

# STANDARDS

FOR UTAH SCHOOL BUSES AND OPERATION



## 2020 PUBLISHED EDITION



Utah State Board of Education  
250 East 500 South  
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Salt Lake City, UT 84114-4200

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State Superintendent of Public Instruction

ADA Compliant 2-09-2021

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# **STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS – 2020 PUBLISHED EDITION**

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## **UTAH STATE BOARD OF EDUCATION**

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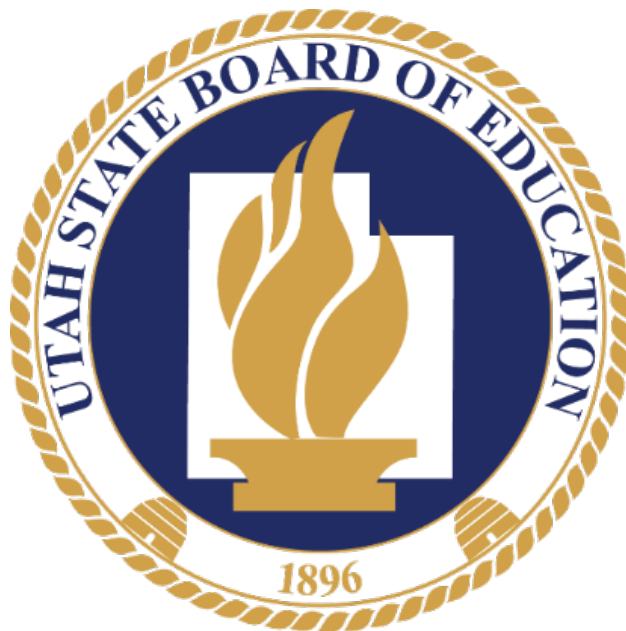
250 East 500 South, P.O. Box 144200  
Salt Lake City, UT 84114-4200

## **UTAH DEPARTMENT OF TRANSPORTATION**

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## **UTAH STATE STUDENT TRANSPORTATION**

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Published December 31, 2020

## HELPFUL LINKS TO UTAH LAWS AND ADMINISTRATIVE CODES AND OTHER TRANSPORTATION REQUIREMENTS AND RESOURCES:

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### National School Transportation Specifications and Procedures

#### **Motor Vehicles – School Buses: Utah Code 41-6a-13**

[41-6a-1301 Standards / Specifications for Lighting and Special Warning Devices on School Buses](#)

[41-6a-1302 School Bus – Signs and Light Signals](#)

[41-6a-1303 Passing a School Bus Complaint Procedure](#)

[41-6a-1304 School Buses – Rules Regarding Design and Operation](#)

[41-6a-1305 Violation of Rules – Penalty](#)

[41-6a-1306 School Buses Removed from Service](#)

[41-6a-1307 School Bus Parking Zones](#)

[41-6a-1308 School Bus Idling Standards](#)

[41-6a-1309 Advertising on a School Bus](#)

[41-6a-1310 School Bus Traffic Safety Devices](#)

#### **School Bus Safety: Utah Code 76-10-15**

[Utah Code 76-10-1504 Bus Hijacking \(Bus Passenger Safety Act\)](#)

[R277-470-8 Charter Schools General Provisions - Transportation](#)

[Federal Motor Vehicle Safety Standards \(“FMVSS”\)](#)

[76-10-1509 Obstructing Operation of Bus](#)

[Safe and Alert Utah School Bus Drivers](#)

[53-8-211 Safety Inspection of School Buses and Other Vehicles](#)

[53-8-205 Safety Inspection Required for Certain Vehicles](#)

[Utah Code 53-8-S211.5](#)

[Official Vehicle Safety Inspection Manual for Buses \(UHP\) - See Section 14](#)

[School Bus Out of Service Criteria – Utah Highway Patrol \(UHP\)](#)

[School Bus Defect List - Utah Highway Patrol \(UHP\)](#)

[Federal Motor Carrier Safety Administration – Guidelines for School Bus Operators](#)

[Utah Compilation of School Discipline Laws and Regulations - 2017](#)

#### **Standards for Utah School Buses: Utah Administrative Code Rule 909-3**

[R909-3-1 Authority and Purpose](#)

[R909-3-2 Adoption of Standards for Utah School Buses and Operations Standards](#)

[R909-3-3 Advertisement on School Buses](#)

**Standards for Utah School Buses and Operation: [Utah Administrative Code R277-601](#)**

[R277-601-1 Definitions](#)

[R277-601-2 Authority and Purpose](#)

[R277-601-3 Standards](#)

**Student Transportation Standards and Procedures: [Utah Administrative Code R277-600](#)**

[R277-600-1 Authority and Purpose](#)

[R277-600-2 Definitions](#)

[R277-600-3 General Provisions](#)

[R277-600-4 Transportation Eligibility](#)

[R277-600-5 Students with Disabilities Transportation](#)

[R277-600-6 Bus Route Approval](#)

[R277-600-7 Alternative Transportation](#)

[R277-600-8 Other Reimbursable Expenses](#)

[R277-600-9 Non-reimbursable Expenses](#)

[R277-600-10 Board Local Levy](#)

[R-277-600-11 Exceptions](#)

[R277-600-12 Grants for Unsafe Routes](#)

**Transportation Training Resources:**

[Pupil Transportation - Drug and Alcohol Testing Handbook](#)

[Every Student Succeeds Act](#)

[American School Bus Council](#)

[School Transportation News](#)

[School Bus Fleet magazine](#)

[Utah Driver Handbook – State of Utah](#)

[Commercial Driver License \(CDL\) - State of Utah](#)

[USBE Transportation Home Page](#)

[Family Educational Rights and Privacy Act Regulations \(FERPA\)](#)

[Best Practices on Home page](#)

**Standards for LEA Discipline: [R277-609 Standards for LEA Discipline Plans and Emergency Safety](#)**

[Interventions](#)

[53G-8-302 Discipline and Safety](#)

[NHSTA Child Safety Restraint Systems](#)

[R277-516-8. Misconduct Notifications Requirements and Procedures](#)

**Record Retention:**

[Records Management](#)

# UTAH STATE BOARD OF EDUCATION STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS 2019 PUBLISHED EDITION

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## FOREWORD

This 2019 published edition of the *Standards for Utah School Buses and Operations (Standards)* is defined by the [2015 National School Transportation Specifications and Procedures \(NCST 2015\)](#) manual. Utah adopted the *NCST 2015* as our primary source for specifications and procedures. The Utah *Standards* reflect the changes or additions that differ from the *NCST 2015*. Topics are organized and formatted to correspond with the *NCST 2015* format.

These *Standards* serves two important purposes. First, it assists pupil transportation personnel in their effort to provide Utah's school children with maximum safety consistent with economic use of pupil transportation funds and available school bus technology. Second, it provides bus manufacturers, equipment suppliers, government agencies, technicians, and mechanics with an outline of minimum specifications for school buses owned and operated in Utah. This *Standard* fulfills part of the state's responsibility as outlined in [NHTS Highway Safety Program Standard No. 17, Pupil Transportation Safety](#).

The *Standards* include supplementary provisions adopted by the School Bus Standards Committee of the Utah State Board of Education. This committee, created and empowered by the state to establish minimum standards for school buses and school bus operations law ([Board Administrative Rule 277-600-1](#)), periodically modifies the *Standards* to ensure they conform with national industry standards and reflect state-of-the-art equipment and technology.

These *Standards* are composed of four major divisions: three divisions applying to all Utah school buses and the fourth division applying only to LEAs.

The first division, Equipment, sets forth minimum state standards for school buses, such as body strength, color, seat design, and electrical systems.

The second division, Operations, sets forth standards for the operation of school buses, such as employee qualifications, maintenance, safety, and security.

The third division, Special Needs Transportation, provides standards that apply to students with disabilities, special needs, infants, toddlers, and preschool children and their transportation services.

The fourth division, Utah-Specific Operations, provides Utah specific operational requirements and procedures.

## **ACKNOWLEDGMENTS**

The Committee acknowledges the assistance of its many colleagues, both within and outside the State of Utah, along with the assistance of numerous individuals in the school bus industry who have contributed significant technical advice. LEA transportation directors from across the state provided invaluable assistance throughout the project. Their help was invaluable in writing these standards.

If you need additional information or have any questions, contact the Pupil Transportation Specialist, Utah State Board of Education, (801) 538-7500.

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# GENERAL REQUIREMENTS

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## SCOPE AND OBJECTIVES

This document sets forth requirements for the design, construction, and operation of all school buses utilized, whether owned or leased by any Local Education Agency (*LEA*) or privately owned and operated under contract with any *LEA*. *LEAs* and private schools have the responsibility for developing the specifications for and the procurement of school buses used in their pupil transportation programs and shall ensure that their vehicles meet or exceed the standards contained herein. *LEAs* are encouraged to specify requirements in excess of the *Standards* whenever such action will enhance their transportation programs. Any additions of school bus equipment or alteration in the bus construction and operations not provided for in the *Standards* are prohibited without prior approval as outlined in the section titled “Exemption from or Modification of Requirements” (page 16).

The Utah State Board of Education (*USBE*) defines an “*LEA*” as: ([Utah Code 53E-3-401](#), and Utah Code [53-8-211](#)) as:

- (i) a school district,
- (ii) a charter school; or
- (iii) the Utah Schools for the Deaf and the Blind.

Utah Code [53-8-211](#) Safety inspection of school buses and other vehicles.

- (1) For purposes of this section and Section [53-8-211.5](#), "education entity" means:
  - (a) a school district;
  - (b) a charter school;
  - (c) a private school; and
  - (d) the Utah Schools for the Deaf and the Blind.

*Standards* 2019 Published Edition replaces the 2010 *Standards*. Subsequent to the published date of this document, all school buses ordered shall meet or exceed the *Standards*, applicable at the time of order placement for applicable entities.

This document is intended to provide standards that meet or exceed [Federal Motor Vehicle Safety Standards](#) (“*FMVSS*”) now in effect. Federal standards and Utah motor vehicle laws shall govern instances not specifically covered in these *Standards*.

### **STATUTORY AUTHORITY:**

These *Standards* are issued under authority of [Utah Code 41-6a-1304](#) which states (see also [53E-3-401](#)):

“(1)(a) The Department of Transportation by and with the advice of the State Board of Education and the Department of Public Safety shall adopt and enforce regulations not inconsistent with this chapter to govern the design and operation of all school buses in this state when: (i) owned and operated by any school district; (ii) privately owned and operated under contract with any school district; or (iii) privately owned for use by a private school. (b) The rules under this Subsection (1) shall by reference be made a part of any such contract with a school district or private school to operate a school bus. (2) Every school district or private school, its officers and employees, and every person employed under contract by a school district or private school shall be subject to the rules under Subsection (1).”

Regulations contained herein are applicable to public schools and all operations under the jurisdiction of the [USB](#). For standards or regulations applicable to private schools, refer to the [Utah Code 53-8-211](#) or regulations adopted by the [Utah State Department of Transportation](#) through Utah's Rule Making Act and published as a separate document.

School bus designations used in this document are taken from the [NCST 2015](#), and are intended to apply primarily to new vehicles, including all types of school buses, as defined in Appendix A: Terms and Definitions (Bus) of the *NCST 2015*.

- Vehicles with a designed capacity of ten or fewer (including the driver) cannot be certified as school buses under federal regulations.
- In the State of Utah, no vehicle designed to carry 11 or more passengers, including the driver, will be used by a *LEA* or private contractor under contract with a *LEA* for transporting students to and from school unless the vehicle meets all [FMVSS](#) requirements for a school bus. If a vehicle designed to carry 11 or more passengers does not meet [FMVSS](#) requirements for a school bus and is used to transport students to and from school, the route will be ineligible for state reimbursement. [Utah Code 53-8-211.5](#)

#### **RESPONSIBILITIES OF SUPPLIERS:**

- A. School bus chassis and/or body dealers, distributors, and manufacturers must comply with the *Standards*. The bidder agrees to certify that the vehicle meets or exceeds all federal and state standards upon delivery of the vehicle.
- B. Supporting data for certification of school bus chassis shall include at least the following information, but may be supplemented with additional information if offered by the supplier or if requested by the purchaser:
  - Manufacturer's gross vehicle weight rating
  - Chassis weight, overall dimensions, and location of the center of gravity
  - Engine performance curves (horsepower torque vs. speed in revolutions

per minute)

- Power and gradient curves (with representative bus bodies)
- Exhaust system noise level
- Engine emission levels
- Axle capacities
- Spring capacities
- Brake systems parameters or stopping distance vs. speed (with representative bus bodies)
- Horn noise level
- Temperature and quantity of hot water available for use in heating system
- Alternator output at the normal operating speed of the engine and at the engine manufacturer's recommended idle speed

C. Delivery Requirements: The school bus manufacturer shall provide the following materials to the purchaser of a new school bus at the time the purchaser takes possession of the bus:

- Line set tickets for each individual unit of the bus, and a separate set of tickets for buses manufactured in two parts
- A copy of the pre-delivery service performed and verified by a checkout form for each individual unit
- Warranty book and statement of warranty for each individual unit. All warranties shall commence on the day that the purchaser takes possession of the completed bus
- Service manual for each individual unit or group of identical units
- Parts manual for each individual unit or group of identical units

D. Inspection and acceptance testing of new school buses must be performed by all LEAs responsible for transporting students. Not more than 90 days following delivery of any new school bus to a Utah LEA, or to a contractor serving a LEA, the bus shall be inspected by the Safety Inspection Office of the [Utah Highway Patrol](#). The bus shall be inspected and tested by a mechanic to verify compliance with the following standards prior to being placed into service.

- Tests that will be conducted during the acceptance inspection of a school bus shall include, at a minimum:
  - Inventory of required safety features, including district specifications
  - Functions tests of all lamps and signals, the emergency braking system, horn, and other operating systems
- Failure to satisfy all requirements of the *Standards* shall result in either the bus being given a provisional approval until the manufacturer brings the vehicle up to standards or an exemption from or modification to the subject requirement requested, the vehicle will be sidelined pending

compliance. A provisional approval shall not be longer than 90 consecutive days. Failure to bring the bus up to standards or apply for an exemption during the provisional period shall result in the bus being sidelined.

- E. School bus manufacturers shall be given notice of any adopted changes in the *Standards*.

## **EQUIPMENT: BUS BODY AND CHASSIS SPECIFICATIONS**

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### **BUS BODY AND CHASSIS SPECIFICATIONS**

#### **BLOCK HEATER:**

Adopt *NCST 2015* with the following addition:

Buses furnished with diesel engines must have an engine block heater or fuel fired coolant heater. Block heater shall be 110-volt, minimum 700-watt for 400-CID or smaller engines, and a minimum 1000-watt for engines over 400-CID. Fuel-fired coolant heater fuel source and supply tank will be the same as that used to supply the bus engine. They shall also be furnished with an ether/propane quick-starting aid that is thermostatically controlled and a pre-shot measurement type. (Exception: Diesel engines that are equipped with glow plug or air intake pre-heat systems do not require a quick-starting aid.)

#### **COLOR:**

Adopt *NCST 2015* with the following addition:

Wheels may be silver, gray, white, yellow, black or red, (as received from the wheel manufacturer).

#### **CONSTRUCTION:**

Adopt *NCST 2015* with the following addition:

A certification plate shall be affixed to the inside of each body in the same area as the body serial number. This certification plate shall contain the following or similar wording: "(manufacturer's name) does hereby certify that (body serial number) has been constructed with standard and/or optional equipment that meets the Colorado Racking Load Test in accordance with *Standards* in effect at the time of manufacture."

#### **EMERGENCY EXITS:**

Adopt *NCST 2015* with the following addition/change:

- A. All emergency doors, emergency exit windows, and push-out type windows shall be furnished with an audible buzzer to indicate to the driver that the exit is open. Side emergency exit door must be furnished with a three-point bar lock.
- B. Any emergency exit that does not open freely or completely, as designed.
- C. Any emergency exit door warning device that is defective or fails to function.  
Note: Any emergency exit that is not marked with an emergency exit instruction decal and a window emergency exit warning device that fails to function are not OOS conditions.
- D. Any emergency exit door that is equipped with a padlock or similar non-OEM locking device (Excludes vehicles equipped with an interlock system).
- E. Any emergency exit that is obstructed (This includes self-retracting seats which must retract and maintain an upright position).

**FENDERS: RUBBER (SEE NATIONAL SPECIFICATIONS: FENDERS: FRONT):**

Adopt *NCST 2015* with the following additions:

- A. Cove-style rubber fenders shall be furnished on Type D buses on both the front and rear wheel-housing rims to prevent mud, slush, and water from being thrown onto the sides of the bus.
- B. Cove-style rubber fenders shall be furnished on the rear wheel-housing rims on Type C buses.
- C. Rubber fenders are not required on Type A and B buses.
- D. All buses shall be provided with mud flaps or mud shields at all front and rear wheel positions to prevent mud, slush, and gravel from being thrown onto the lower sections of the bus and service entrance area. Mud flaps must be of heavy duty construction.

**HEATING AND AIR CONDITIONING SYSTEMS – BUS BODY:**

Adopt *NCST 2015* with the following addition/change:

- A. If only one heater is used, it shall be fresh-air or combination fresh-air and re-circulation type. For Type C and Type D buses, a minimum of two heaters are required.

**HEATING AND COOLING SYSTEM, PROVISION FOR – BUS CHASSIS:**

Adopt *NCST 2015* with the following additions:

- A. All vehicles must meet or exceed engine manufacturer’s recommendation for the current manufacture year.

- B. Permanent coolant shall be provided by the chassis manufacturer to protect the cooling system to at least 40 degrees below zero Fahrenheit.

**IDENTIFICATION:**

Adopt *NCST 2015* with the following addition:

- A. Symbols or letters, not to exceed 36 square inches of total display, may be placed on front or rear bumpers or near the entrance door identifying that a bus is part of a specific clean air program.

**INSULATION:**

Adopt *NCST 2015* as stated with the following change:

- A. Change “Optional” indication to note that insulation is required.

**LAMPS AND SIGNALS:**

Adopt *NCST 2015* with the following additions:

- A. A master switch is required for the red and amber signal lamps. A switch to manually activate red warning lights before door is opened is optional.
- B. The area around the lens of each alternately flashing signal lamp and extending outward at least one inch or greater shall be painted black. Where there is no flat vertical area of body immediately surrounding the entire lens of lamps, a circular or square band of black approximately three inches wide, immediately below and to both sides of lens, shall be painted on the body or roof area to fit the shape of hoods/visors and roof cap.
- C. A single visor/hood for each set of dual lamps or an individual visor/hood for each lamp shall be provided. The visor/hoods shall fit the shape of the lights and roof caps, be a minimum depth of four inches, and be painted black. Flush mounted LED loading lights do not require a hood or visor.
- D. Warning light systems shall be “non-sequential” (the master switch turns the red signal lamps directly on when the door is opened with the switch on).

**MIRRORS:**

Adopt *NCST 2015* with the following change:

- A. Heated external mirrors shall be used.

**RUB RAILS:**

Adopt *NCST 2015* with following additions/changes:



- A. Both sides of the vehicle shall have four rub-rails located at the window line, seat line, floor line, and bottom of the bodyskirt.
- B. The bottom edge of the body side skirts shall be stiffened by application of a rub rail.
- C. The window-line, seat-line and floor-line rub-rails shall be attached at each body post and to all other upright structural members.

**TIRES AND RIMS:**

Adopt 2005 National Specifications with one change:

- A. Dual rear wheels and tires shall be provided on all school buses.

**VENTILATION:**

Adopt *NCST 2015*, with the following addition:

- A. "Two" auxiliary fans shall be installed.

**WIRING:**

Adopt *NCST 2015* (Bus Body and Chassis Specifications / Wiring, Chassis) with the following addition/change:

- A. The bus chassis electrical system shall be equipped with a continuous duty solenoid switch, operated by the ignition switch, that cuts off the electrical power to most body circuits such as heaters, dome lights, etc., when the ignition switch is turned to the "off" position.
- B. Change to the National Specifications / Wiring, Chassis (G) as follows:  
There shall be a manual noise suppression switch installed in the control panel. The switch shall be labeled and alternately colored. This switch shall be a momentary type that deactivates body equipment that produces noise, including, at least, the AM/FM radio, heaters, air conditioners, fans and defrosters. This switch shall not deactivate safety systems, such as windshield wipers or lighting systems.

**EQUIPMENT: REQUIREMENTS FOR UTAH SCHOOL BUSES**

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**REQUIREMENTS FOR UTAH SCHOOL BUSES**

**NEW UTAH SCHOOL BUSES:**

Must meet the National and State Standards.

## **USED UTAH SCHOOL BUSES:**

Must meet the National and State requirements for that model year of bus.

- A. This part of the *Standards* sets forth the requirements for used school buses to be used in Utah, whether purchased or leased by the LEA or private schools. The modifications necessary to make a used bus comply with this section of the *Standards* can be made either by the seller or the buyer. Before any used school bus is placed into service by a LEA or private school, it shall first be inspected and tested to verify compliance with the *Standards*. The ultimate responsibility for assuring that a used bus complies with all federal and state standards is the responsibility of the LEA.
- B. Used school buses shall: (1) comply with the version of the *Standards* in effect at the time of manufacture, and (2) comply with the applicable sections of current state standards. This requirement shall be satisfied irrespective of whether the bus has previously been used in the State of Utah.
- C. If required, if glass is replaced, glass in used school buses shall be replaced to bring the bus into compliance with current state standards.

## **EXEMPTION FROM OR MODIFICATION TO UTAH SCHOOL BUSES:**

Exemption Procedures:

To achieve the stated objectives of these standards (i.e., provide maximum safety consistent with the economic use of pupil transportation funds and available school bus technology, quality, reliability, conformity, and serviceability), it may be necessary to allow exemption from the requirements and periodically modify the requirements. This part sets forth the procedures for obtaining exemptions and modifying the provisions of the *Standards*.

- 1. An exemption from the requirements of the *Standards* may be initiated by a manufacturer or supplier of pupil transportation equipment or a LEA. The request shall be written, should include sufficient supporting data to justify the request for an exemption, and should be submitted to the Pupil Transportation Specialist at the Utah State Board of Education.
- 2. All requests for exemptions from the requirements of the *Standards* shall be reviewed by a committee consisting of at least one representative of the [Utah State Department of Transportation \(“UDOT”\)](#), one representative of the [Utah Department of Public Safety \(“UDPS”\)](#), the USBE Pupil Transportation Specialist, and such consultants as deemed appropriate. If necessary, this committee will submit the request to the School Bus Standards Committee and may require that

the request be presented in person. Final authority for determining the disposition of a request is vested with *UDOT*.

Modification Procedures:

1. An intent to modify the *Standards* shall be distributed to certified suppliers and other interested parties at least thirty (30) days prior to consideration of the modification by the *USB E* and the *UDOT*.
2. After approval of the proposed modification by the *USB E* and the *UDOT*, the modification shall become effective 90 days following distribution.

## SCHOOL BUS INSPECTION AND OUT-OF-SERVICE CRITERIA

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The *USB E* follows the criteria as specified by the Utah Highway Patrol for [2019 Commercial Vehicle Safety Alliance \(CVSA\) Out-of-Service Criteria](#) and [2019 Supplemental School Bus Out-of-Service Criteria](#) with input from Utah LEAs, the *USB E*, and non-public school bus transportation entities.

## TRANSPORTATION FOR K-12 STUDENTS WITH DISABILITIES

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The *USB E* [Every Student Succeeds Act \(ESSA\)](#), includes appropriate accommodations for students with disabilities in accordance with 34 CFR §200.6 for the inclusion of all students with disabilities in all assessments.

### Students with Disabilities Transportation [R277-600-5](#)

(1)(a) A student with a disability shall be transported on regular buses and regular routes whenever possible, unless the IEP team determines otherwise.

(b) A school district may request approval, prior to providing transportation, for reimbursement for transporting students with disabilities who cannot be safely transported on regular school bus runs.

(2) A school district may be reimbursed for the costs of transporting or for alternative transportation for students with disabilities whose severity of disability, or combination of disabilities, necessitates special transportation.

(3) During the regular school year, an eligible special transportation route from the assigned school site to an alternative program location shall be for a minimum of fifteen days with primarily the same group of students.

(4) During the ESY, an eligible special transportation route from the assigned school site to an alternative program location shall be for a minimum of ten days with primarily the same group of students.

(5) ESY services shall meet the standards of Part B of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1401(3) and Board Special Education Rules.

(6) The Utah Schools for the Deaf and the Blind shall provide transportation for students who are transported to its self-contained classes, unless an exception is approved by the Superintendent [Superintendent in this rule refers to USBE State Superintendent].

### **LAWS AFFECTING TRANSPORTATION FOR STUDENTS WITH DISABILITIES:**

Adopt *NCST 2015*; replace B with the following:

Characteristics/Conditions: To be disabled under Individuals with Disabilities Education Improvement Act ([IDEA 2004](#)), a student must have certain characteristics that adversely affect educational performance, and therefore require special education and related services. The disabilities are defined under Part B.

- A. Autism
- B. Deaf blindness
- C. Hard of Hearing/Deafness
- D. Intellectual Disability
- E. Multiple Disabilities
- F. Orthopedic Impairment
- G. Other Health Impairment
- H. Emotional Disturbance
- I. Specific Learning Disability
- J. Speech language Impairment
- K. Traumatic Brain Injury
- L. Visual Impairment including Blindness
- M. Developmental Delay

### **INDIVIDUALIZED EDUCATION PROGRAM (IEP):**

The [Individualized Education Program \(IEP\)](#) is a written statement of services a student is to receive. With respect to [U.S. Dept. of Education transportation information](#), this information should contain necessary specificity so that transportation professionals, school personally, parents and student know what services to expect.

Generally, modification of the IEP requires an IEP meeting. When change in transportation provisions may be necessary, transportation services personnel should contact the student's case

manager or other appropriate staff member. Such contact should also occur when transportation services personnel find they need more information or assistance from team members or if they find the program to be in any way unsafe or not meeting the student's needs.

The following guidelines are intended to assist in establishing a training program for administrative and school-based personnel enabling them to respond to the concerns presented by students with disabilities and their families and school staff.

## **Standards for LEA Discipline Plans and Emergency Safety Interventions**

Utah Administrative Code ([R277-609](#)) addresses the use of restraints. These requirements do not address specifically the safety restraint systems required by National Highway Traffic Safety Administration (*NHTSA*) for the safe transport of students, which must also be used.

### **Least Restrictive Behavior Interventions**

[Utah Administrative Code R277-608-2](#) provides guidelines for the use of reasonable and necessary physical restraint or seclusion of all students in educational settings, including transportation.

[Least Restrictive Behavior Intervention Technical Assistance Manual \(LRBI\)](#) provides guidance and information in creating successful behavioral systems and supports within Utah's public schools. Supportive school discipline is a systemic constellation of programs and practices that promote positive behaviors while preventing negative or risky behaviors. Utah's school systems aim to create a safe learning environment that enhances all students' outcomes.

### **GUIDELINES:**

Adopt 2015 National Specifications with two additions:

- A. Change IDEA to [IDEIA](#). (Individual with Disabilities Education Improvement Act December 3, 2004)
- B. For further information, see [USBE Special Education TA Manual \*Serving Special Education Students with Special Health Care Needs\*](#).
  1. Drivers and Attendants  
Adopt 2015 National Specifications with the following change:
    - a. Training Components:
      - i. Introduction to special education, including characteristics of disabling conditions, the student referral, assessment, IEP process, including development of student health care plans, and confidentiality of student information.
  2. Selecting Securement Sites on Wheelchairs  
Adopt 2015 National Specifications with the following change:

Securement systems for wheelchairs should be used in accordance with the manufacturer’s specifications and recommendations and should include a minimum of a lap/shoulder belt, four-point tie down and appropriate occupant securement (Refer to Specially Equipped School Bus Specifications). If so labeled, the manufacturer’s designated securement point shall be used.

**DEVELOPMENT:**

Adopt 2015 National Specifications with one change:

- A. Transportation policies and procedures should be developed, adopted by the local board, and periodically updated to reflect changes in federal, state, and local regulations.

## **TRANSPORTATION FOR INFANTS AND TODDLERS WITH DISABILITIES**

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### **INTRODUCTION**

Adopt 2015 National Specifications with one change:

- A. Delete “Refer to the Appendix F for listings of laws and characteristics of disabilities.”

### **TRANSPORTATION FOR INFANTS AND TODDLERS WITH DISABILITIES:**

Adopt 2015 National Specifications with one change:

- A. Change 1997 IDEA to “**2004 IDEIA**.” (Individual with Disabilities Education Improvement Act).

## **UTAH SPECIFIC OPERATION STANDARDS**

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### **ALTERNATIVE TRANSPORTATION:**

R277-600, [R277-600-7- Alternate Transportation](#)

### **BUS DRIVER QUALIFICATIONS:**

- A. Satisfactory employment background and residency verification
- B. Satisfactory Driving History
  - 1. 21 years of age or older

2. Valid driver's license
  3. No more than two moving violations or two accidents (or a combination of moving violations/accidents), within the past 24 months as shown on the driver's Motor Vehicle Report (MVR).
- C. Satisfactory Criminal Background Check, in accordance with [R277-516](#).
1. No felony convictions
    2. No offense for which the offender has been sentenced to a term of imprisonment or correctional detention
    3. No convictions for DUI during the past ten years
    4. No criminal convictions involving child abuse, neglect or endangerment; possession or distribution of illegal substance; illegal use or possession of weapons; violence; or sex-related offenses
    5. Criminal convictions revealed on the employment application, and reviewed and considered in accordance with state, district, and local law
- D. Other
1. No positive result on or refusal of a drug/alcohol test
  2. Passage of a physical examination for drivers in accordance with the U.S. Department of Transportation, Bureau of Motor Carrier Regulations
- E. Current and Prospective Bus Drivers:
1. Must pass the Physical Assessment Standard annually
  2. Must pass the DOT physical examination at least every two years
  3. Must have the possession and use of both hands, both arms, and both feet
  4. Must have use of both eyes with vision equivalent to 20/40 (Snellen Test) or better, with or without glasses, and have near-normal depth perception
  5. Must have adequate hearing
  6. Must have no color blindness deficiency that would interfere with safe driving
  7. Must meet all qualifications as listed in the Federal Motor Carrier Safety Regulations manual (specifically 391.41)
  8. Must maintain a valid commercial driver's license (CDL) with passenger/school (P/S) endorsement in accordance with [Commercial Vehicle Safety Act of 1986](#).
  9. Must attend the required annual state training
  10. Must complete the required recertification training
  11. Must submit to and pass BCI/FBI background check
  12. Must pass all drug and alcohol testing requirements
  13. Must follow LEA's specific transportation policies and procedures

## **BUS DRIVER INSTRUCTION AND CERTIFICATION STANDARD**

Adopt 2015 National Standards with this addition:

- A. [Utah School Bus Driver Instruction and Certification Standard](#)

**CELL PHONES AND OTHER ELECTRONIC DEVICES:**

R277-601-3. Standards, [R277-601-3](#).

**CHECKING FOR STUDENTS:**

R277-601-3. Standards, [R277-601-3](#).

**DECORATING BUSES:**

Posters and/or markings may be put on windows beginning with the fourth seat behind the driver (at a minimum). Nothing may be put on any bus windows that would block the view of the driver. Nothing is ever allowed on the front or back windows.

**DRIVING TIME**

Adopt 2015 National Standards, [Federal Motor Carrier Safety Regulations, 395.5](#) for Hours of Service.

**DRUG AND ALCOHOL TESTING ([Utah Code 34-38-1, R477-12](#)):**

Adopt 2015 National Standards and see the companion handbook entitled *[Pupil Transportation Drug and Alcohol Testing Policies and Procedures](#)*.

**ENTRY TO THE BUS:**

Unauthorized entry of school bus, [76-9-107](#).

Each bus shall have a sign clearly visible, next to each entrance to the bus with the following text:

WARNING: IT IS UNLAWFUL TO:

- Enter a school bus with the intent to commit a crime.
- Enter a school bus and disrupt or interfere with the driver.
- Refuse to disembark after ordered to do so ([76-9-107, Utah Code](#)).

**IDLING POLICY:**

School bus idling standards, [41-6a-1308](#).

**INSULIN DEPENDENT DIABETIC WAIVER:**

Insulin Dependent Diabetic Waiver, ([FMSCA Diabetes Exemption Application](#)).

**MAINTENANCE AND SERVICE PERSONNEL TRAINING**

Adopt 2015 National Standards with the following addition:



A. Technicians' Annual In-service Training

A school bus that operates properly is more responsive to the driver's command and enables the driver to devote attention to the driving task. Continuous safe operation characteristics of school buses are vital to a district's pupil transportation system. An untrained bus shop technician is a poor investment of state and/or a pupil transportation provider's funds. Therefore, it is required that all school bus technicians receive eight hours of annual in-service instruction from the recommended training list under "D" below.

B. Pupil Transportation Provider Requirements

Pupil transportation providers must determine how to ensure that properly certified (ASE-recommended) shop technicians are available to cover all the needed areas to ensure the safety of the school buses in their fleet. If a pupil transportation provider does not have contracted shop technician employees, the pupil transportation provider shall have a service contract with a neighboring LEA, school busing entity, or a private mechanic shop with technicians who are certified to cover all the needed areas to ensure the safety of the school buses in its fleet.

C. Specialized Training

All technicians shall maintain air brake and safety inspection certification.

D. Recommended Training List

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

E. Other Requirements

Technicians shall be subject to the drug and alcohol testing requirements for school bus drivers, including 60 minutes of annual drug awareness instruction. If a technician will be required to be available to transport students in a school bus as a part of his/her job duties, he/she is required to meet the instruction and certification requirements for Utah school bus drivers.

**MOTOR VEHICLE RECORDS:**

Each LEA is responsible to verify motor vehicle records for all CDL drivers at a minimum of two times per year or monitor driver history monthly at <https://secure.utah.gov/dhr>.

CDL drivers must maintain an acceptable Motor Vehicle Record consistent with LEA's policy

- Bus drivers must report all citations to their director/supervisor within 48 hours of conviction ([Utah Code R277.516.3](#))
- The [Utah CDL handbook](#) should always be consulted.

**PHYSICAL ASSESSMENT STANDARDS:**

[Physical assessment](#) shall be done by certified instructors or pupil transportation supervisors. Before any job action is taken, a third-party tester shall be used for confirmation of failure to meet these physical assessment standards.

**RECORD RETENTION:**

See [Bus Transportation Rules and Regulations](#) (SD 19-8 and 19-9).

**SAFETY INSPECTIONS:**

Safety inspection of school buses and other vehicles, [53-8-211](#).

**STEEPNESS OF GRADES FOR SCHOOL BUSES:**

Steep grades present increased hazards that may affect the safety of students transported on school buses. When considering service to areas that require access over roads with steep grades, a careful assessment must be made to determine if the area is safe for school bus travel. Suggested procedures to be followed:

- A. On steep grades up to 6%, the following procedures should be followed in determining whether the roadway is safe to travel over with a school bus:
  - 1. Does the distance traveled on the steep grade present hazards that cannot be addressed? (width of road, tilt of road, steep drop off, obstructions, etc.)
  - 2. Does the condition of the roadway permit safe school bus transportation? (good/poor visibility, type of road surface, etc.)
  - 3. Can the roadway be maintained during winter conditions for safe travel by a school bus?
  - 4. Are there guard rails?
  - 5. How heavy/light is traffic congestion?
- B. On steep grades above 6%, the following additional procedures should be followed:
  - 1. Consultation with local jurisdictional law enforcement agency.
  - 2. Consultation with local jurisdictional road department.

When safety is a concern on a specific roadway, all school buses should be restricted from using the identified roadway. LEA and busing entities shall make a list of roadways with safety concerns available to other LEAs and busing entities. This list of roadways with safety concerns shall include rail-grade crossings that have been identified as do-not-use. When it is determined that it is safe to travel with a school bus over a steep grade roadway, extra precautions shall be identified on route sheets supplied to school bus drivers.

## **STOPPING FOR SCHOOL BUS—REQUIREMENTS**

Stopping for school buses [41-6a-1302](#)

School bus traffic safety devices [41-6a-1310](#)

[Use of Overhead Red/Yellow Loading Lights on School Buses](#)