

## **Utah Pupil Transportation Advisory Committee Minutes (Draft)**

*July 20, 2016 – 1:00 – 4:00 p.m.*

**Utah State Board of Education – South Board Room**

**250 East 500 South - Salt Lake City, Utah**

Advisory Committee in attendance: Kris Hadlock- Wasatch, Wynn Porter – Tooele, Brent Bills – Washington, David Roberts – Davis, Natalie Grange – Utah State Board of Education (USBE), Murrell Martin – USBE, Jackie Hardman – USBE, Brian Ipson – USBE, Von Hortin - USBE. Also in attendance: Launi Harden - Washington

As the facilitator, Murrell Martin welcomed the committee and others who might be joining via webcast. Introductions of committee members and organizations they represent were given and there was a brief discussion of Roberts Rules of Order applicable to the committee.

The meeting was recorded and is available at: <http://uvc.uen.net/videos/video/12282/in/channel/78/>

Last meeting minute's approval motion by Kris Hadlock with a second by Wynn P. Motion passed.

Because the meeting was for three hours, and because it is available at the link above, only summary minutes are provided.

Updates on preliminary processes were provided along with the key areas of focus.

The finished product will include an electronic version that will have search capabilities both by word search and with the first two levels of the Table of Contents having links to the content areas of the document.

This project is under the direction of the State Board of Education, and they will provide the final approval.

The Transportation Advisory Committee will function as the steering committee for standards revisions and will receive regular progress reports. The advisory committee will also make the final recommendations for the state board to consider. Utah Department of Transportation will also be involved in the process prior to completion, and they will have the option of approving it for all non-public education school busing operations in Utah.

Natalie G. provided a report on the Bus Routing and Funding subcommittee. The committee will also develop a separate Finance Policy and Operations Manual with more detail than will be provided in the standards. What's required versus what is best practice will also be addressed. A Q and A section can be added, and also a Laws and Rules section that is a collection of the laws and rules related to pupil transportation. These will be provided as links rather than cut and pasted in since they will tend to change between the time of revisions. Links will need to be updated as needed in the future.

Brent B. expressed that it would be good to also indicate when changes were made historically. Natalie G. added that it would be helpful if at some point the documents had a numbering convention for referencing.

Most of the actual work to the document will need to be done by USBE staff.

A disclaimer will be added indicating that new laws or rules will supersede the standards where any conflicts may appear.

Focus areas for the Operation Subcommittee were reviewed by Murrell. It was identified that the standards should not be so restrictive that they prevent cutting edge emerging technologies as long as safety is not a concern.

The committee is requesting the State Risk update their letter concerning travel and trips.

MVR reports and possibility for the use of the Rap-Back program by school districts was discussed. This can be done at a district level so transportation departments no longer have the responsibility.

Currently when Jackie gets notice of convictions, we use the chart in the standards as a way of determining the status of drivers with traffic convictions.

Hours of service will be revised as needed.

Discussion on the use of vans and the need to add clarity to the laws that prevent the use of non-conforming vans and other similar vehicles.

Jackie reviewed the Instruction and Certification sub-committee progress. Looking at time-frames when new drivers are required to finish pre-service instruction units.

For re-certification, proficiency will now be a consideration to streamline the program and permit directors to determine when a driver is competent in areas to a point of not requiring retraining.

Safe School was identified as a possible way for local district to now cover some of the training at the district level rather than the transportation department. It was identified that in the past this was not available. Now that it is, we can streamline so it is not duplicated.

Kris H. indicated that the UAPT regional meetings had strong input on the need to streamline the training program both from not duplicating what districts now do, as well as looking at the preservice requirements for new drivers so that they can be put on the road as soon as possible while maintaining safety concerns. It was recognized that small rural districts have different resources than larger districts. There needs to be additional flexibility in the training program, and this will be a focus of the committee.

Launi H. provided an update for the Special Education committee. The committee is working closely with the USBE special education committee and they have been a great resource. The joint letter provided by Murrell and Glenna Gallo has been updated and will be helpful for districts in sharing the information that is needed for transportation students.

Murrell provided an update on the bus body and chassis committee. They are looking at the Out of Service criteria with the Utah Highway Patrol who provides the inspections of school buses. Good progress is being made and this committee also involves several local bus shop foremen who have added great perspectives.

The committee focused additional time on the application process for H.B. 301 School Bus Route Grant Program and a draft will be provided back to the advisory committee prior to being sent out to the districts. An instructions sheet will also be provided.

The deadline for the application will be November 1<sup>st</sup> along with other reports.

The next meeting was set for September 28<sup>th</sup> from 9:00 a.m. to 12:00 noon.

**Update:** Due to transitioning processes at the USBE the meeting in September was rescheduled for November 17, 2016 from 1:00 to 4:00 P.M. in the Basement West.