

Provo School District
Policy Series 6000: Finances and Operations

6600 P1

Transportation

Standards for Utah School Buses and Operations

1. Provo School District transportation personnel shall act consistent written state guidance.
2. Transportation personnel shall adhere to the following requirements:
 - a. Electronic and telecommunications devices
 - i. A school bus operator's primary responsibility, consistent with training and policy, is the safety of passengers and the safety of the public at all times.
 - ii. 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 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, voice GPS systems. All school districts and public schools that regularly transport students shall maintain documentation of training for bus drivers and employees in the safe and appropriate use of two-way radios.
 - iii. Once the bus is stopped and safely parked, a school bus 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.
 - iv. A school bus operator may use an electronic device for personal use once a school bus is safely parked, appropriately secured and all passengers are safely off and at a safe distance from the bus, consistent with school district policy.
 - v. Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the transportation director.
 - vi. Violations of these provisions may result in personnel action(s) against the school bus operator consistent with Provo City School District/employer policies.
 - vii. Private contractors employed by school districts for student transportation shall also adhere strictly to these provisions in addition to the policies of the employer.
 - b. End of bus route inspection
 - i. At the end of a student delivery, both during the day and after the final route of the day, a school bus operator shall complete the delivery, stop and park the bus, and insure that all students are off the bus.
 - ii. Where possible, this inspection shall be completed at each school site when delivering students to school.

- iii. Following each from-school route of the day, the bus operator shall complete the same type of inspection at a safe location a short distance from where the final student(s) left the bus. If children are found on the bus, they shall be immediately returned to their assigned bus stop location or to an alternate location, consistent with district policy, with express permission from the parents(s).
- c. Provo City School District transportation employees are required to follow and adhere to the district training manual.
- d. Dangerous weather procedures
 - i. Below Bench Pick-up: If the roads have not been plowed or the snow accumulation overnight is more than six inches, your school bus will meet you at the location below, in your area, as close to your regular stop time as possible to deliver middle and elementary school students.
 - ii. Late Start: (Late starts are rare and are to be determined only by the Superintendent.) If the Superintendent declares a late start day, due to snow or below zero temperatures, students will be picked up at the stops listed below in your area two (2) hours after the regular stop time.
 - iii. Heavy Snow mid-day: If snow during the day is too extreme to drive buses in the upper benches, students living in the upper benches will stay at their school until parents can make other transportation arrangements. Families are encouraged to develop alternate plans (carpools, go to grandma's house, etc.). Buses that encounter unsafe driving conditions en route will return students to their school. Provo City School District transportation is in constant contact with Provo City plows before and during winter storms to determine road safety before decisions are made. If you have any questions, please check Provo City School District's website at www.provo.edu or listen to KSL Weather (1160 AM) for updates.

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