigned.
4. Trips are scheduled on a first come first serve basis with the exception of state and region activities at the high school level. This 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 location secretaries are the only authorized individuals to submit trip requests.***
5. The Transportation Department has 4 activity buses, so transportation can only schedule 4 activity trips in one day. Also Transportation can only schedule 4 field trips in one day. This means between activity and field trips we have 8 slots per day.

The school secretary or teachers can call the transportation secretary to make sure a date is available for field trips.

6. The Transportation Department will assign drivers to all activity trips.
7. All changes are to be made through the transportation office. Please notify transportation by **PHONE** for an immediate cancellation or by **E-MAIL** for a cancellation on a later date. Drivers are not authorized to change either time or destination.
8. All trips to Logan and north or Delta and south will 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 USD

bus garage 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 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.

9. The driver's motel room is the responsibility of the group both for reserving and incurring the cost.
10. **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 driver can be on duty once again.**

11. **Additions to 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 work 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 hours the driver and the coach/supervisor will then set 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 motel room for driver to rest as to 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 (not available) in order for hours not to be counted towards 15 allowable hours of service time. Drivers must not go over on duty or drive hours. If they see a problem on a trip they 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 Director.

12. The **driver** is the final word when determining whether or not it is safe to continue travel in inclement weather or other safety concerns. **Safety** of all aboard the bus is their immediate responsibility. The cost of motel rooms for a night will never exceed the cost of a life. **Safety** is **always** the bottom line.
13. Children of parents, advisors, teachers, drivers and/or administrators will not be allowed to ride the activity buses unless prior approval is obtained from Uintah High School Administration.
14. Activity/field trips cannot be scheduled during the last week of school in May, unless the trip is for High School state tournaments.

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 at all times while the bus is in motion, standing on the bus is not allowed.
- Students must Keep hands and feet to self and sit in your seat with your back to the back of the seat. Absolutely no heads, hands or feet out the bus window.
- Students are not allowed to block the aisles of the bus at any time, personally or with any type of equipment or personal items.
- Equipment and personal items must be secured as to not allowing any possibility of hitting other students.
- Students are not allowed to change clothes while the bus is in motion. (We have opposite sex drivers driving buses)
- Students must dress according to DISTRICT DRESS 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 kept to a one on one level.
- No loud music, students need to use their own head phones for music.
- For trips with in the Uintah Basin buses will not stop for dinner coming home.
- Food will be allowed ONLY if it meet requirements see item # 15 of the Activity/Field Trips policy. If eating on the bus is required students and coaches/advisors are responsible for cleanup. Extra charges for time will be charged if failure to comply.
- A light will be left on at the back of the bus while traveling at night for minimizing inappropriate student behavior.
- Be in full compliance with any and all present USD, Uintah High School, Uintah 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 time. If anyone needs 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.

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. Advisors are expected to ride the bus both to and from the activity/field trip. If there is more than one advisor, we suggest one advisor ride at the back of the bus. Drivers are to drive, not supervise. This includes while at the activity site. ***Buses will not leave the school or activity site without an adult advisor aboard the bus. Coaches/Advisors are in charge of student behavior and need to make sure students are following the rules, because the driver needs to focus on driving the bus and being safe on the road.***

SUBMITTING A REQUEST

Bus requests must be entered into School Dude/Trip Direct and received at the transportation office a minimum of 14 days prior to the scheduled event. **NO EXCEPTIONS!** If the trip request is entered after the 14 days, the trip **MAY NOT** be scheduled it depends of the availability of activity buses and/or drivers.

You must fill out a separate request for each bus you will need. If your trip requires 3 buses, you must fill out 3 separate requests.

The return time on the request form is the time the bus is expected back to the school **not** when they are to leave the activity/field site.

All areas with a **red check** 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 bus garage)	\$1.00 per mile/bus \$16.50 per hour/driver
Activity Trips (over 30 miles one way)	\$2.10 per mile
Per Diem for Driver (overnight trips only)	
In-state	\$39.00 per night
Out of state	\$46.00 per night
Failure to cancel a trip	\$33.00 (cost to cover driver)

**Uintah School District Transportation
Activity/Field Trips - Coach/Advisor Expectations**

Supervision

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- Students must dress according to DISTRICT DRESS 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 one on one level.
- No loud music, students need to use their own head phones for music.
- During night travel, no use of flash lights, camera flashes or laser beams this can distract the driver.
- A light will be left on at the back of the bus while traveling at night for minimizing inappropriate student behavior.
- 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 policy. If eating on the bus is required students and coaches/advisors are responsible for cleanup. Extra charges for time will be charged if failure to comply.
- Be in full compliance with any and all present Uintah School District, Uintah High School, Uintah 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 standby time. If anyone needs 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.

Bus Driver Name: _____ Cell number: _____