

INTRODUCTION TO STUDENT TRANSPORTATION

ADA Compliant 6-20-2019

MAY
2019

LAWS AND ADMINISTRATIVE RULES



National Standards



State Standards



State Laws

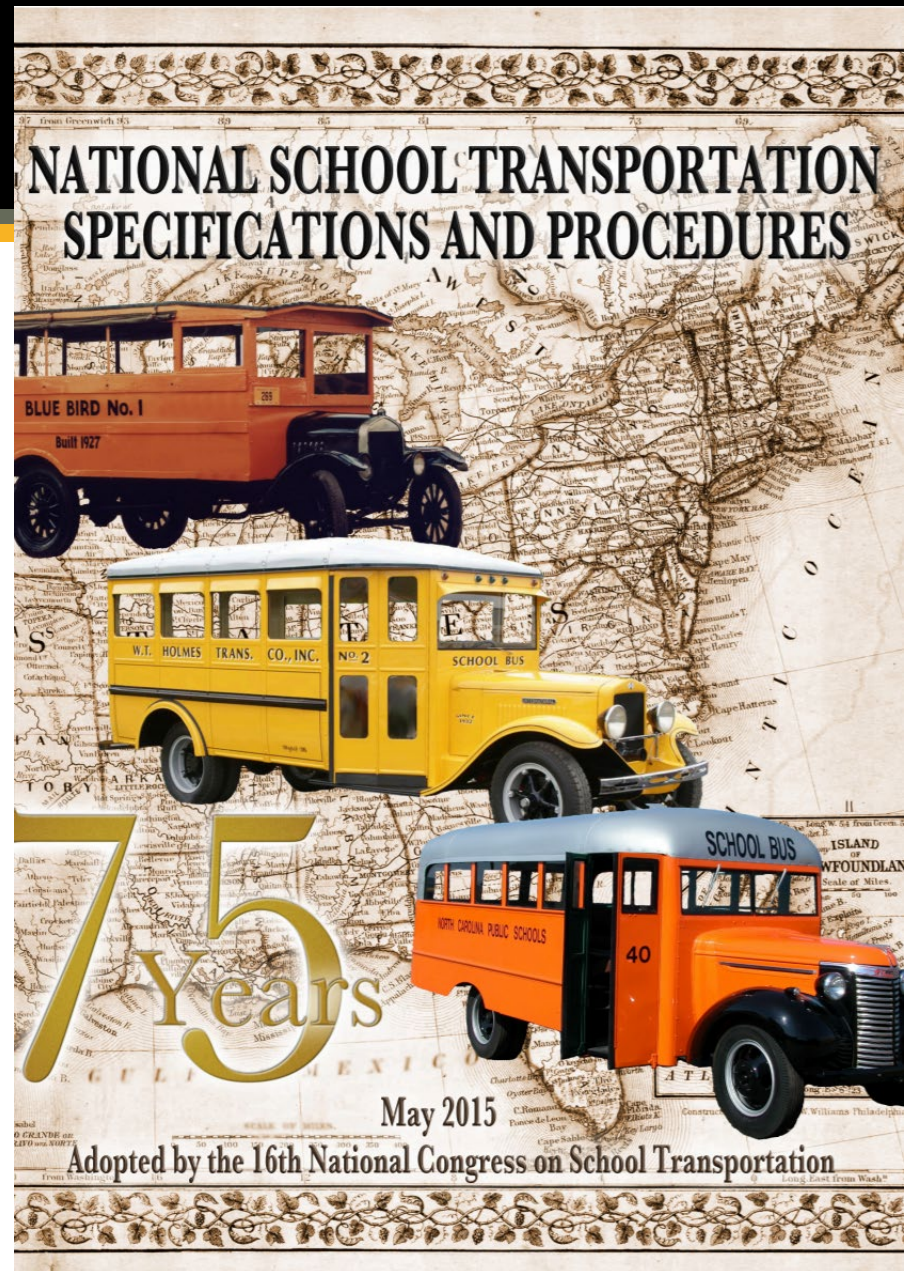


Administrative Rules for LEAs



Federal Laws

NATIONAL STANDARDS



NATIONAL STANDARDS TOPICS

- **Bus specifications**
- **Bus inspection**
- **Out of service**
- **Operations**
- **Bus drivers**
- **Bus attendants**
- **Routing and scheduling**
- **Maintenance**
- **Evacuation**
- **Facility planning**
- **McKinney-Vento homeless assistance act**
- **Transportation security**
- **Emergency preparedness**
- **Transporting students with disabilities**
- **Transporting infants, toddlers and pre-school**
- **Child safety restraint systems**
- **Transporting students in wheelchairs**
- **Alternative fuels**
- **Crash reporting**
- **Activity trips**
- **Head start**

STANDARDS

FOR UTAH SCHOOL BUSES AND OPERATION



2019 PUBLISHED EDITION

STATE STANDARDS

BUS REQUIREMENTS

**1941
Jordan School
District**

**In front of
Bingham High**



BUS REQUIREMENTS

2019 STATE STANDARDS

New School Buses must meet the current National and Utah requirements.

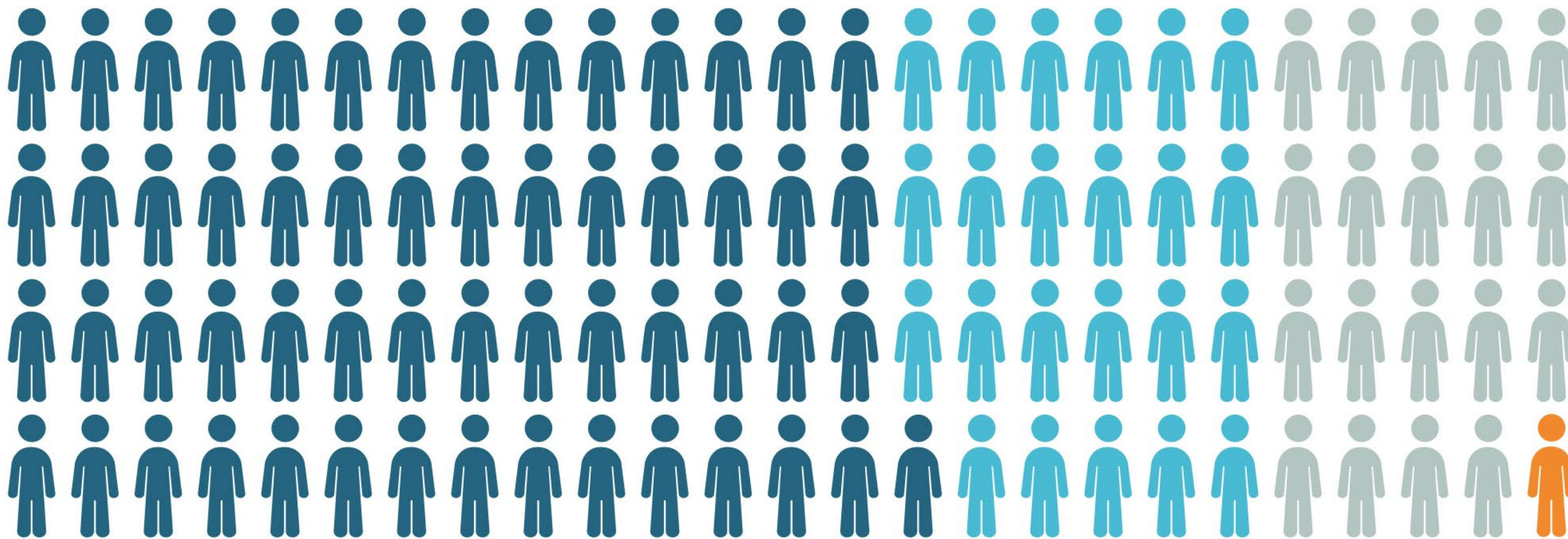
Used School Buses must meet the National and Utah requirements for that model year of bus.

SCHOOL BUS SAFETY FEATURES

- High degree of visibility – Painted bright yellow
- Anchored seating for students
- Compartmentalization Designed bus seats
- 7 mirrors for inside and outside visibility
- Fire extinguisher
- First aid kit
- Windows with horizontal bars
- Emergency exits
- Emergency exit alarms
- Kentucky Pole test - 1989
- Colorado Rack and Load test – 1971

YOUTH FATALITIES DURING SCHOOL TRAVEL HOURS

NHTSA FARS 2005 TO 2013 (FINAL), 2014 ARF



TEEN DRIVER: **57%** ADULT DRIVER: **23%** OTHER TRAVEL: **19%** **SCHOOL BUS: <1%**

PUPIL TRANSPORTATION RESTRICTIONS

- [Utah Code 53-8-S211.5](#) – an education entity may not use a vehicle with a seating capacity of 11 or more, including the driver, for the transportation of students unless the vehicle meets federal school bus safety standards.
 - An LEA may use a vehicle but not for transporting students.
 - Activity buses and Multi Purpose buses built to meet the FMVSS may be used for non to and from school transportation.
- Vehicles with greater than 16 passengers including the driver require a CDL license

UTAH HIGHWAY PATROL SCHOOL BUS INSPECTIONS

- Inspection and acceptance testing within 90 days of delivery.
- Out of service criteria and school bus defects
- Spring and fall school bus inspections.
 - Fall 100% of fleet
 - Spring 20% of fleet

SCHOOL BUS MAINTENANCE

Maintenance records should contain the following items:

- **Line setting tickets;**
- **Work orders and repair records;**
- **Preventive maintenance records;**
- **Vehicle depreciation;**
- **Equipment specifications; and**
- **Inspection reports.**
- **All commercial vehicles in Utah require an annual safety inspection**

CDL REQUIREMENTS

You must have a Commercial Drivers License (CDL) to operate:

- Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- A vehicle designed to transport 16 or more passengers (including the driver).

You are required to have a class B CDL with Passenger and School bus endorsement to drive a school bus with 16 or more passengers (including the driver).

DRIVER REQUIREMENTS

1943 JORDAN
SCHOOL DISTRICT
BUS DRIVERS



DRIVER REQUIREMENTS

Fantastic Con

Darth Vader reads "Don't Let the Pigeon Drive the Bus!" by Mo Willems during the second annual Fantastic Con at the Weber County Library Pleasant Valley Branch in Washington Terrace on Saturday, June 6, 2015. Photo by Briana Scroggins



UTAH STATE STANDARDS SCHOOL BUS DRIVER QUALIFICATIONS

Standards for Utah School Buses and Operation – 2019 Pages 20-21

Bus Driving Qualifications – 26 requirements including the following;

- Background checks
- Driving history
- Felony and Criminal convictions
- Drug test
- Physical requirements
- Drug disclosure form

SCHOOL BUS DRIVER REQUIREMENTS

- CDL license with passenger and school bus endorsement
- Department of Transportation (DOT) physical examination at least every two years
- Physical Assessment Standard
- Maintain certification requirements
- Must be enrolled in a random drug testing program

DRIVER'S VEHICLE INSPECTION REPORT

- Pre-trip inspection
- Post-trip inspection
- En-route inspection

Documentation must be filled out for the post-trip inspection. It is best practice to have drivers to document the pre-trip inspection and verify that the bus passes the inspection, has not been tampered with and is safe to drive.

Federal Motor Carrier Safety Regulation (49 CFR 392.7, 392.8, and 396)

DOT HOURS OF SERVICE

[Driver's Guide to Hours of Service,](https://www.fmcsa.dot.gov/regulations/hours-of-service)

<https://www.fmcsa.dot.gov/regulations/hours-of-service>

- **15-Hour On-Duty Limit**

- The first limit is the **15-hour on-duty limit**. Following 8 consecutive hours off duty, you must not drive a commercial motor vehicle after being on duty 15 hours. You may do other work after being on duty 15 hours, but you may not drive.

- **10-Hour Driving Limit**

- The second limit is the driving limit. You are allowed 10 hours of driving time after 8 consecutive hours off duty. There is no limit on how many of those hours you are allowed to drive at one time — you may drive for as little as a few minutes or as much as 10 hours in a row. Once you have driven a total of 10 hours, you have reached the driving limit and must be off duty for another 8 consecutive hours before driving a commercial motor vehicle again.

DRIVER LOG BOOKS

School bus drivers must fill out a drivers log when they drive outside a 100 air-mile radius of your normal work reporting location.

U.S. DEPARTMENT OF TRANSPORTATION **DRIVER'S DAILY LOG**
(ONE CALENDAR DAY - 24 HOURS)

ORIGINAL - Submit to carrier within 13 days
DUPLICATE - Driver retains possession for eight days

(MONTH) (DAY) (YEAR) (TOTAL MILES DRIVING TODAY) (VEHICLE NUMBERS - (SHOW EACH UNIT))

I certify these entries are true and correct:

(NAME OF CARRIER OR CARRIERS) (DRIVER'S SIGNATURE IN FULL)

(MAIN OFFICE ADDRESS) (NAME OF CO-DRIVER)

	MID-NIGHT											NOON											TOTAL HOURS
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	
1: OFF DUTY																							
2: SLEEPER BERTH																							
3: DRIVING																							
4: ON DUTY (NOT DRIVING)																							

REMARKS

Pro or Shipping No. _____

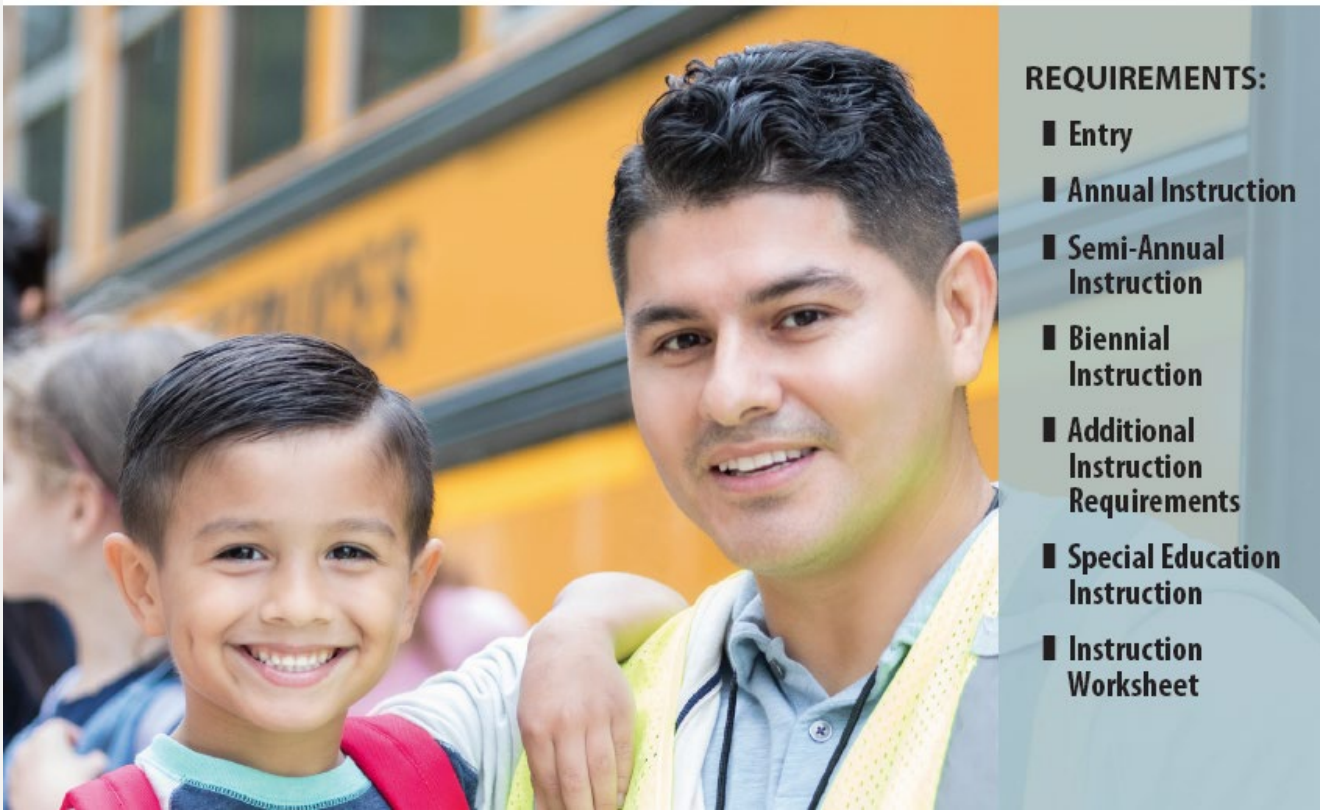
Shipping document number(s), or name of shipper and commodity Remarks

ELECTRONIC USE

- [Utah Administrative Code](#)
[R277-601](#) – Electronic and
Telecommunication Device Use
on the School Bus

LEA REQUIREMENTS GUIDE

LEA REQUIREMENTS



REQUIREMENTS:

- Entry
- Annual Instruction
- Semi-Annual Instruction
- Biennial Instruction
- Additional Instruction Requirements
- Special Education Instruction
- Instruction Worksheet

Training requirements required by LEA Human Resources and Transportation Departments.

School Bus Driver Instruction LEA Requirements

Entry

2020 ELDT Requirements.....	4
Background Check.....	4
MVR Check.....	5
Post Offer Drug Test.....	5
Confidentiality.....	6
Electronic Communication Devices	6
Idle Reduction	7

Annual Instruction

Bloodborne Pathogens	7
Drug and Alcohol.....	8
Road Performance Evaluation	9
Physical Assessment for Bus Attendants	9

Semi Annual

Evacuation Drill 2 times per year	9
---	---

Biennial Instruction

Child Abuse	10
Defensive Driving.....	10
First Aid	11
Physical Assessment for Bus Drivers.....	11

Additional Instruction Requirements

Bullying.....	11
Sexual Harassment.....	12
Suicide Prevention	13

Special Education Instruction

Special Education Introduction.....	13
Appropriate and Adequate Instruction Basics.....	13
Child Safety Restraint Systems.....	13
Passenger Securement.....	14
Use of Physical Restraint.....	14

5 Year Training Schedule Example

This form is not required by Utah State Board of Education. LEAs should document training appropriately.

Instruction	Entry Year				
	0 - 1	2	3	4	5
Entry					
2020 Entry Level Driver Requirements					
Background Check					
Confidentiality					
Drug Test (Post-Offer)					
Electronic Communication Devices					
Idle Reduction					
Annual					
Bloodborne Pathogens					
Drug and Alcohol Instruction					
Road Performance Evaluations					
Physical Assessment - Bus Attendant					
Semi Annual (Two times per year)					
Evacuation Drill					
MVR Check - if monitoring no renewal					
Biennial Instruction (Every other year)					
Child Abuse Prevention					
Defensive Driving					
First Aid					
Physical Assessment - Bus Driver					
Additional Instruction Requirements					
Bullying (Every 3 years)					
Sexual Harassment (Recommended)					
Suicide Prevention (Recommended)					
Special Needs as needed					
Supervisor					
DOT Supervisor Drug and Alcohol					

UTAH SCHOOL BUS DRIVER INSTRUCTOR PROFESSIONAL DEVELOPMENT

Entry Level Driver Training

Continuing Education

Instruction Methods

- For all Directors and Bus Driver Instructors
- June 25, 2019 at 10:00 am to 2:00 pm.
- August 6, 2019 from 10:00 am to 2:00 pm.

TRANSPORTATION CALENDAR DATES

Training Dates:	Training Description:	Location:	Schedule:
June 18, 19, 20, 2019	Utah School Bus Technicians Conference / Trade Show (6/19/19) 12-4pm Richard Birrell - richard.birrell@jordandistrict.org	Park City School District Jeremy Ranch Elementary School https://goo.gl/maps/XSF3wywLAGv	See schedule when available https://www.utahschoolbus.net/
June 19, 2019	Directors Meeting / Utah School Bus Technicians Conference Trade Show Ron Litchfield – ron.litchfield@schools.utah.gov	Park City School District Jeremy Ranch Elementary School https://goo.gl/maps/XSF3wywLAGv	10:00am – 12:00pm, and 12:00pm – 2:00pm
June 25, 2019	2020 Entry Level Drivers Training / Instructor Professional Development for all Directors and Instructors Ron Litchfield – ron.litchfield@schools.utah.gov Launi Harden – launi.harden@washki2.org	Alpine School District American Fork Junior High https://goo.gl/maps/GYuFcx9B74y8vSsv6	10:00am – 2:00pm
August 6, 2019	2020 Entry Level Drivers Training / Instructor Professional Development for all Directors and Instructors Ron Litchfield - ron.litchfield@schools.utah.gov Wayne Reese – wayne.reese@ccsdut.org	Alpine School District American Fork Junior High https://goo.gl/maps/GYuFcx9B74y8vSsv6	10:00am – 2:00pm

SELECTION PROCESS FOR NEW SCHOOL BUS DRIVERS

JANUARY 7, 2020



TRAINING FOR NEW SCHOOL BUS DRIVERS JANUARY 7, 2020



CONTINUING EDUCATION

JULY, 2019

DRIVERS ARE REQUIRED TO OBTAIN 10 CREDITS A YEAR

Specialized Instruction for Drivers

- Transporting Students with Disabilities
- Behavior Management (PBI)
- Field and Activity Trips
- Behind the Wheel

Assigned Training

- Drivers and/or Supervisors Can Pick a Topic That will Be Driver Specific
- This should help the driver improve their skills
- This could be credit given for being above and beyond in one area
 - Example: accident free

STATE REPORTS

R277-484.3

Report	Submitted Annually
Form F – Fleet Statistics	July 1
Schedule E – Drivers Credentials Report	December 15

USBE has the responsibility to monitor vehicle and driver information for LEAs.

USBE uses this information to prepare fiscal notes, vehicle statistics, grant opportunities, etc.

SCHEDULE E DRIVER CREDENTIAL REPORT

Sort by Name

Sort by Expiration

UTAH STATE OFFICE OF EDUCATION

Pupil Transportation

CDL Driver's Information Form 'E'

Due Dec. 15.

BTW Behind the Wheel Instructor
 D Driver/Sub-driver
 DI Driver Instructor
 SI State Instructor
 TD CDL Technician/Supervisor/Inst
 TN CDL Technician/Supervisor/Inst
 ON CDL Office/ Dispatch/Secretary/
 OD CDL Office/Dispatch/Secretary/

Test	2018	2018
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Last Name	First Name	Middle Initial	Birthday	Drivers License	MVR	BCI/FBI	CDL Expiration	Drug Check	Alcohol Check	Pre-Service	In-Service	DOT Physical Expiration	Physical Assessment	Employment Position	Technicians In-Service	Collision
ADAM	GARY		11/30/1952	xx8xxx8	8/8/2017	10/25/2017	5/30/2019	5/23/2017	5/23/2017	1/1/1976	6/6/2017	11/1/2018	9/27/2017	D		
AGUSTA	RODNEY		4/6/1947	x608x0xx6	8/8/2017	8/19/2016	4/6/2021	7/27/2016		8/15/2016	10/30/2017	6/30/2018	9/26/2017	D		10/2/2017
AIMEE	ROBERT		12/28/1961	xx6x0x4x	8/8/2017	12/13/2011	12/28/2020	1/26/2017		1/12/2012	6/5/2017	4/25/2018	9/28/2017	D		
ALBERT	MICHAEL		2/5/1958	x8488xx	8/8/2017	7/17/2017	2/5/2019	4/19/2016		2/5/2004	6/5/2017	3/2/2019	9/25/2017	D		5/6/2014
ALISON	MELANIE		5/21/1971	x4x484xxx	8/8/2017	12/3/2014	5/21/2020	5/19/2016		12/4/2014	6/5/2017	11/15/2018	9/27/2017	D		
ALLEN	CHERYL		10/26/1955	86x8xx4	8/8/2017	2/6/2015	10/26/2022	5/23/2017	5/23/2017	10/12/2012	6/7/2017	9/30/2018	9/20/2017	D		6/28/2016
ALMA	ALLEN		12/10/1939	xx0x64x	8/8/2017	3/4/2015	12/10/2021	9/23/2015	2/11/2009	1/8/2006	6/5/2017	8/18/2018	11/14/2017	D		2/9/2016
AMANDA	DEBBIE		9/28/1957	64xx8xx	8/8/2017	5/25/2017	9/28/2019	9/26/2017	5/16/2012	7/14/1999	6/5/2017	6/22/2019	9/5/2017	D		
ANGELA	EDWIN		2/4/1952	x6x0x0x	8/8/2017	10/22/2014	2/4/2019	3/16/2017	3/16/2017	3/17/2014	6/5/2017	2/9/2019	9/26/2017	D		4/23/2015
ANGELA	HOWARD		1/8/1971	x48xxx4x6	8/8/2017	3/13/2015	1/8/2021	3/16/2016	2/19/2015	8/17/2006	6/6/2017	6/17/2018	9/28/2017	D		3/7/2007
ANGELICA	DANIEL		7/6/1951	xx4xxxx0x	8/8/2017	1/7/2014	7/6/2021	4/19/2017	4/19/2017	1/15/2014	10/30/2017	8/31/2018	9/27/2017	D		
ART	TINA		6/9/1973	xx04x4xxx	8/8/2017	2/28/2014	6/9/2018	10/25/2016	3/10/2015	8/19/2013	6/6/2017	7/18/2015	9/27/2017	D		
AUSTIN	ELIZABETH		8/31/1973	xx8xxxx60	8/8/2017	8/27/2015	8/31/2020	5/23/2017		8/31/2015	6/5/2017	8/11/2019	8/10/2017	D		
BARBARA	Carson		8/23/1996	xx4x4x64x	9/6/2017	9/13/2017	8/23/2022	9/7/2017		11/20/2017		9/8/2018	9/8/2017			
BENJAMIN	DAVID		11/18/1956	xxx8xx6x	8/8/2017	2/26/2013	11/18/2020	12/4/2015	12/4/2015	7/22/2011	6/6/2017	11/20/2018	9/26/2017	D		
BETTY	JOHN		2/13/1958	x0xxx6x	8/8/2017	3/23/2016	2/13/2021	3/16/2016		4/18/2016	6/5/2017	3/14/2018	4/11/2016	D		
BILL	LEE		8/9/1942	40x00xx	8/8/2017	8/20/2014	8/9/2021	7/14/2016		8/2/2016	6/5/2017	8/21/2018	9/26/2017	D		
BILLIE	KEVIN		5/18/1959	6x4x	9/14/2017	10/3/2017	5/18/2021	10/4/2017		10/17/2017	10/30/2017	9/12/2018	10/16/2017	D		
BONNIE	KENNETH		9/16/1951	xx8xxxx	8/8/2017	9/5/2014	9/16/2019	3/16/2016	11/18/2015	9/18/2014	6/5/2017	8/16/2018	8/16/2017	D		10/5/2016
BRADLEY	STEVEN		8/29/1972	xx00xx6x0	8/8/2017	2/25/2015	8/29/2018	10/23/2012	2/1/2007			12/15/2018		TN	6/22/2017	
BRANDY	BRENT		8/22/1960	xxx64xx	6/22/2017	8/18/2017	8/22/2022	10/27/2017		8/8/2017	10/30/2017	7/20/2018	8/18/2017	D		
BRENT	ROYCE		5/7/1975	xxxxxxx06	8/8/2017	11/29/2016	5/7/2021	11/10/2016		12/1/2016		9/2/2018	11/28/2016	D		
BRENT	LARRY		6/24/1947	xxxxx0x8	8/8/2017	3/31/2017	6/24/2022	10/25/2016	10/25/2016	3/12/2002	10/30/2017	9/27/2018	4/14/2017	D		12/18/2012
BRETT	MARY		10/17/1952	xxx0xx4	8/8/2017	7/3/2017	10/17/2020	10/27/2017		10/29/2003	6/6/2017	1/14/2019	9/29/2017	D		4/17/2017
BRIAN	ADAM		6/24/1988	xxxxx6x4x	8/8/2017	10/28/2014	6/24/2019	10/31/2014				10/3/2018		TN	6/22/2017	
BRUCE	DENNIS		9/19/1944	xx6x4xx	8/8/2017	7/22/2014	9/19/2019	7/10/2014		7/28/2014	6/8/2017	8/8/2018	9/7/2017	D		
BRUCE	GRANT		3/12/1941	xxx6x6x	8/8/2017	12/19/2014	3/12/2019	1/26/2017		1/22/2015	6/5/2017	12/9/2018	9/25/2017	D		10/3/2017

SCHEDULE E INSTRUCTIONS

Schedule E Bus Driver Credentials Report

RESOURCES

- [USBE Pupil Transportation Website](#)
- Resources Tab
 - Policy, instructions, National and State Standards
- Training Tab
 - Recorded instruction
- Forms
 - State reports and forms

BEST PRACTICES



SAFE AND ALERT
UTAH SCHOOL BUS
DRIVERS



CDL 3RD PARTY
TESTING
REQUIREMENTS AND
TECHNIQUES



BUS DRIVER
RECRUITING



BUS ATTENDANT
TRAINING PROGRAM



BEHAVIOR
MANAGEMENT



ANNUAL IN-SERVICE



PHYSICAL
ASSESSMENT



TRANSPORTING
STUDENTS WITH
DISABILITIES



CONTINUING
EDUCATION



TRANSPORTATION
OPERATIONS
EVALUATION
CRITERIA



SCHOOL EFFICIENCY
MEASURES



CHARTER SCHOOL TRANSPORTATION STARTER GUIDE

Setting up new transportation

- Setting up exempt guide license plates – Utah State tax commission
 - Set up exempt fleet account
 - Process to update forms every year – fleet inventory tracking
- Recourses for setting up fuel purchasing – Fuel Network or Fuel Man
- Setting up Driver History Monitoring
- Process for becoming a training facility
- District relations
 - Services, Director Meetings, Instruction, Maintenance, Inspection
- Product information
- Grant Opportunities



ADDITIONAL INSTRUCTION OPPORTUNITIES



- State
- Regional
- National

UTAH ASSOCIATION OF PUPIL TRANSPORTATION

Membership Includes:

- **Directors Conference Annually in March**
- **North and South Directors Meetings**
 - 2 times per year
 - Roundtable discussions organized by UAPT board
 - Discussions on current challenges with transportation
 - Information regarding changes
- www.utahschoolbus.net



UAPT TECHNICIANS CONFERENCE

State of Utah Annual School Bus Technicians Conference Park City, Utah June 18-20, 2019

 Log In

TECHNICIAN REGISTRATION

VENDOR REGISTRATION

CLASSES OFFERED

OUR SPONSORS



School Bus
Technicians

Vender/Network Show

Class room and hands on
instruction

SCHOOL BUS TECHNICIANS INSTRUCTION

Maintenance and Service Personnel Training (2019 State Standards)

- It is required that all school bus technicians receive eight hours of annual in-service
- All technicians shall maintain air brake and safety inspection certification
- Recommended Training
 1. Body systems and special equipment
 2. Diesel engines
 3. Drive train
 4. Brakes
 5. Suspension and steering
 6. Electric/electronic systems
 7. Air conditioning systems and controls



SAFETY SKILLS COMPETITION

**TECHNICAL
ASSISTANCE FOR
EXCELLENCE IN
SPECIAL
EDUCATION**

Utah Valley Convention Center

**Utah Institute
on Special Education Law**

July 29, 2019



*Click here
to register!*

STNEXPO



STNEXPO
CONFERENCE & TRADE SHOW

DRIVE **FORWARD**

Content. Community. Commerce.

June 7–12, 2019
JW Marriott | Indianapolis, IN

VISIT STN INDY



STNEXPO
Conference and Trade Show

GET INSPIRED
Content. Community. Commerce.

July 26–31, 2019
Peppermill Resort | Reno, NV

VISIT STN RENO

TRANSPORTING STUDENTS WITH DISABILITIES AND SPECIAL NEEDS



MARCH 20–25, 2020

SPECIAL NEEDS TRAINING

EMBASSY SUITES DALLAS-FRISCO HOTEL CONVENTION CENTER & SPA
FRISCO, TEXAS (SUBURB OF DALLAS)



NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION



[DELEGATES](#) [PDS COURSES](#) [VENDORS](#) [SPONSORSHIP](#) [HOTEL & TRAVEL](#) [ABOUT](#)

OUR FUTURE.

Right Here.

Right Now.

45th Annual NAPT[®] Conference and Trade Show

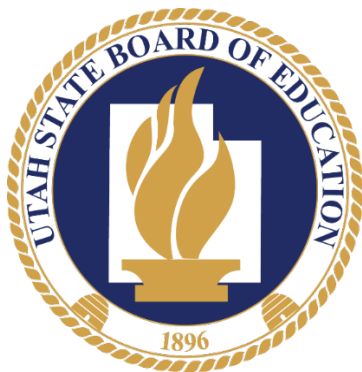
COLUMBUS, OH NOVEMBER 2-5, 2019



QUESTIONS OR COMMENTS



CONTACT INFORMATION



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