

THE PINNACLE CODE

The School Policy Manual for Pinnacle Canyon Academy
A Public K-12 Charter School
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*This school policy manual will be updated regularly as needed
and will be posted on the school's webpage: www.pcaschool.com*

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5.1 STUDENT TRANSPORTATION STANDARDS AND PROCEDURES

BOARD APPROVED: September 11, 2018

Rule R277-600. Student Transportation Standards and Procedures. As in effect on July 1, 2018

R277-600-1. Authority and Purpose.

- (1) This rule is authorized by:
 - (a) Utah Constitution Article X, Section 3, which vests general control and supervision over public schools in the Board;
 - (b) Subsection 53A-1-402(1)(d), which directs the Board to establish rules for bus routes, bus safety and other transportation needs;
 - (c) Sections 53A-17a-126 and 127, which provide for distribution of funds for transportation of public school students and disability standards for student bus riders;
 - (d) Section 53A-17a-126.5, which directs the Board to make rules to implement unsafe route grants; and
 - (e) Section 53A-1-401, which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law.
- (2) The purpose of this rule is to specify the standards under which school districts may qualify for and receive state transportation funds.

R277-600-2. Definitions.

- (1) "ADA" means average daily attendance.
- (2) "ADM" means average daily membership.

- (3) "AFR" means a school district's annual financial report, one component of which is the AFR for all pupil transportation costs.
- (4) (a) "Approved costs" means the Board approved costs of transporting eligible students from home to school to home once each day, after-school routes, approved routes for students with disabilities and vocational students attending school outside their regularly assigned attendance boundary, and a portion of the bus purchase prices.
- (b) All approved costs are adjusted by the CAO consistent with a Board-approved formula per the annual legislative transportation appropriation.
- (5) "Deadhead miles" means miles traveled while operating a bus with no passengers on board.
- (6) "Extended school year" or "ESY" means an extension of the school district or charter school traditional school year to provide special education and related services to a student with a disability, in accordance with the student's IEP, and at no cost to the student's parents.
- (7) "Hazardous" means in a state of danger or potential danger, which may result in injury or death.
- (8) "Local school board" means a local school district board of education.
- (9) "Multipurpose passenger vehicle" or "MPV" means any motor vehicle with less than 10 passenger positions, including the driver's position, which cannot be certified as a bus.
- (10) "Pupil Transportation Advisory Committee" means the committee described in Subsection 53A-17a-127(5).
- (11) "Out-of-pocket expense" means gasoline, oil, and tire expenses.
- (12) "Unsafe route" has the same meaning as defined in Subsection 53A-17a-126.5(1).

R277-600-3. General Provisions.

- (1) (a) The CAO shall use state transportation funds to reimburse school districts for the costs reasonably related to transport students to and from school.
- (b) The Board shall define the limits of a school district's transportation costs reimbursable by state funds in a manner that encourages safety, economy, and efficiency.
- (2) Allowable transportation costs are divided into two categories:
- (a) Category costs include expenditures for regular bus routes established by the school district, and approved by the state.
- (b) Category costs include other methods of transporting students to and from school.
- (3) The CAO shall develop a formula to allocate A Category costs based on a calculated rate.
- (4) The CAO shall approve B Category costs on a line-by-line basis after:
- (a) comparing the costs submitted by a school district with the costs of alternative methods of performing the designated functions; and
- (b) accounting for legislative appropriation variations.
- (5) The CAO shall develop a uniform accounting procedure for the financial reporting of transportation costs, which shall specify the methods used to calculate allowable transportation costs.
- (6) The CAO shall develop uniform forms for the administration of the transportation program.
- (7) (a) An LEA shall record all student transportation costs, including accurate mileage, minute, and trip records.
- (b) An LEA may maintain records and financial worksheets during the fiscal year for audit purposes.

R277-600-4. Eligibility.

- (1) The CAO shall only disburse state transportation funds for transporting eligible students.
- (2) The CAO shall determine transportation eligibility for elementary students (k-6) and secondary students (7-12) in accordance with the mileage from home, specified in Subsections 53A-17a-127(1) and (2), to the school attended by assignment of the local school board.
- (3) A student whose IEP identifies transportation as a necessary related service is eligible for transportation regardless of distance from the school attended by assignment of the local school board.
- (4) A student who attends school for at least one-half day at a location other than the local school board designated school is not eligible for transportation for distances up to one and one-half miles.

- (5) A school district that implements double sessions as an alternative to new building construction may transport, one-way to or from school, with Board approval, affected elementary students residing less than one and one-half miles from school, if the local school board determines the transportation would improve safety affected by darkness or other hazardous conditions.
- (6) The distance from home to school is determined as follows: From the center of the public route (road, thoroughfare, walkway, or highway) open to public use, opposite the regular entrance of the one where the pupil is living, over the nearest public route (thoroughfare, road, walkway, or highway) open regularly for use by the public, to the center of the public route (thoroughfare, road, walkway, or highway) open to public use, opposite the nearest public entrance to the school grounds which the student is attending.

R277-600-5. Student with Disabilities Transportation.

- (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 CAO.

R277-600-6. Bus Route Approval.

- (1) (a) A local school board shall propose bus routes subject to approval by the CAO.
 (b) A local school board shall provide information requested by the CAO prior to approval of a route.
 (c) During the regular school year, an eligible 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.
 (d) The CAO may not approve a route for reimbursement if an equitable student transportation allowance or a subsistence allowance for the necessary transportation is more cost-effective.
- (2) The CAO may approve exceptions for good cause shown.
- (3) A bus route shall:
 - (a) traverse the most direct public route;
 - (b) be reasonably cost-effective in comparison to other feasible alternatives;
 - (c) provide adequate safety for students;
 - (d) traverse roads that are constructed and maintained in a manner that does not cause property damage; and
 - (e) include an economically appropriate number of students.
- (4) (a) The minimum number of general education students required to establish a bus route is ten.
 (b) The minimum number of students with disabilities required to establish a bus route is five.
 (c) A bus route may be established for fewer students upon special permission of the CAO.

- (5) A school district shall designate safe areas for bus stops.
- (6) (a) A student is responsible for the student's own transportation to bus stops up to one and one-half miles from home.
- (b) A student with a disability is responsible for the student's own transportation to bus stops unless the IEP team determines otherwise.
- (7) (a) A school district shall report changes made in existing routes or the addition of new routes to the CAO as they occur.
- (b) The CAO shall review and may refuse to fund route changes.
- (8) The CAO may reimburse a school district for transporting another district's students across school district boundaries so long as:
 - (a) the route promotes efficient transportation for both districts;
 - (b) the route serves a group or community of students and families rather than a single student or a single family;
 - (c) the local school boards of both participating districts vote in an open meeting that students who reside in one district can be better and more economically served by another district; and
 - (d) both districts and the CAO maintain documentation annually of the boards' votes and the map of the approved route.
- (9) A school district may transport eligible students home after school activities held at the students' school of regular attendance and within a reasonable time period after the close of the regular school day and receive approved route mileage.
- (10) (a) The CAO may approve atypical routes as alternatives to building construction if routes are needed to allow more efficient school district use of school facilities.
- (b) Building construction alternatives include:
 - (i) elementary double sessions;
 - (ii) year-round school; and
 - (iii) attendance across school district boundaries.
- (11) (a) A school district may use the State Guarantee Transportation Levy or local transportation funds to transport students across state lines or out-of-state for school sponsored activities or required field trips if:
 - (i) the local school board has a policy that includes approval of trips at the appropriate administrative level;
 - (ii) the school or school district has considered the purpose of the trip or activity and any competing risk or liability;
 - (iii) given the distance, purpose and length of the trip, the school district has determined that the use of a publicly owned school bus is appropriate for the trip or activity; and
 - (iv) the local school board has consulted with State Risk Management.
- (b) If school bus routes transport students across Utah state lines or outside of Utah for required to and from routes, routes are reimbursable providing a school district maintains documentation that:
 - (i) the routes are necessary;
 - (ii) the routes are more cost-effective; or
 - (iii) the routes provide greater safety for students than in-state routes.

R277-600-7. Alternative Transportation.

- (1) The CAO shall analyze bus routes that involve a large number of deadhead miles to determine if an alternative method of transporting students is more efficient.
- (2) Approved alternatives include the alternatives described in Subsections (3) through (9).
- (3) (a) The costs incurred in transporting eligible pupils in a school district MPV are approved costs as long as the costs demonstrate efficiency; or
- (b) The costs incurred in paying eligible students an allowance in lieu of school district-supplied transportation are approved costs.

- (4) (a) A student may be reimbursed for the mileage to the bus stop or school, whichever is closer to the student's home.
- (b) The allowance under this Subsection (4)(a) may not be less than \$0.35 per mile, nor greater than the reimbursement allowance permitted by the Utah Department of Administrative Services for use of privately owned vehicles set forth in the Utah Travel Regulations.
- (5) A district shall annually perform a cost-benefit analysis as part of its determination of the LEA specific reimbursement rate and make this analysis available to the public.
- (6) (a) A district shall make a student mileage allowance under this Section R277-600-7 to only one student per family for each trip that is necessary for all the students within a family to attend school.
- (b) If siblings are on different school schedules or ride buses that are on significantly different schedules, multiple students within a family may claim and be paid for student mileage allowances.
- (7) If a student eligible for reimbursement under this Section R277-600-7 or the student's parent is unable to provide private transportation, with prior approval from the CAO, an amount equivalent to the student allowance may be paid to the school district to help pay the costs of school district transportation.
- (8) (a) A district shall measure and certify a student's mileage in school district records.
- (b) A student's ADA, as entered in school records, is used to determine the student's attendance.
- (9) (a) The cost incurred in providing a subsistence allowance is an approved cost under the following conditions:
 - (i) a student lives more than 60 miles (one way) on well-maintained roads from the student's assigned school, a parent may be reimbursed for the student's room and board if the student relocates temporarily to reside in close proximity to the student's assigned school;
 - (ii) payment may not exceed the Substitute Care Rate for Family Services for the current fiscal year;
 - (iii) adjustments for changes made in the rate during the year shall be included in the allowance; and
 - (iv) In addition to the reimbursement for room and board, the subsistence allowance may include the costs of up to 18 round trips per year.
- (b) (i) A subsistence allowance is not available to a parent who maintains a separate home during the school year for the convenience of the family.
- (ii) A parent's primary residence during the school year is the residence of the child.
- (10) A school district may contract or lease with a third party provider for pupil transportation services.
- (11) (a) The cost incurred in engaging in a contract or leasing for transportation is an approved cost at the prorated amount available to school districts.
- (b) The CAO shall determine reimbursements for school districts using a leasing arrangement in accordance with the comparable cost for the school district to operate its own transportation.
- (c) Under a contract or lease, a school district's transportation administrator's time may not exceed one percent of the commercial contract cost.
- (12) If a school district contracts or leases with a third party provider or other LEA for pupil transportation services, it shall maintain and provide to the CAO upon request the following items as if it operated its own transportation:
 - (a) eligible student counts;
 - (b) bus route mileage;
 - (c) bus route minutes; and
 - (d) service to students with disabilities and bus inventory data.

R277-600-8. Other Reimbursable Expenses.

The CAO may reimburse a school district for the following costs with state transportation funds:

- (1) salaries of clerks, secretaries, trainers, drivers, a supervisor, mechanics, and other personnel necessary to operate the transportation program, subject to the following limitations:
 - (a) a full time supervisor may be paid at the same rate as other professional directors in the school district; and
 - (b) a school district shall ensure that a supervisor's salary is commensurate with the number of buses, number of eligible students transported, and total responsibility relative to other school district supervisory functions;

- (2) a school district may claim a percentage of the school district CAO's or other supervisor's salary for reimbursement if the school district's eligibility count is less than 600 and a verifiable record of administrative time spent in the transportation operation is maintained; and
- (3) the wage time for bus drivers may include to and from school time consisting of:
 - (i) 10 minute pre-trip inspection;
 - (ii) actual driving time;
 - (iii) 10 minute post-trip inspection and bus cleanup; and
 - (iv) 10 minute bus servicing and fueling;
- (4) a proportionate amount of a CAO's or supervisor's employee benefits (health, accident, life insurance);
- (5) purchased property services;
- (6) property, comprehensive, and liability insurance;
- (7) communication expenses and travel for supervisors to workshops or national conventions;
- (8) supplies and materials for vehicles, the school district transportation office and the garage;
- (9) training expenses to complete bus driver instruction and certification required by the Board; and
- (10) other related costs approved by the CAO, which may include additional bus driver training.

R277-600-9. Non-reimbursable Expenses.

- (1) AFR for all pupil transportation costs may only include pupil transportation costs and other school district expenditures directly related to pupil transportation.
- (2) In determining expenditures eligible to and from school transportation, all related costs shall be reduced on a pro rata basis for the miles not connected with approved costs.
- (3) Expenses determined by the CAO as not directly related to transportation of eligible students to and from school may not be reimbursed.
- (4) (a) A local school board may determine appropriate non-school uses of school buses.
 (b) A local school board may lease or rent public school buses to:
 - (i) federal, state, county, or municipal entities;
 - (ii) entities insured by State Risk Management;
 - (iii) non-government entities; or
 - (iv) entities not insured through State Risk Management.
- (c) As part of any agreement to allow non-school use of a school bus, a local school board shall:
 - (i) require full cost reimbursement for any non-public school use including:
 - (A) cost per mile;
 - (B) cost per minute; and
 - (C) bus depreciation;
 - (ii) require a non-school user to provide:
 - (A) proof of insurance through State Risk Management or private insurance coverage; and
 - (B) a fully executed agreement for full release of indemnification;
 - (iii) require that any non-school use is revenue neutral; and
 - (iv) consult with State Risk Management to determine adequacy of documentation of insurance and indemnity for any entity requesting use or rental of publicly owned school buses.
- (5) A local school board shall approve the use of school buses by a non-governmental entity or an entity not insured through State Risk Management in an open meeting.
- (6) (a) In the event of an emergency, local, regional, state or federal authorities may request the use of school buses or school bus drivers or both for the period of the emergency.
 (b) A local school board shall grant a request under Subsection (a) so long as the use can be accommodated consistent with continuing student transportation and student safety requirements.

R277-600-10. Board Local Levy.

Pinnacle Canyon Academy is not eligible to participate in the Local Levy program due to being a charter school.

R277-600-11. Exceptions.

- (1) (a) When undue hardships and inequities are created through exact application of these standards, a school district may request an exception to these rules from the CAO for individual cases.
- (b) Hardships or inequities under Subsection (1)(a) may include written evidence demonstrating that no significant increased costs (less than one percent of a school district's transportation budget) is incurred due to a waiver or that students cannot be provided services consistent with the law due to transportation exigencies.
- (c) The CAO may consult with the Pupil Transportation Advisory Committee in considering the exemption.
- (2) A school district shall not be penalized in the computation of its state allocation for the presence on an approved to and from school route of an ineligible student who does not create an appreciable increase in the cost of the route.
- (3) There is an appreciable increase in cost under Subsection (2) if, because of the presence of ineligible students, any of the following occurs:
 - (a) another route is required;
 - (b) a larger or additional bus is required;
 - (c) a route's mileage is increased;
 - (d) the number of pick-up points below the mileage limits for eligible students exceeds one; and
 - (e) significant additional time is required to complete a route.
- (4) (a) An ineligible student may ride a school bus on a space available basis.
- (b) An eligible student may not be displaced or required to stand in order to make room for an ineligible student.

R277-600-12. Grants for Unsafe Routes.

- (1) The Board shall solicit proposals and award grants for unsafe routes as provided in Section 53A- 17a-126.5.
- (2) Subject to Board approval, the Pupil Transportation Advisory Committee shall:
 - (a) develop an application and instructions regarding the process for applying for a grant and make the application available to all school districts in the state; and
 - (b) develop a scoring rubric to be used in ranking applications received for purposes of funding prioritization and distribute the rubric to all school districts in the state.
- (3) The Pupil Transportation Advisory Committee may recommend modifications to the application and rubric developed under Subsection (2) as needed to address evolving risks and appropriations.
- (4) The CAO shall use the following process to calculate grant awards:
 - (a) (i) multiply the miles traveled for the unsafe route or sub-route by the allowance per mile;
 - (ii) multiply the minutes required for the unsafe route or sub-route by the allowance per minute;
 - (iii) the allowances per mile and minute used shall be the same allowances described in Subsection 53A-17a-127(3) for the respective fiscal year for each district; or
 - (b) Follow an alternative funding method recommended by the Pupil Transportation Advisory Committee and approved by the Board based on grant applications received from school districts.
- (5) A school district may identify an alternative solution that addresses unsafe routes or other health or safety conditions and is more cost-effective than creating a new route or sub-route.
- (6) A school district may use grant funds under this Section R277-600-12 to pay the costs of transporting students or for other related expenditures intended to reduce the hazards that exist along the unsafe route, as approved by the Board.
- (7) A recipient of grant funds under this Section R277-600-12 shall maintain sufficient records to substantiate expenditure of grant funds and provide documentation to the Board upon request.

5.2 STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS

BOARD APPROVED: September 11, 2018

Rule R277-601. Standards for Utah School Buses and Operations. As in effect on July 1, 2018

R277-601-1. Definitions.

- A. "Board" means the Utah State Board of Education.
- B. "Pinnacle Canyon Academy" means the local school board of education.

R277-601-2. Authority and Purpose

- A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of the public education in the Board, Section 53A-1-402(1)(d) which directs the Board to adopt rules for state reimbursed bus routes, bus safety and operational requirements, and other transportation needs and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.
- B. The purpose of this rule is to specify standards for state student transportation funds, school buses, and school bus drivers utilized by school districts.

R277-601-3. Standards

- A. Pinnacle Canyon Academy and school district personnel shall act consistent with the manual entitled STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS, 2010, which includes information received from Utah school districts, the Utah Transportation Commission, and the Utah Department of Public Safety and is available at each department or agency. The STANDARDS shall include the following:
 - (1) Electronic and telecommunications devices
 - (a) 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.
 - (b) 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, 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.
 - (c) 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.
 - (d) 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.
 - (e) Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the employing education entity.
 - (f) Violations of these provisions may result in personnel action(s) against the school bus operator consistent with school district/employer policies.
 - (g) Private contractors employed by school districts for student transportation shall also adhere strictly to these provisions in addition to the policies of the employer.
 - (2) End of bus route inspection
 - (a) 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.

- (b) Where possible, this inspection shall be completed at each school site when delivering students to school.
- (c) 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).

5.3 BUS TRANSPORTATION REQUEST

Teachers or staff requiring bus transportation for field trips need to complete a bus request at least two weeks prior to the field trip and submit it via the appropriate process. All field trips must be approved by the CAO or Elementary Principal prior to submission to the Transportation Director. Elementary teachers may not schedule field trips on the same days due to busing limitations.

5.4 PINNACLE SCHOOL BUS DRIVER HANDBOOK

Pinnacle has outlined the job description of bus drivers. It is important to know and comply with this policy as well as all federal and state laws and standards that pertain to buses and driving.

Drivers are paid according to Pinnacle's Payroll Schedule. Drivers will clock in as you go to pre-trip the bus, and clock out after the post trip is complete unless arrangements have been made through the Transportation Director.

Paid time includes:

- **Daily:** 10 minutes each day for pre-trip vehicle inspection
- **Daily:** 10 minutes each day for post-trip inspection (which includes hanging the flag at the back of the bus to insure no student is left onboard)
- **Daily:** 10 minutes for cleaning (sweeping) and maintaining (fueling and checking fluid levels).
- **Time** spent discussing transportation issues with supervisors, secretaries, or mechanics or with permission from the Transportation Director for approved reasons.
- **Drivers** shall not clock in early or clock out late unless authorized by the Transportation Director.
- Monthly, the bus is to be washed inside and out. Compensation is paid per the Pinnacle Payroll Schedule.
- "Bus Cleaning Form" must be completed and turned into the Transportation Director by the 25th of the month in order to make payroll deadline.
- Trip drivers are also responsible to check and sweep the bus as part of the post-trip inspection.

Drivers are required to be current on DOT physicals and re-certification training. CSD will reimburse as per pay Pinnacle Payroll Schedule for physicals. Pinnacle reimbursement form must be completed and returned for compensation. **Absences:** Drivers must contact the Transportation Director as soon as possible when they will not be able to drive. **Substitute drivers will be arranged through the Transportation Director and/or Bus Supervisor.** **Records:** Mileage Books/Logs must be completed at the end of each day's run. Drivers who are not able to use a time clock are responsible to turn in timesheets by the last day of each week. Trip Reports/Logs are to be turned in within one day of returning from the trip. Route sheets and maps are to be turned in by October 1. **Training:** Drivers are required to complete 16 hours each year. This includes the mandatory 8 hour yearly state in-service. Weekly driver training sessions are also offered. District training dates will be advertised on memos. Training time will be paid at the training rate as per the Pinnacle Payroll Schedule.

- 1) A driver maintains discipline on the bus. A key to good discipline is establishing appropriate relationships with the students, disciplining in positive ways, and keeping a good attitude. The driver may assign seats, contact parents, speak with the student, and/or discipline in other appropriate ways. **The Bus Driver will deal with all**

- minor discipline issues and will refer major discipline issues to the Transportation Director.** In extreme cases, and in consultation with the Transportation Director, students may be suspended from the bus. It is important to review the rules and policies with students frequently, especially at the beginning of each year and after each holiday.
- 2) According to State Administrative Code R277-601-B-3, school bus drivers may not use any electronic device while driving, except as written in the policy. Drivers who violate this policy will receive a written reprimand and/or dismissal.
 - 3) Drivers will be drug/alcohol tested upon initial hiring. Random testing will be done by a third party hired by the State. Drivers chosen to be tested must report immediately as directed. Drivers are also subject to testing for reasonable suspicion and after an accident. Failing a test, tampering with a test or refusing to be tested is grounds for immediate termination. Drivers must file a Doctor/Driver Prescription Form with the Transportation Director for all prescribed **and** over-the-counter drugs. (APPENDIX M5)
 - 4) Evacuation drills must be performed twice during the school year with those dates scheduled by the Transportation Director. The signed forms must be turned in as directed.
 - 5) The Transportation Director and/or Bus Supervisor have the authority to assign drivers to routes and trips. Assignments will be made in the best interest of Pinnacle.
 - 6) Drivers may choose to take trips. Trips will be assigned by rotation. Driver experience, strengths, availability, seniority, and the number of hours worked will be taken into consideration when trips are assigned.
 - 7) A driver must get prior approval from the Transportation Director and/or Bus Supervisor to make changes to a route. Drivers must be physically fit according to Policy (APPENDIX M1). The Utah State Office of Education sets the minimum standards that must be passed. A "Full Duty" release to work from a doctor is required when a driver is off work for five (5) consecutive days or more under a doctor's care.
 - 8) Only eligible riders may be on the bus. If there is a question, check with the Transportation Director.
 - 9) Keys for Pinnacle vehicles may be issued as needed by the Bus Supervisor. Pinnacle has a strict key policy and forms that must be signed by the employee.
 - 10) When the weather turns cold, the engine block heaters shall be plugged in on buses.
 - 11) Special Education Student responsibilities may differ according to the needs of the students. These are usually dictated by the IEP team and may include accommodations for wheelchairs, special seats, safety vests, or curb pickup and delivery. A driver attends an IEP meeting if requested by the IEP team. Any questions shall be addressed by the Transportation Director in cooperation with the Special Education Director. A Special Needs/Health folder may be placed on the bus with instructions for special health or education needs of the students assigned to the bus. These instructions must be carefully followed.
 - 12) A driver's responsibility for students begins when the bus approaches an approved pick-up location and ends when the student is dropped off. Preschool and kindergarten students need special attention and shall not be dropped off if there is no parent or older sibling to supervise the student. If necessary, contact the Transportation Director or take the student back to the school.
 - 13) Drivers are required to walk to the rear of the bus at the end of each run to insure that no student is left on the bus. At the end of each run, a red flag must be hung at the rear of the bus. Failure to do this may result in discipline or termination.
 - 14) Drivers shall not fuel a bus with passengers on board. Engines must be shut down and the driver must remain outside the bus within reach of the nozzle. Smoking is prohibited around fueling areas. Fuel tanks shall be kept at least half full. This would be significant in the event the buses were needed for a mass evacuation. It also helps to keep moisture out of the tank.
 - 15) **Confidentiality** is extremely important. Educational issues (including buses) must not be discussed with anyone except an appropriate supervisor. Discussing these issues with other drivers, familyS, or anyone else who does not "need to know" violates this policy and may be grounds for immediate dismissal.
 - 16) Federal and state laws as well as Pinnacle policy require that employees report to the Transportation Director and/or Bus Supervisor within 24 hours any moving violations, arrests, felony charges or medications (prescription or over-the-counter) that may impair driving.
 - 17) Pinnacle is a place of business. All employees are expected to set a standard that is professional and modest and one that models appropriate attire for the students. Employees may wear neat, clean blue jeans with a minimum amount of holes. Employees shall not wear flip flops. Tailored, knee-length (no more than 2 inches above the knee) shorts are acceptable. Women can wear leggings but must wear a shirt, skirt or dress over

them that completely covers their hips. No sweats or tracksuits are allowed, except for the PE teacher. Cleavage and chest hair shall be covered up (the “no butts, no boobs, no bellies” rule applies to employees as well). Friday dress is business casual (blue jeans are acceptable if they are neat, clean and free of holes.) Exceptions will be made for teachers and coaches involved in physical education, art, sports programs and classroom field trips where more casual attire is allowed. Employees not dressed appropriately will meet with the Administration. Bus drivers may not wear pajama pants or other inappropriate clothing. Pinnacle bus driver uniform shirts must be worn and hair must be neat and pulled back.

- 18) Any notes or letter sent home to parents need to be approved by the Transportation Director before being sent.
- 19) It is important for drivers to keep proper and appropriate relationships with students. Refer to APPENDIX M3 on Boundary Invasion.
- 20) Tobacco and alcohol products are strictly prohibited in all district vehicles, and including buses.
- 21) Motor Vehicle Records will be checked at least semi-annually. A candidate with more than 100 points may not be hired. If a current driver accumulates more than 100 and less than 125, the driver will receive a written warning notice and must complete district training. A driver that exceeds 125 points shall not drive a school bus in Utah and cannot be considered for rehire as a school bus driver for six months, or until the point total drops to 100 or below. Retraining must occur if the driver is rehired. Rehired drivers may never again exceed 100 points. Drivers must report all citations to their director within 30 days of conviction. The Utah CDL Handbook shall always be consulted.
- 22) A driver may drive a total of 10 hours with a total of 15 hours on-duty time followed by 8 consecutive hours of off-duty time (consult FMCSA rules for clarification.) On-duty time includes gainful employment for one’s self or for another employer or Pinnacle.
- 23) Drivers who encounter or suspect bullying on the bus must report it to the Bus Supervisor, Transportation Director and/or the principal or designee at the school.

5.4.1 BUS DRIVER PERSONNEL POLICY INFORMATION

GENERAL PURPOSE

Performs a variety of advanced level skilled duties related to the operation of multi-passenger school bus as needed to transport students to and from school, activities and special events.

SUPERVISION

A bus driver works under the general supervision of the Transportation Director and the Bus Supervisor.

EXAMPLE OF DUTIES

- May participate in training of less experienced drivers.
- Transports students to various activities; monitors activity and behaviors to assure safety; may administer routine discipline as needed to maintain order and safety.
- Performs basic maintenance of vehicles and conducts pre and post-trip inspections; which include but are not limited to, seeing that all students are safely removed from the bus and a red flag is posted in the rear window of the bus. Assures proper fuel and other fluid levels; maintains and performs other safety checks of vehicles and equipment; cleans vehicle; completes various travel records, logs and sign-in sheets as required.
- Participates in various training and workshop activities related to operating standards, processes and procedures.
- Communicates with parents as needed to exchange factual information.
- Performs regular cleaning and washing of assigned vehicle.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and experience

- Sufficient education to demonstrate an aptitude or ability to perform above and related duties
- Three (3) years experience in driving, preferably in multi-passenger vehicles
- An equivalent combination of education and experience

Required knowledge, skills and abilities

- Considerable knowledge of geographical region
- Working knowledge of state highway and driving laws
- Considerable knowledge of vehicle operation and safety regulations
- Working knowledge of basic automotive maintenance
- Ability to establish effective working relationships with supervisors, co-workers, parents and students
- Ability to communicate effectively, verbally and in writing
- Ability to demonstrate maturity in dealing with various child and adolescent behaviors

SPECIAL QUALIFICATIONS

- Must be 21 years of age and meet related criteria as described under “Standards for Utah School Buses and Operations” (APPENDIX M2)
- Must possess a valid Commercial Drivers License
- Must have a “clean” driving record
- Must be willing to operate school bus during various weather extremes and under various highway conditions

5.4.2 STANDARDS FOR UTAH SCHOOL TRANSPORTATION

Utah Administrative Code R277-601

STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS, 1999, shall include

Electronic and telecommunications devices

1. 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.
2. 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. 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.
3. 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.
4. 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.
5. Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the employing education entity.
6. Violations of these provisions may result in personnel action(s) against the school bus operator consistent with school district/employer policies.
7. Private contractors employed by school districts for student transportation shall also adhere strictly to these provisions in addition to the policies of the employer.

5.4.3 BOUNDARY INVASIONS

It is important to remind all staff about appropriate and inappropriate interactions with students. “Boundary invasions” are inappropriate invasions by the adult into the child’s personal space and personal life, including

physical, emotional and social spaces. Inappropriate “boundary invasions” may include, but are not limited to, the following:

1. Using email, text messaging, social media or websites to discuss personal topics or interests with students. All employees must “de-friend” students.
2. Taking an undue interest in a student (i.e., having a “special” friend or a “special relationship with a particular student)
3. Engaging in peer-like behavior with students (i.e., being cool by being like one of the kids)
4. Being overly “touchy” with students
5. Favoring certain students by giving them special privileges or inviting them to come to the classroom at non-class times
6. Talking to the child about problems that would normally be discussed with adults (e.g., marital problems)
7. Talking to the child about the child’s personal problems to the extent that the adult becomes a confidant of the child when it is not the adults job to do so
8. Being alone with the student behind closed doors at school
9. Giving students rides in the teacher’s personal vehicle without administrative approval or taking students on outings, away from protective adults
10. Going to the student’s home for non-educational purposes
11. Telling sexual or inappropriate jokes to students; engaging in talk containing sexual innuendo or banter with students
12. Talking about sexual topics that are not related to the curriculum
13. Showing pornography to the student
14. Hugging, kissing, or other physical contact with a student
15. Failure to comply with directives could lead to adverse employment circumstances.

5.4.4 BUS DRIVER QUALIFICATIONS

Standards for Utah School Buses and Operations, 2010 Edition, page 29-30.

BUS DRIVER QUALIFICATIONS

1. Satisfactory employment background and residency verification
2. Satisfactory Driving History
3. 21 years of age or older
4. Valid Utah driver’s license
5. No more than two moving violations or two minor accidents (or a combination of moving violations/accidents) or a severe preventable accident, within the past 24 months
6. No more than 100 points on Motor Vehicle Record
7. Satisfactory Criminal Background Check
8. No felony convictions
9. No offense for which the offender has been sentenced to a term of imprisonment or correctional detention
10. No convictions for DUI during the past ten years
11. 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 offences
12. Criminal convictions revealed on the employment application, and reviewed and considered in accordance with state, district, and local law

OTHER QUALIFICATIONS

1. No positive result on or refusal of a pre-employment drug/alcohol test, and 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
3. Current and Prospective Bus Drivers must pass the Physical Assessment Standard at least biannually
4. Must pass the DOT physical examination at least every two years
5. Must have the possession and use of both hands, both arms, and both feet
6. 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
7. Must have adequate hearing
8. Must have no color blindness deficiency that would interfere with safe driving
9. Must meet all qualifications as listed in the Federal Motor Carrier Safety Regulations manual (specifically 391.41)
10. Must maintain a valid commercials driver's license (CDL) with passenger/school bus (P/S) endorsement
11. Must attend the required annual state in-service training
12. Must complete the required 30 hours of recertification every five years
13. Must pass the BCI Fingerprint/FBI Check every five years
14. Must pass all drug and alcohol testing requirements
15. Must maintain an MVR record of 125 points or less at all times (see Motor Vehicle Records)

5.4.5 DOCTOR/DRIVER PRESCRIPTION DRUG DISCLOSURE FORM

Utah State Office of Education

Doctor/Driver Prescription Drug Disclosure Form

For Use in Meeting the Requirements of State Pupil Transportation Drug and Alcohol Policies and Procedures

NAME	DATE
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It is required that anyone holding a CDL driver's license as a certified school bus driver transporting public education students must report any prescribed medications that could impair the ability of a driver to safely operate a school bus. Your doctor must initial each prescription and sign at the bottom of this form. The information will be kept in your medical file and will be kept completely confidential. Only your local Drug Program Coordinator or coordinators and the state Medical Review Officer (MRO) have a need to know this information. This form shall be returned to the care and custody of your local Drug Program Coordinator. If your medications change at any time, it is your responsibility to turn in a new form. We must have current medical information in our file at all times. **This form is to be used each time you renew your DOT physical and each time a new applicable medication is prescribed by a doctor.**

Medication #1

Prescribed Medication	Dosage	Date
Time needed after taking drug before safe to drive a school bus	Date Stopped	Reason
Doctor's initials		

Medication #2

Prescribed Medication	Dosage	Date
Time needed after taking drug before safe to drive a school bus	Date Stopped	Reason
Doctor's initials		

Doctor/Driver Prescription Drug Disclosure Form

Medication #3

Prescribed Medication	Dosage	Date
Time needed after taking drug before safe to drive a school bus	Date Stopped	Reason
Doctor's initials		

FOR PRESCRIBING DOCTOR:

I have reviewed this form with the driver listed and am aware that he/she is employed in a safety-sensitive position that requires him/her to be in for duty, free of possible impairment from any prescribed drugs. I have advised the driver listed as to dosage amounts, minimum dosage times and/or conditions ahead of driving in order to avoid the possibility of impairment from the prescribed drug or drugs.

DOCTOR'S SIGNATURE	DATE
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FOR SCHOOL BUS DRIVERS:

I have made my prescribing doctor aware that I am employed in a safety-sensitive duty position as a school bus driver. I have been advised by my prescribing doctor on how to avoid the possibility of impairment from the medications I have been prescribed while driving. I understand that I am subject to reasonable suspicion testing related to a possible misuse of the prescribed medications, and that a documented misuse may result in termination of my position as a school bus driver.

DRIVER'S SIGNATURE	DATE
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5.4.5 Bus Permission Slip

[DATE AT THE BEGINNING OF THE SCHOOL YEAR]

Bus Parents,

We are excited to offer a bus to your area. We will try to provide transportation each day, but there will be days when it is not possible. Because of funding, our resources for buses are limited. We will make every effort, **but occasionally you will have to transport your child/children**. Each year we will be vigilant in ensuring that the bus is a safe and nurturing environment. Bus safety is a huge priority for Pinnacle Schools.

We expect your child to: (1) stay seated while the bus is in motion, (2) keep hands, feet, and objects to themselves, (3) use appropriate language, especially around younger children, and (4) follow all directions given by the driver.

Consequences of Rule Breaking

- First Offense — verbal warning and parental contact
- Second Offense — suspension from bus for one week and parental contact
- Third Offense — suspension from the bus for the remainder of the school year and parental contact

Any sexual offense committed on the bus will result in automatic dismissal from the bus for at least one year.

Please sign below and return the form to school. It must be returned by _____ for your child/children to continue riding the bus for the current school year.

STUDENT NAME(S)

BUS (CIRCLE ONE): HELPER EMERY EAST CARBON

PARENT'S SIGNATURE	DATE
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