



Board Members
Erin Jensen
Rickey Dalton
Marty Morgan
Teresa Morgan
Jeremy Pearson

County Courthouse
500 North Main
PO Box 69
Junction, Utah 84740
435-577-2912 x1
435-577-2561

Superintendent of Schools
Shane Erickson
Business Administrator
Koby Willis/
Admin Secretary/Gloria Fox
IT Director \Paul James

RULES GOVERNING USE OF SCHOOL BUSES/VEHICLES 9008

The Piute School District Board of Education authorizes and encourages the use of buses whenever and wherever students need to be transported.

Transportation Request and Authorization

The Board of Education authorizes the Superintendent to approve applications for use of school buses/vehicles within the boundaries of the State of Utah. Application must be made at least week in advance of the time the bus is to be used. Rental fees shall be fixed by the Board of Education. Only persons specifically authorized by the Superintendent and/or principal may ride buses.

Supervision

It is the duty of the principal to provide and assign appropriate adult supervisors to each bus when transporting students to any activity. Drivers are not required to operate a vehicle on any activity trip without appropriate supervisory help aboard. The driver is responsible for the safe operation of the vehicle; the supervisor is responsible for controlling passenger behavior so the driver is not distracted.

Student Travel

Parent /Guardian Authorization and Accountability

Students participating in school-sponsored activities must ride on transportation approved by the school. Students riding a bus to any activity should return on that bus unless a parent or legal guardian has signed the bus sign off form with the bus-supervisor/coach or advisor of the student. If the parents are releasing their child to a third party after an event the parents/guardians must provide the school principal a "third party" bus release form prior to the student getting on the bus. A copy of the third party release form will be provided to the bus supervisor before the bus leaves. Only the parents or legal guardians can provide the signature on the bus sign off form or third party release.

In the case of students who do not return to the bus within half an hour of the scheduled departure time, the bus supervisor will contact a parent or school official for instructions.

Bus Supervisor Accountability

Supervisors are responsible to be on the bus until all students have vacated the bus. The supervisors riding the bus will be in direct charge and responsible for actions of students, stops made, and all other activities in connection with the trip, including points of pick up/drop off. (Parents are responsible to provide transportation to students at designated pick up/drop off points). (Exceptions may be granted for students in outlying communities or if it is reasonable for the district to accommodate). Bus drivers and or supervisor will communicate with parents in regards to exceptions. The bus supervisor is to remain on the bus until all students have vacated bus.

* All supervisor/chaperones are required to have passed the background check.

Bus Cleanliness/Bus Costs

The supervisor will make sure students pick up their own trash and deposit it in the wastebasket before the bus proceeds to next location or student leaves the bus. The district will provide all costs of transportation as directed by principals within their allocated budget for activities and field trips. Exceptions may be made for special trips approved by the Board of Education.

Bus/Transportation a Privilege

The success of activity and field trips depends on cooperation of principals, supervisors, drivers, and students. Students who behave in a way contrary to school or district rules, or who place other students in jeopardy, may be refused the privilege of riding in a school bus or other forms of district transportation.

Bus Drivers Duties

Bus drivers must complete bus requisitions and turn them in no later than 1 day following the trip. Drivers of district vehicles must fill out mileage logs when returning vehicles. When returning bus from trips, it is expected to be refueled and clean.

Load and unload buses in proper bus zones except under emergency conditions.

Bus Requests

Must be preapproved before trip

Must have trip route approved

Limit backtracking miles

Bus driver's driving/on-duty time is 15 hours. Only 10 hours can be driving behind wheel with 5 hours not behind the wheel as per Utah School Buses and Operations Manual.

Vehicles

District vehicles are to be picked up the same day of use and returned to the district parking lot the same day. Districts vehicles are not to be housed overnight on personal properties. There may be occasions when exceptions are necessary. In these cases they must have prior approval from superintendent. Drivers of district vehicles must fill out mileage logs, refuel vehicle if needed and clean out all personal items and trash. Anyone driving district vehicles must have a valid drivers license and have taken and passed the Risk Management Drivers Test. Persons allowed in district car as per Risk Management ruling are district employees, district students. People not associated with the district either through work or school will need approval from superintendent. Keys are to be returned to district office/key drop box.

Revised April 18, 2017