

DCSD Transportation Handbook Revision Proposal 2023

Section I Pre-Trip Inspection

Existing Policy	Recommended Policy
<p><i>SECTION I. PRE-TRIP AND POST-TRIP INSPECTION</i> Issue Date: 01/01/22</p> <p>Section I. Pre-trip Inspection – A pre-trip inspection shall be done in accordance with the printed pre-trip inspection on the pre-trip and mileage form.</p>	<p><i>SECTION I. PRE-TRIP AND POST-TRIP INSPECTION</i> Issue Date: 9/14/23</p> <p>Section I. Pre-trip Inspection – A pre-trip inspection shall be completed using the pre-trip and mileage form, or the designated digital application.</p>

Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> Date: 01/01/22</p> <p>SECTION II. ROUTING DRIVING OPERATIONS</p> <p>1. No students are allowed to ride a school bus, other than those assigned to that route, unless the appropriate “Request to pick-up and drop-off student authorization form” is completed by the parent and school official and presented to the driver at the time that the student boards the school bus. Hand written notes shall not be accepted.</p>	<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> Issue Date: 9/14/23</p> <p>Section II. ROUTING/DRIVING OPERATIONS</p> <p>1. No students are allowed to ride a school bus, other than those assigned to that route, unless the appropriate “Courtesy Ride Student Request Authorization form” is completed by the parent and school official and presented to the driver at the time that the student boards the school bus. Hand written notes shall not be accepted.</p>

Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 01/01/23</i></p> <p>Section II. ROUTING/DRIVING OPERATIONS</p> <p>All drivers shall report all traffic violations to the transportation director and driver trainer. This includes private or school-owned vehicles. This shall be done within 24 hours of receiving the citation or the next business day.</p>	<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 9/14/23</i></p> <p>Section II. ROUTING/DRIVING OPERATIONS</p> <p>All drivers shall report all traffic violations (personal or job-related) to the transportation director and driver trainer. This includes private or school-owned vehicles. This shall be done within 24 hours of receiving the citation or the next business day.</p>

Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 01/01/23</i></p> <p><u>Procedures for Loading and Off-Loading Students–Two Lane Road With No Shoulder</u></p> <p>6. Stay centered in the lane of traffic and come to a complete stop 12 feet short of the stop location when loading. Students should remain at this position until invited to approach the bus.</p>	<p><i>Section II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 9/14/23</i></p> <p><u>Procedures for Loading and Off-Loading Students–Two Lane Road With No Shoulder</u></p> <p>6. Stay centered in the lane of traffic and come to a complete stop 12 feet short of the stop location when loading. Students should remain at this position until signaled to approach the bus.</p>

Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 01/01/23</i></p> <p><u>Procedures for Loading and</u></p>	<p><i>Section II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 9/14/23</i></p> <p><u>Procedures for Loading and</u></p>

<p><u>Off-Loading Students – Multiple Lane Or Two Lane Road With Wide Shoulder.</u></p> <p>18. If entering the lane of traffic from a turn out or shoulder, turn on left turn signal, check mirrors and slowly proceed when safe.</p>	<p><u>Off-Loading Students – Multiple Lane Or Two Lane Road With Wide Shoulder.</u></p> <p>18. If entering the lane of traffic from a turn out or shoulder, activate left turn signal, check mirrors, and slowly proceed when safe.</p>
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Section II Routing/Driving Operations

<p style="text-align: center;">Existing Policy</p> <p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> Issue Date: 01/01/23</p> <p><u>Bus Stop Procedures</u> Drivers shall instruct students about the following safety procedures:</p> <p>Students are to be at the bus stop 5 minutes prior to pickup time. Students are required to wait a minimum of 12 feet from the edge of the roadway, in an orderly line, and remain there until the bus has come to a complete stop and the driver invites them to approach the bus.</p>	<p style="text-align: center;">Recommended Policy</p> <p>Section II. ROUTING/DRIVING OPERATIONS Issue Date: 9/14/23</p> <p><u>Bus Stop Procedures</u> Drivers shall instruct students about the following safety procedures:</p> <p>Students are to be at the bus stop 5 minutes prior to pickup time. Students are required to wait a minimum of 12 feet from the edge of the roadway, in an orderly line, and remain there until the bus has come to a complete stop and the driver signals them to approach the bus.</p>
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Section II Routing/Driving Operations

<p style="text-align: center;">Existing Policy</p> <p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> Issue Date: 01/01/23</p> <p><u>Defensive Driving</u></p> <p>One of the best ways of maintaining an accident-free record is to expect the</p>	<p style="text-align: center;">Recommended Policy</p> <p>Section II. ROUTING/DRIVING OPERATIONS Issue Date: 9/14/23</p> <p><u>Defensive Driving</u></p> <p>One of the best ways of maintaining an accident-free record is to expect the</p>
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<p>unexpected while driving and plan a strategy to avoid accidents.</p> <ol style="list-style-type: none"> 1. Give the driver ahead plenty of room. Do not follow too closely. 4. Leave a way out to avoid a collision. Mentally know problem locations on the bus route and plan ahead. 	<p>unexpected while driving and plan a strategy to avoid accidents.</p> <ol style="list-style-type: none"> 1. Give the driver ahead plenty of room. Maintain a safe following distance. 4. Leave a way out to avoid a collision. Mentally store and recall problem locations on the bus route and plan ahead.
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Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 01/01/23</i></p> <p><u>Entering Traffic</u></p> <p>Drivers shall follow the correct procedures when entering traffic from a stopped or parked position.</p> <ol style="list-style-type: none"> 4. Actuate turn signal. 	<p><i>Section II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 9/14/23</i></p> <p><u>Entering Traffic</u></p> <p>Drivers shall follow the correct procedures when entering traffic from a stopped or parked position.</p> <ol style="list-style-type: none"> 4. Activate turn signal.

Section II Routing/Driving Operations

Existing Policy	Recommended Policy
<p><i>SECTION II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 01/01/23</i></p> <p><u>Speed Regulations</u></p> <p>The driver shall be knowledgeable of regulations regarding speed.</p> <ol style="list-style-type: none"> 3. Absolute Speed Laws: 4.—Not to exceed posted speed 	<p><i>Section II. ROUTING/DRIVING OPERATIONS</i> <i>Issue Date: 9/14/23</i></p> <p><u>Speed Regulations</u></p> <p>The driver shall be knowledgeable of regulations regarding speed.</p> <ol style="list-style-type: none"> 3. Absolute Speed Laws: Not to exceed posted speed limit as

<p>limit as designated on open highways.</p> <p>a. 75 mph---maximum on freeways for school buses.</p>	<p>designated on open highways.</p> <p>a. 80 mph---maximum on freeways for school buses.</p>
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Section VII Student Management

Existing Policy	Recommended Policy
<p>Section VII. STUDENT MANAGEMENT <i>Issue Date:</i> 01/01/22</p> <p>The best time to control the actions of young people is before the problem becomes one that requires you to take corrective actions. Plan ahead, learn to recognize clues of disruption, and act before problems develop.</p>	<p>Section VII. STUDENT MANAGEMENT <i>Issue Date:</i> 9/14/23</p> <p>The best time to control the actions of young people is before the problem becomes one that requires you to take corrective actions. Plan ahead. Learn to recognize clues of disruption and act before problems develop. Communicate your expectations of behavior and review those expectations multiple times throughout the school year. Be consistent and fair.</p>

Section VII Student Management

Existing Policy	Recommended Policy
	<p>Section VII. STUDENT MANAGEMENT <i>Issue Date:</i> 9/14/23</p> <p><u>Bus Rules Relating to Student Behavior</u></p> <ol style="list-style-type: none"> 1. The bus driver is in charge. Please follow his/her directions at all times. If a student refuses to follow directions or the rules, he/she may not be allowed to ride the bus. 2. Sit in the “L” position or on your pockets keeping all body parts inside the bus and isles clear. 3. Do not throw objects inside of the bus or outside the window.

	<p>4. Students shall be courteous to the driver and others. Do not yell, scream, push, hit, or kick while on the bus.</p> <p>5. Students shall not use profane language or possess tobacco, alcohol, vapes, drugs, over-the-counter medication, or any other controlled substance on the bus.</p> <p>6. No food or drink may be consumed on the bus (unless permission from the driver).</p> <p>7. Always sit in your assigned seat.</p> <p>8. Be at least five minutes early to your designated bus stop.</p> <p>9. When the driver has activated the red flashing lights, wait for the driver to signal you across the street. Look both ways, then cross the street.</p> <p>10. No weapons, or look-a-like weapons, such as knives or guns, etc., or hazardous items shall be carried on the bus.</p> <p>11. If you drop something on the ground near the outside of the bus, tell the driver. Stay out of the bus danger zone.</p> <p>12. Unassigned passengers must use the "Courtesy Ride Student Request Authorization" form.</p> <p>13. Students shall keep the bus clean and refrain from destroying seats or other district property. Any damage to the bus must be paid for by the offending person(s).</p>
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Section VII Student Management

<p>Existing Policy</p> <p>Section VII. STUDENT MANAGEMENT</p>	<p>Recommended Policy</p> <p>Section VII. STUDENT MANAGEMENT</p>
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<p>Issue Date: 01/01/22</p> <p><u>Bus Conduct Form</u></p> <p>All Bus Conduct Forms shall be filled out completely with an explanation of offense noted on the form. The bus conduct form will be brought to the transportation office. The bus driver will fax a copy of the form to the Transportation Director and proper school for disciplinary action.</p>	<p>Issue Date: 9/14/23</p> <p><u>Bus Conduct Record</u></p> <p>Drivers shall document negative student behavior. All severe bus behavior (weapons, violent threats, fighting, possession of drugs or alcohol, etc.) incidents and records shall be communicated to the bus garage supervisor and the transportation director.</p>
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Section IX Special Education Field Trips

Existing Policy	Recommended Policy
<p>Section IX. FIELD TRIPS Issue Date: 01/01/22</p> <p>IX. FIELD TRIPS</p> <p>11. There will be no "trading" of any special trips with other drivers without following the "Trip Rotation Policy".</p>	<p>Section IX. STUDENT MANAGEMENT Issue Date: 9/14/23</p> <p>IX. SPECIAL EDUCATION FIELD TRIPS</p> <p>11. There will be no "trading" of any special education trips with other drivers. All driving assignments originate from the transportation office director or the director's designee. All changes to assignments will originate and be reassigned by the transportation director or designee.</p>

Section IX Special Education Field Trips

Existing Policy	Recommended Policy
Section IX. FIELD TRIPS	Section IX. SPECIAL EDUCATION FIELD TRIPS

<p>Issue Date: 01/01/22</p> <p>IX. FIELD TRIPS</p> <p>14. If the chaperone, teacher, or coach is uncooperative when on a special trip, do not argue, do what they wish and report it to your supervisor as soon as possible, as long as it is not a safety related issue.</p>	<p>Issue Date: 9/14/23</p> <p>IX. SPECIAL EDUCATION FIELD TRIPS</p> <p>14. If the chaperone, teacher, or coach is uncooperative when on a special trip, do not argue. Do what they wish (while maintaining safety) and report it to your supervisor as soon as possible.</p>
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Section X Field Trips and Activity Trips

Existing Policy	Recommended Policy
	<p>Section X. FIELD TRIPS AND ACTIVITY TRIPS Issue Date: 9/14/23</p> <p>X. FIELD TRIPS AND ACTIVITY TRIPS</p> <p><u>Scheduling/Cancelling Trips</u></p> <p>Each school will submit, through Traversa, a trip request upon which a driver will be assigned to drive by the Transportation Department. Trip requests are to be submitted at least two weeks before the date of the competition or activity. All changes are to be made through the transportation office. Drivers are not allowed to “trade” trips with other drivers, nor are they authorized to change either time or destination. Schools are to notify the transportation secretary by phone for an immediate cancellation or by email for a cancellation on a later date.</p> <p><u>Driving Time</u></p> <p>Drivers are limited by law, 15 hours of “on</p>

duty” time with only 10 of the 15 hours designated as “driving” time. “On duty time” shall be considered as any time a driver is driving students or is required to do work related duties to the service of students—within the district or any other form of employment outside of the district—that causes an accumulation of the 15 hours. A driver must be completely relieved of any duties or responsibilities to be considered “off duty” and in compliance with Section 395.5 of the Federal Motor Carriers Safety Regulations. Once a driver has reached 15 hours of on duty time or 10 hours of driving time, they are required to have at least 8 consecutive hours of off duty time before the driver can be on duty again.

Cancelling a Trip Mid-Route

The driver and/or school coordinator is the final word when determining whether it is safe to continue travel in inclement weather or when considering other safety concerns.

Decorating A School/Trip Bus

DCSD Transportation supports and celebrates the success of our students in their activities and competitions. Bus drivers, however, are not required or paid to decorate buses or clean up decorations. Parents or cheerleaders may be allowed but this effort must be arranged with and through the consent of the assigned bus driver. The cheerleaders or parents must arrange to clean the bus immediately upon return so it will be clean for upcoming school bus routes.

Please follow these specific guidelines relating to the decorating of a school bus or a trip bus:

- Do not cover, hang, or post any items
 - on the windshield, the service door, or the back

	<p> <ul style="list-style-type: none"> ○ on any windows of the first four rows. ○ that would result in blocking the cameras (balloons, streamers). ○ on or within a seat's distance of any emergency exit. <ul style="list-style-type: none"> · Do not use balloons as decorations. · Do not use adhesive products that will remove the paint when detached. · Do not apply materials on windows or bus walls that cannot be easily removed or washed away. <p>For trip driver qualifications and activities/trip assignment procedures, see Section XXII, Appendix C.</p> </p>
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Section XI Two-Way Radio

Existing Policy	Recommended Policy
<p>Section XI. TWO-WAY RADIO <i>Issue Date:</i> 01/01/22</p> <p>XI. TWO-WAY RADIO</p> <p>2. Blue Bird: Whenever a driver hears the term "blue bird," all communications will cease, and the channel will be kept open for emergencies.</p> <p>3. Utah, Utah: Whenever a driver hears the term "Utah, Utah" all communications will cease, and the channel will be kept open for emergencies.</p>	<p>Section XI. TWO-WAY RADIO <i>Issue Date:</i> 9/14/23</p> <p>XI. TWO-WAY RADIO</p> <p>2. Blue Bird: Whenever a driver hears the term "blue bird," all communications will cease, and the channel will be kept open for emergencies. "Bluebird, Bluebird" is to be used by the bus driver when there is a threat on his/her bus and help is needed.</p> <p>3. Utah, Utah: Whenever a driver hears the term "Utah, Utah" all communications will cease, and the channel will be kept open for emergencies. "Utah, Utah" is to be used by the district or school to communicate to the driver that there is a threat on the bus,</p>

	against the bus or other students or staff in or near the bus.
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Section XIII Absenteeism

Existing Policy	Recommended Policy
<p>Section XIII ABSENTEEISM <i>Issue Date:</i> 01/01/22</p> <p>Employees are responsible to make sure the sub finder is notified in writing in case of an absence. When getting ready for a substitute, make sure and give the following information:</p>	<p>Section XIII ABSENTEEISM <i>Issue Date:</i> 9/14/23</p> <p>Employees are responsible to utilize the Absence and Substitute program in case of an absence. When getting ready for a substitute, ensure the following information is provided:</p>

Section XIV Driver Courtesy

Existing Policy	Recommended Policy
<p>Section XIV DRIVER COURTESY <i>Issue Date:</i> 01/01/22</p> <p>XIV. DRIVER COURTESY</p> <p>Each driver contributes favorably or unfavorably to our public relations. The careful, courteous driver makes good impressions. The careless, thoughtless driver creates harmful impressions. The driver that weaves in and out of traffic, speeds, cuts off drivers, cuts in, or will not let other drivers have their turn in the bus line up, etc., attract more attention and more comment than the ones who observe courteous driving skills. One discourteous, irresponsible act reflects an unfavorable image on other members of our pupil transportation team.</p>	<p>Section XIV DRIVER COURTESY <i>Issue Date:</i> 9/14/23</p> <p>XIV. DRIVER COURTESY</p> <p>Each driver contributes favorably or unfavorably to our public relations. The careful, courteous driver makes good impressions. The careless, thoughtless driver creates harmful impressions and often unsafe conditions. The driver that weaves in and out of traffic, speeds, cuts off other drivers, cuts in, or will not let other drivers have their turn in the bus line up, etc., attract more attention and more comment than the ones who observe courteous driving skills. One discourteous, irresponsible act reflects an unfavorable image on other members of our DCSD Transportation team.</p>

Section XVII Dress and Apparel

Existing Policy	Recommended Policy
<p>Section XVII DRESS AND APPAREL <i>Issue Date:</i> 01/01/22</p> <p>XVII. DRESS and APPAREL</p> <p>Acceptable shoes--solid toe type, sandals must have toes covered and a heel strap and appropriate for weather conditions. Not acceptable--high heels, open-toed and strapless sandals, flip-flops, wedge soled shoes, etc.</p> <p>NO CLOTHING IS PERMITTED THAT DISPLAY CRUDENESS, PROFANITY, IS SEXUALLY SUGGESTIVE, OR PROMOTES THE USE OF CONTROLLED/ UNCONTROLLED SUBSTANCES (i.e. Tobacco, Alcohol, and Drugs).</p> <p>The following are guidelines which management feels is appropriate for transportation:</p>	<p>Section XVII DRESS AND APPAREL <i>Issue Date:</i> 9/14/23</p> <p>XVII. DRESS and APPAREL</p> <p>Acceptable Shoes:</p> <ul style="list-style-type: none"> · one with a solid toe type · sandals must have toes covered, a heel strap and appropriate for weather conditions. <p>Not Acceptable:</p> <ul style="list-style-type: none"> · high heels, · open-toed and strapless sandals, · flip-flops, · wedge soled shoes, or the like <p>NO CLOTHING IS PERMITTED THAT DISPLAYS DISCRIMINATION, CRUDENESS, PROFANITY, IS SEXUALLY SUGGESTIVE, OR PROMOTES THE USE OF CONTROLLED/ UNCONTROLLED SUBSTANCES (i.e. Tobacco, Alcohol, and Drugs).</p> <p>Apparel guidelines to consider:</p>

Section XVIII Employees' Children, Spouse

Existing Policy	Recommended Policy
	<p>Section XVIII EMPLOYEES' CHILDREN, SPOUSE <i>Issue Date:</i> 9/14/23</p> <p>XVIII. EMPLOYEES' CHILDREN, SPOUSE</p> <p>5. The driver may be accompanied by one guest:</p>

	<p>a. an enrolled student in good citizenship standing.</p> <p>b. a non-student adult, spouse, or friend who has undergone and passed a background check, completed the code of conduct training, and possesses a district identification card.</p>
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Section XIX Payroll

Existing Policy	Recommended Policy
	Section XIX PAYROLL <i>Issue Date:</i> 9/14/23
	XIX. PAYROLL
	6. Substitutes must complete the “Sub Sign-in” sheet for each route he/she drives.

Section XX Bus Driver Job Description

Existing Policy	Recommended Policy
Section XX BUS DRIVER JOB DESCRIPTION <i>Issue Date:</i> 01/01/22	Section XX BUS DRIVER JOB DESCRIPTION <i>Issue Date:</i> 9/14/23
XX. Duchesne County School District TRANSPORTATION DEPARTMENT JOB DESCRIPTION	XX. BUS DRIVER JOB DESCRIPTION
POSITION: BUS DRIVER	POSITION: BUS DRIVER
REPORTS TO: TRANSPORTATION SUPERVISOR	REPORTS TO: GARAGE SUPERVISOR THEN TO TRANSPORTATION DIRECTOR (chain of command)
SUMMARY OF POSITION: Assisting in the educational growth of Duchesne County School District students by providing safe and reliable transportation.	SUMMARY OF POSITION: Assisting in the educational growth of Duchesne County School District students by providing safe and reliable transportation.
REQUIREMENTS TO BE MET:	REQUIREMENTS TO BE MET:

<p>1. Must be interviewed and accepted into the bus driver training class</p>	<p>1. Must undergo and pass a background check and be accepted into the bus driver training class</p> <p>9. Complete the Code of Conduct training.</p> <p>10. Complete all other required trainings.</p>
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Section XX Bus Driver Job Description

Existing Policy	Recommended Policy
<p>Section XX BUS DRIVER JOB DESCRIPTION Issue Date: 01/01/22</p> <p>XX. Duchesne County School District TRANSPORTATION DEPARTMENT JOB DESCRIPTION</p> <p>SPECIFIC ABILITIES:</p> <p>8. Shall be able to conduct a bus evacuation drill as required by Transportation Management.</p>	<p>Section XX BUS DRIVER JOB DESCRIPTION Issue Date: 9/14/23</p> <p>XX. BUS DRIVER JOB DESCRIPTION</p> <p>SPECIFIC ABILITIES:</p> <p>[REDACTED]</p>

Section XXII Appendix C

Existing Policy	Recommended Policy
<p>Section XXII Appendix C Issue Date: 01/01/22</p> <p>APPENDIX C XXII. Duchesne County School District</p> <p>Activity Trip Rotation Policy</p> <p>Activity trips for Duchesne County School District schools will be rotated among eligible route bus drivers as fairly and equitably as</p>	<p>Section XXII Appendix C Issue Date: 9/14/23</p> <p>XXII. Appendix C Duchesne County School District</p> <p>Activity Trip Rotation Policy</p> <p>Activity trips for Duchesne County School District schools will be rotated among eligible route bus drivers as fairly and equitably as</p>

possible. It will be the transportation secretary's responsibility under the direction of the Transportation Director to assign trips. ~~All~~ route bus drivers will be eligible to take activity trips, using the following guidelines:

A. A bus route driver will drive for six months before becoming an ~~in-basin~~ trip driver.

E. Each year all route drivers who are eligible will choose which trip rotation they want to be in (In Basin, Out of Basin, Over Night or Extended Over Night) and submit to their Garage Supervisor. ~~Rubrics will be scored and it will be determined which rotation the driver will be in, in accordance.~~ Rotations will ~~then~~ be assigned as per need of meeting the requirements for that area. Rotations will remain set for one school year, unless there becomes a shortage in a designated area for trip drivers and then the rotation can be opened for application.

G. As a trip ~~comes up~~ it will be assigned to the driver ~~who's~~ name is next in rotation. If the assigned driver can not take the trip, it will be turned back to the transportation secretary for reassignment. If the secretary can not be reached you may contact the director or ~~his~~ designee. The Transportation Director is given the right to make ~~acceptations~~ or assign trips to specific drivers under extenuating circumstances. Some of the reasons may include, but are not limited to illness, unforeseen conditions, cost to district and emergencies.

H. Trip drivers will take 60% of trips

possible. It will be the transportation secretary's responsibility under the direction of the transportation director to assign trips. **Upon approval,** route bus drivers will be eligible to take activity trips, using the following guidelines:

A. A bus route driver will drive for **a minimum of** six months before becoming an **In-Basin** trip driver.

E. Each year all route drivers who are eligible will choose which trip rotation in which they want to be included (In-Basin, Out-of-Basin, Over-Night or Extended-Over-Night) and submit **this information** to their garage supervisor **for approval.** **Upon approval,** rotations will be assigned as per need of meeting the requirements for each geographic area. Rotations will remain set for one school year, unless there becomes a shortage in a designated area for trip drivers **or sub drivers,** and then the rotation can be opened for application.

G. As a trip becomes available, it will be assigned to the driver whose name is next in rotation. If the assigned driver can not take the trip, it will be turned back to the transportation secretary for reassignment. **If the secretary can not be reached you may contact the director or designee. The transportation director is given the right to make exceptions or assign trips to specific drivers under extenuating circumstances.** Some of the reasons may include, but are not limited to illness, driver shortage, unforeseen conditions, cost to district, and emergencies.

H. Trip drivers will take 60% of trips

<p>offered during school year or they will be removed from rotation. Bus assignment will be re-evaluated.</p> <p>I. It is the driver’s responsibility to track off duty hours to make sure they are in compliance with regulations.</p> <p>K. Duchesne County School District Bus Drivers are assigned to work out of only one of the five geographical areas of the district (Tabiona, Duchesne, Altamont, ConAmore and Roosevelt). Drivers should not be assigned trips outside of their area unless no eligible drivers are available within the area.</p>	<p>offered during the specified season (fall, winter, spring) or they will be removed from the rotation. Bus vehicle assignment will be re-evaluated.</p> <p>I. It is the driver’s responsibility to track on and off duty hours to make sure he/she is in compliance with regulations.</p> <p>K. Duchesne County School District bus drivers are assigned to work out of only one of the five geographical areas of the district (Tabiona, Duchesne, Altamont, ConAmore and Roosevelt). Drivers should not be assigned trips outside of their area unless eligible drivers are not available within the area. Again, the transportation director is given the right to make exceptions or assign trips to specific drivers under extenuating circumstances.</p>
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Section II Routing/Driving Operations

<p>Existing Policy</p>	<p>Recommended Policy</p> <p>Section XXII Appendix C <i>Issue Date:</i> 9/14/23</p> <p>XXII. Appendix C Duchesne County School District</p> <p>Driving Time</p> <p>Drivers are limited by law, 15 hours of “on duty” time with only 10 of the 15 hours designated as “driving” time. “On duty time” shall be considered as any time a driver is driving students or is required to do work related duties to the service of students—within the district or any other form</p>
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	<p>of employment outside of the district—that causes an accumulation of the 15 hours. A driver must be completely relieved of any duties or responsibilities to be considered “off duty and in compliance with Section 395.5 of the Federal Motor Carriers Safety Regulations. Once a driver has reached 15 hours of on duty time or 10 hours of driving time, they are required to have at least 8 consecutive hours of off duty time before the driver can be on duty again.</p>
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Section XXIII Other Vehicles Assigned

<p>Existing Policy</p>	<p>Recommended Policy</p> <p>Section XXIII OTHER VEHICLES ASSIGNED Issue Date 9/14/23</p> <p>XXIII. OTHER VEHICLES ASSIGNED</p> <p>DCSD Transportation accounts for other fleet vehicles assigned to employees of the district or used for various purposes by district employees. These vehicles include standard automobiles, maintenance vehicles, Sports Utility Vehicles (SUV’s), and a Multifunction School Activity Bus (MFSAB).</p> <p>To promote safety, drivers of these vehicles must complete the designated online defensive driving course.</p> <p>To promote safety, drivers of the MFSAB must also complete a designated training video. Drivers will also be required to complete a pre-trip inspection of the MFSAB using the designated digital App.</p>
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