

STANDARDS

6-4-10 Utah State School Board Approval for school districts.

As of 8-25-2011, these standards were incorporated by reference as part of Utah Transportation Motor Carrier Rule R909-3 for all school bus entities in Utah.

FOR

UTAH SCHOOL BUSES AND OPERATIONS

2010 EDITION



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**STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS
2010 Edition**

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UTAH STATE OFFICE OF EDUCATION

STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS 2010

FOREWORD

The 2010 edition is based on the *2005 National School Transportation Specifications & Procedures: Recommendations of the Fourteenth National Congress on School Transportation*, Warrensburg, Missouri, May 2005, and the *Standards for Utah School Buses and Operations, 1999 Revised Edition*, Utah Transportation Commission and Utah State Board of Education.

The *Standards for Utah School Buses and Operations, 2010 Edition* 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 *Highway Safety Program Standard No. 17, Pupil Transportation Safety*, U.S. Secretary of Transportation, in accordance with provisions of the Highway Safety Act of 1966.

This document is prepared in accordance with Titles 27, 41, 53, and 53A of the *Utah Code* and Part 49 of the *Code of Federal Regulations*. It is based primarily on the *2005 National School Transportation Specifications & Procedures*, and includes supplementary provisions adopted by the School Bus Standards Committee of this state. This committee, created and empowered by state law to establish minimum standards for school buses and school bus operations, periodically modifies the *Standards* to ensure that they conform with national industry standards and that they reflect the state of the art in equipment technology.

The *Standards* is composed of five major divisions, with four divisions applying to all Utah school buses and the fifth division applying only to school districts. The first major division, Equipment, sets forth minimum state standards for school buses, such as body strength, color, seat design, and electrical systems. The second major division, Operations, sets forth standards for the operation of school buses such as employee qualifications, maintenance, safety, and security. This third division, Utah-Specific Operation Standards, provides Utah specific operational standards such as those that apply to Utah Code and Administrative Rule. The fourth division, Special Needs Transportation, provides standards that apply to special needs pupil transportation services. These include transporting students with disabilities and special needs, and transporting infants, toddlers, and preschool students. The fifth division—Finance, School District—applies only to standards for school district funding of pupil transportation. These include student eligibility, bus route approval, and other recording and reporting functions related to finance. Appendices for Utah specific standards are provided at the end of the standards, with practical guidance for equipment care and day-to-day operations.

ACKNOWLEDGMENTS

The committee acknowledges the assistance of its many colleagues, both within and outside the State of Utah, and the assistance of numerous individuals in the school bus industry who have contributed significant technical advice. School district transportation directors from across the state provided invaluable assistance throughout the project. Many members of the prior standards committees have since retired or moved on to other positions. Their help was invaluable in writing these standards.

Special thanks to Kelvin C. Clayton, Pupil Transportation Specialist at the time of the early editions, and to James P. (Pat) O'Hara, who served as Pupil Transportation Specialist and Chairman of the Standards Committee until November 1997, at which time he became Director of Finance and Statistics at the Utah State Office of Education. Dr. O'Hara is currently Director of Special Services for Murray School District.

Special thanks also to T. Brent Huffman, who served as Pupil Transportation Specialist from November 1997 until March 2006. Brent worked with a committee in 2004 to make updates to the standards, including changes that were approved by the Utah State Board of Education on March 5, 2004 at a regular meeting held at the Utah State Office of Education.

TABLE OF CONTENTS

GENERAL REQUIREMENTS	1
Scope and Objectives	1
Statutory Authority	1
Responsibilities of Suppliers	2
Definitions, Utah	4
Terms & Definitions	5
EQUIPMENT, BUS CHASSIS SPECIFICATIONS.....	7
Air Cleaner.....	7
Axles.....	7
Block Heater.....	7
Brake Systems	7
Bumper (Front)	7
Clutch	7
Color.....	7
Cooling Systems	8
Drive Shaft.....	8
Electrical System	8
Engine Fire Extinguishers	8
Exhaust System	8
Fenders: Front Type C Vehicles.....	8
Frame	8
Fuel Tank.....	9
Governor	9
Heating System	9
Horn	9
Instruments and Instrument Panel	9
Oil Filter.....	9
Openings	9
Retarder, Drive Line, or Exhaust Brakes.....	9
Shock Absorbers.....	9
Steering Gear	9
Throttle	9
Tires and Rims.....	9
Transmission	9
Turning Radius	10
Undercoating	10

EQUIPMENT BODY REQUIREMENTS	11
Aisle	11
Back Up Warning Alarm	11
Battery.....	11
Bumper - Front.....	11
Bumper - Rear	11
Ceiling.....	11
Certification.....	11
Chains (Tire)	11
Color	11
Communication System	11
Construction.....	11
Crossing Control Arm	11
Defrosters	12
Doors.....	12
Emergency Exits	12
Emergency Equipment.....	12
Fire Suppression System (Optional).....	12
Floor	12
Handrail	12
Heating and Air Conditioning Systems.....	12
Hinges.....	12
Identification	13
Inside Height	13
Insulation	13
Interior	13
Lamps and Signals	13
Metal Treatment.....	14
Mirrors	14
Mounting (Body)	14
Mud Flaps.....	14
Overall Length & Width	14
Public Address Systems.....	14
Reflective Material.....	14
Rub Rails.....	14
Seat and Restraining Barriers.....	15
Side Skirts	15
Steering Wheel.....	15
Steps.....	15
Step Treads	15
Stirrup Steps.....	15
Stop Signal Arm.....	15
Storage Compartment (Optional)	15
Sun Shield.....	15
Tailpipe.....	16
Towing Attachment Points.....	16
Traction Assisting Devices (Optional)	16

Trash Container & Holding Device (Optional).....	16
Undercoating	16
Ventilation.....	16
Video Cameras	16
Wheel Housing.....	16
Windows	16
Windshield Washers	16
Windshield Wipers.....	16
Wiring.....	16
EQUIPMENT, SPECIALLY EQUIPPED SCHOOL BUSES	18
Introduction	18
Definition	18
General Requirements.....	18
Aisles	18
Communications	18
Glazing.....	18
Identification.....	18
Passenger Capacity Rating	18
Power Lifts and Ramps.....	18
Regular Service Entrance	18
Restraining Devices.....	18
Seating Arrangements	18
Securement & Restraining Devices for Wheelchairs/Mobility Aids	18
Special Lights.....	18
Special Service Entrance	18
Special Service Entrance Doors.....	19
Support Equipment and Accessories	19
Technology and New Equipment.....	19
APPENDIX B (ALL CHASSIS AND BODY APPENCICES)	19
EQUIPMENT, ALTERNATIVE FUELS.....	19
EQUIPMENT, REQUIREMENTS FOR UTAH SCHOOL BUSES	20
Requirements for New Utah School Buses	20
Requirements for Used Utah School Buses	21
Requirements Exemption From or Modification of Utah School Buses	22
SCHOOL BUS INSPECTION	23
History.....	23
State Inspection Programs.....	23
Inspection Procedure.....	23
The Criteria.....	23
Utah Out of Service Criteria	23

SCHOOL BUS OPERATIONS	25
Introduction	25
School Travel Choices	25
School Bus Use	25
Buses Other Than School Buses	25
State Administration	25
Local School District Administration	25
Responsibilities	26
Operational Procedures	26
Training of Bus Drivers	26
Training of Bus Attendants	26
Training of Maintenance and Service Personnel	26
Routing and Scheduling	26
Maintenance of Equipment	27
Emergency and Rescue Procedures	27
Evaluation of the Student Transportation System.....	27
School Site Selection and Facility Planning	27

APPENDIX D (page 265)

Adopt 2005 National Specifications & Procedures (all appendices).

SCHOOL TRANSPORTATION SECURITY & EMERGENCY PREPAREDNESS27

UTAH-SPECIFIC OPERATION STANDARDS	29
Alternative Transportation	29
Background Checks	29
Bus Driver and Instruction Standards	29
Bus Driver Qualifications.....	29
Bus Maintenance Personnel	30
Cell Phones and Other Electronic Devices	30
Checking For Students	30
Commercial Vehicle Safety Act of 1986	30
Decorating Buses	30
District Pupil Transportation Operations Evaluation	30
Driving Time	30
Drug and Alcohol Testing	31
Emergency Evacuation Drills.....	31
Entry to the Bus	31
Idling Policy	31
Insulin Dependent Diabetic Waiver	31
Motor Vehicle Records	32
Physical Assessment Standards	32
Record Retention	33
Safety Inspections	33
Special Needs, Transporting Students With	33
Steepness of Grades for School Buses	34

Stopping for School Bus - Requirements	34
Student Travel.....	34
Vans.....	34
SPECIAL NEEDS TRANSPORTATION.....	35
Introduction	35
Laws	35
Individualized Education Program (IEP).....	35
Guidelines	36
Confidentiality.....	37
Development.....	37
APPENDIX E (page 343)	
Adopt 2005 National Specifications & Procedures (all appendices).	
INFANTS, TODDLERS AND PRESCHOOL CHILDREN	39
Introduction	39
Transporting infants and Toddlers with Disabilities	39
Transporting Pre-School Children with Disabilities	39
Head Start	39
Guidelines	39
FINANCE, SCHOOL DISTRICT-SPECIFIC	41
Auditing, Documentation Requirements	41
District Pupil Transportation Operations	41
Eligibility, Student	41
Financial Reporting	41
Reporting Requirements.....	47
Special Transportation Levy.....	47
APPENDIX, UTAH SPECIFIC - GLOSSARY.....	48

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GENERAL REQUIREMENTS

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 school district or privately owned and operated under contract with any school district. Local school districts 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. School districts 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 alternations in the bus construction and operations not provided for in the *Standards for Utah School Buses and Operations* are prohibited without prior approval as outlined in Part H, entitled "Exemption from or Modification of Requirements."

Standards for Utah School Buses and Operations, 2010 Edition replaces the *1999 Standards for Utah School Buses and Operations*. This edition will be effective November 15, 2010. All school buses ordered after the effective date and all school bus operations shall meet these standards. This document is intended to provide standards that meet or exceed Federal Motor Vehicle Safety Standards now in effect. Federal standards and Utah motor vehicle laws shall govern instances not specifically covered in these standards.

School buses ordered before the 2011 model year shall meet or exceed the *Standards for Utah School Buses and Operations* applicable at the time of order placement.

STATUTORY AUTHORITY

These standards are issued under authority of Title 41 of the *Utah Code* (Department of Transportation). This statute, at §41-6-115, states:

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 when owned and operated by any school district or privately owned and operated under contract with any school district, or privately owned for use by a private school in this state, and such regulations shall by reference be made a part of any such contract with a school district or private school. Every school district, or private school, its officers and employees, and every person employed under contract by a school district shall be subject to said regulations.

Regulations contained herein are applicable to public schools and all operations under the jurisdiction of the State Board of Education. For standards or regulations applicable to private schools, refer to the Utah Code or regulations adopted by the Department of Transportation through Utah's Rule Making Act and published as a separate document.

RESPONSIBILITIES OF SUPPLIERS

- A. School bus chassis and/or body dealers, distributors, and manufacturers must comply with the *Standards for Utah School Buses and Operations*. The bidder agrees to certify that the vehicle meets or exceeds all federal and state standards upon delivery of the vehicle.
- B. Certification: All manufacturers of school bus chassis, bodies, or complete buses desiring to supply such equipment for use in the State of Utah shall provide the Pupil Transportation Specialist, Utah State Office of Education, and the Safety Division of the Utah Department of Transportation with a certification that their products, identified by specific model numbers, meet or exceed all requirements of the *Federal Motor Vehicle Safety Standards* and the *Standards for Utah School Buses and Operations*. This certification must be provided before any equipment is supplied in the state, and not later than February 1 of each succeeding calendar year. Manufacturers shall also provide such test data or other information necessary to substantiate their claim of compliance. Required supporting data are listed below.
- C. 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:
 - 1. Manufacturer's gross vehicle weight rating
 - 2. Chassis weight, overall dimensions, and location of the center of gravity
 - 3. Engine performance curves (horsepower torque vs. speed in revolutions per minute)
 - 4. Power and gradient curves (with representative bus bodies)
 - 5. Exhaust system noise level
 - 6. Engine emission levels
 - 7. Axle capacities
 - 8. Spring capacities
 - 9. Brake system parameters or stopping distance vs. speed (with representative bus bodies)
 - 10. Horn noise level
 - 11. Temperature and quantity of hot water available for use in heating system
 - 12. Alternator output at the normal operating speed of the engine and at the engine manufacturer's recommended idle speed
- D. Supporting data for certification of school bus bodies shall include, but not be limited to the following:
 - 1. Body dimensions, weights, and location of the center of gravity

2. Data to verify compliance with the passenger seat cushion retention requirements as contained in FMVSS 222
 4. Data to verify compliance with the passenger seat attachment strength requirements as contained in FMVSS 222
- E. All certifications and supporting data shall be sent to the Pupil Transportation Specialist, Utah State Office of Education, 250 East 500 South, P.O. Box 144200, Salt Lake City, Utah 84114-4200, and the Safety Regulations Administrator, U.D.O.T., Division of Safety, 4501 South 2700 West, Salt Lake City, Utah 84119.
- F. A list of the certified bus manufacturers will be provided to the districts by March 1 each year.
- G. 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:
1. Line set tickets for each individual unit of the bus, and a separate set of tickets for buses manufactured in two parts
 2. A copy of the pre-delivery service performed and verified by a checkout form for each individual unit
 3. 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
 4. Service manual for each individual unit or group of identical units
 5. Parts manual for each individual unit or group of identical units
- H. Inspection and acceptance testing of new school buses: Not more than 90 days following delivery of any new school bus to a Utah school district or to a contractor serving a school district, the bus shall be inspected by the Safety Inspection Office of the Utah Highway Patrol. Prior to being placed into service, the bus shall be inspected and tested by a mechanic to verify compliance with the following standards:
1. Tests that will be conducted during the acceptance inspection of a school bus shall include, at a minimum:
 - (a). Inventory of required safety features, including district specifications.
 - (b). Functions tests of all lamps and signals, the emergency braking system, horn, and other operating systems.
 2. 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 the subject requirement requested (see Part H), or 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.

- I. **Body-On-Chassis Type School Bus:** In case a school district elects to contract with one of two or more manufacturers who then subcontracts with the other manufacturers, it shall be the responsibility of the end supplier, as prime contractor, to ensure that the completed bus satisfies both the chassis and body requirements.
- J. **Notice of Noncompliance:** Dealers, distributors, or manufacturers who supply school transportation vehicles in the State of Utah that do not comply with the *Standards for Utah School Buses and Operations* shall be notified of noncompliance, and a general notice will be sent to all school districts and school transportation supervisors within the state advising that equipment supplied by the specified dealer, distributor or manufacturer does not comply with Utah standards. If a dealer, distributor, or manufacturer has been notified of noncompliance in accordance with paragraph 3.06 and replaces or modifies the equipment to make it comply with the *Utah Standards*, a notice of compliance will be issued within 30 days of receipt of proof of compliance.
- K. School bus manufacturers shall be given at least 90 days' notification of any changes in the *Standards for Utah School Buses and Operations*.

DEFINITIONS

- A. School bus designations used in this document are taken from the Twelfth National Minimum Standards Conference on School Transportation (1995). It should be noted that vehicles with a designed capacity of ten or fewer (including the driver) cannot be certified as school buses under federal regulations.
- B. *School bus* means every motor vehicle designed to carry more than ten persons, including the driver, that is used to transport schoolchildren to or from school or in connection with related activities. This definition does not include vehicles that only carry school children along with other passengers as part of the operation of a common carrier under the jurisdiction of the Utah Department of Transportation or Public Service Commission, or those vehicles in informal or intermittent arrangements such as sharing of actual gasoline expense or participation in a car pool for the transportation of children to or from school or other school activity. Nor does this definition include tour buses chartered for a specific trip.
 - 1. **TYPE A—A Type "A" school bus** is a conversion or body constructed upon a van-type or cutaway front-section vehicle with a left-side driver's door, designed for carrying more than 10 persons. This definition shall include two classifications: *Type A-I*, with a Gross Vehicle Weight Rating (GVWR) over 10,000 pounds; and *Type A-II*, with a GVWR of 10,000 pounds and under.
 - 2. **TYPE B—A Type "B" school bus** is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, with a GVWR of more than 10,000 pounds, and designed to carry more than 10 persons, including the driver. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.
 - 3. **TYPE C—A Type "C" school bus** is a body installed upon a flat back cowl chassis with a GVWR

of more than 10,000 pounds that is designed for carrying more than ten persons, including the driver. The entire engine is in front of the windshield, and the entrance door is behind the front wheels.

4. TYPE D—A Type "D" school bus is a body installed upon a chassis, with the engine mounted in the front, mid-ship, or rear, with a GVWR of more than 10,000 pounds, designed to carry more than 10 persons, including the driver. The engine may be behind the windshield and beside the driver's seat, at the rear of the bus, behind the rear wheels, or mid-ship between the front and rear axles. The entrance door is ahead of the front wheels.
- C. *Multipurpose Passenger Vehicle (MPV)* means every motor vehicle designed for 10 or fewer persons, including the driver's position, and cannot be certified as a school bus. In determining passenger capacity, wheelchair positions are counted as four passenger positions. Although a school entity may use a station wagon, full-sized sedan, small van of non-school bus capacity, etc., to transport pupils to and from school or related events, the vehicle shall not be identified as a school bus (including color) and shall not stop or control traffic on the traveled portion of the roadway to load or unload passengers.
- D. *Activity School Bus*—An Activity School Bus is any motor vehicle designed to carry more than 10 persons, including the driver, that is used to transport children to and from school-related activities. It may not be painted national school bus yellow, or be equipped with traffic control devices as are required on regular school buses; however, it must meet all other standards for the state of Utah for a school bus.
- E. *Van*—In the State of Utah, no vehicle designed to carry 11 or more passengers, including the driver, will be used by a school district or private contractor under contract with a school district for transporting students to and from school unless the vehicle meets all FMVSS for a school bus. If a vehicle designed to carry 11 or more passengers does not meet FMVSS standards for a school bus and is used to transport students to and from school, the route will be ineligible for state reimbursement.

An opinion of the National Highway Traffic Safety Administration school bus safety report (May 1993) states:

The agency (NHTSA) believes that school buses should be as safe as possible. Accordingly, minimum safety standards that all new school buses must meet have been established. Federal law prohibits dealers from selling or leasing vehicles with a capacity of more than 10 persons, intended for transporting students to and from school or school-related activities, unless the vehicles comply with the applicable Federal school bus safety standards. Subject to state law, a school could use vans with a capacity of 10 or less to transport school children; however, the agency advises against this action. NHTSA believes that safety standards requiring a higher level of safety performance for school buses is appropriate. **Thus while van type school buses (Type A) are somewhat more expensive than a conventional full-size van, the increased levels of safety justify the higher cost. We believe that school children should be transported in vehicles that provide them with the highest levels of safety.** [Emphasis added.]

TERMS AND DEFINITIONS (page 211)

Adopt 2005 National Specifications and Procedures (Appendix A: Terms and Definitions).

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EQUIPMENT

SCHOOL BUS TYPES (page 7)

Adopt 2005 National Specifications

EQUIPMENT, BUS CHASSIS SPECIFICATIONS (page 11)

AIR CLEANER

Adopt 2005 National Specifications.

AXLES

Adopt 2005 National Specifications.

BLOCK HEATER (Utah addition to National Specifications)

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.)

BRAKES: GENERAL (Utah addition to National Specifications)

G. All buses larger than 49 passengers capacity (including driver) or furnished with a two-speed axle must be equipped with air brakes. (Forty-nine passenger capacity is the normal rated seating capacity before any modification such as wheelchair positions, etc.)

BRAKES: HYDRAULIC

Adopt 2005 National Specifications.

BRAKES: AIR

Adopt 2005 National Specifications.

BUMPER (FRONT)

Adopt 2005 National Specifications.

CERTIFICATION

Adopt 2005 National Specifications.

CLUTCH

Adopt 2005 National Specifications.

COLOR

Adopt 2005 National Specifications, with one addition: The color red may be added to section "B."

COOLING SYSTEM

Adopt 2005 National Specifications, with the following addition:

- A. To meet or exceed engine manufactures 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.

DRIVE SHAFT

Adopt 2005 National Specifications.

ELECTRICAL SYSTEM

Adopt 2005 National Specifications, with the following change and addition:

Change B2 to read:

- B. Alternator
 - 2. All Type A-2 and Type B buses over 15,000 pounds GVWR and all Type C and Type D buses shall be equipped with a heavy-duty truck or bus-type alternator meeting SAE J180, *Electrical Charging Systems for Construction and Industrial Machinery*, having a minimum output rating of 200 amps or higher, and should produce a minimum current output of 50 percent of the rating at engine idle speed.

Utah addition:

- G. Instrument panel lamps (rheostat controlled).

ENGINE FIRE EXTINGUISHERS

Adopt 2005 National Specifications.

EXHAUST SYSTEM

Adopt 2005 National Specifications.

FENDERS: FRONT TYPE C VEHICLES

Adopt 2005 National Specifications with the following changes:

Change heading to **Fenders; Rubber.**

- C. 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.
- D. Cove-style rubber fenders shall be furnished on the rear wheel-housing rims on Type C buses.
- E. Rubber fenders are not required on Type A and B buses.

FRAME

Adopt 2005 National Specifications.

FUEL SYSTEM

Adopt 2005 National Specifications.

GOVERNOR

Adopt 2005 National Specifications.

HEATING SYSTEM, PROVISION FOR

Adopt 2005 National Specifications.

HORN

Adopt 2005 National Specifications.

INSTRUMENTS AND INSTRUMENT PANEL

Adopt 2005 National Specifications.

OIL FILTER

Adopt 2005 National Specifications.

OPENINGS

Adopt 2005 National Specifications.

PASSENGER LOAD

Adopt 2005 National Specifications.

RETARDER SYSTEM (OPTIONAL EQUIPMENT)

Adopt 2005 National Specifications.

ROAD SPEED CONTROL

Adopt 2005 National Specifications.

SHOCK ABSORBERS

Adopt 2005 National Specifications.

STEERING GEAR

Adopt 2005 National Specifications.

SUSPENSION SYSTEMS

Adopt 2005 National Specifications.

THROTTLE

Adopt 2005 National Specifications.

TIRES AND RIMS

Adopt 2005 National Specifications with one change:

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

TRANSMISSION

Adopt 2005 National Specifications.

TURNING RADIUS

Adopt 2005 National Specifications.

UNDERCOATING

Adopt 2005 National Specifications.

EQUIPMENT, BUS BODY SPECIFICATIONS (page 25)

AISLE

Adopt 2005 National Specifications.

BACK-UP WARNING ALARM

Adopt 2005 National Specifications.

BATTERY

Adopt 2005 National Specifications.

BUMPER: FRONT

Adopt 2005 National Specifications.

BUMPER: REAR

Adopt 2005 National Specifications.

CEILING

Adopt 2005 National Specifications.

CERTIFICATION

Adopt 2005 National Specifications.

CHAINS (TIRE)

Adopt 2005 National Specifications.

COLOR

Adopt 2005 National Specifications with one change: Replace "B" from the 2005 National Specifications with:

- B. The body exterior trim, bumpers, lamp hoods, rub rails, and lettering shall be black.

COMMUNICATIONS SYSTEMS

Adopt 2005 National Specifications.

CONSTRUCTION

Adopt 2005 National Specifications with one addition:

- C. 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 Utah State School Bus Standards in effect at the time of manufacture."

CROSSING CONTROL ARM

Adopt 2005 National Specifications.

DEFROSTERS

Adopt 2005 National Specifications.

DOORS

Adopt 2005 National Specifications.

EMERGENCY EXITS

Adopt 2005 National Specifications with the following changes:

Replace A with:

- A. Emergency doors, hatches, or windows shall be installed, constructed, and identified as prescribed in FMVSS 217. Additional push out windows or roof hatches are optional.

Utah addition:

- E. 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.

EMERGENCY EQUIPMENT

Adopt 2005 National Specifications

FIRE SUPPRESSION SYSTEM (OPTIONAL)

Adopt 2005 National Specifications

FLOORS

Adopt 2005 National Specifications

HANDRAILS

Replace 2005 National Specifications with the following:

A handrail approximately 20 inches in length shall be provided in an unobstructed location inside doorway on the left side (right side is optional). Handrail, including the brackets or appurtenances attaching it to the bus body, shall be designed in such a manner that clothing, drawstrings, straps, or buttons cannot catch at any point.

HEATING AND AIR CONDITIONING SYSTEMS

Adopt 2005 National Specifications with one change: Change A2 to read:

- 2. 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.

HINGES

Adopt 2005 National Specifications

IDENTIFICATION

Adopt 2005 National Specifications with the following addition of C8.

8. 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.

INSIDE HEIGHT

Adopt 2005 National Specifications

INSULATION (OPTIONAL)

Adopt 2005 National Specifications with one change: Drop the word "Optional."

- A. Thermal insulation shall be fire-resistant, UL approved, with minimum R-value of 5.5. Insulation shall be installed so as to prevent sagging.
- B. Floor insulation is required; it shall be 5-ply softwood plywood, minimal 5/8 inch thickness and shall be equal to or exceed properties of the exterior-type, C-D Grade, as specified in the standard issued by U.S. Department of Commerce. When plywood is used, all exposed edges shall be sealed. Type A-1 buses may be equipped with nominal ½ inch-thick plywood or equivalent material meeting the above requirements. Equivalent material may be used to replace plywood, provided it has equal or greater insulation R-value, sound abatement, deterioration-resistant and moisture-resistant properties.

INTERIOR

Adopt 2005 National Specifications with one deletion, take out B.2.

- B.2. Be completely enclosed and equipped with latching door (both door and latch sufficient to withstand a pushing force of 50 pounds applied at the inside center of the door)

LAMPS AND SIGNALS

Adopt the National Specifications with the following changes:

- H. 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.
- I. 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.
- J. 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.
- K. 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).

METAL TREATMENT

Adopt 2005 National Specifications.

MIRRORS

Adopt 2005 National Specifications with the following changes: Sections “C” and “D” change the word “may” to “shall.”

- C. Heated external mirrors shall be used.
- D. Remote controlled external rear view mirrors shall be used.

MOUNTING

Adopt 2005 National Specifications.

MUD FLAPS

Adopt 2005 National Specifications, with the following addition:

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.

OVERALL LENGTH AND OVERALL WIDTH

Adopt 2005 National Specifications.

PUBLIC ADDRESS SYSTEM

Adopt 2005 National Specifications.

RETROREFLECTIVE MATERIAL

Adopt 2005 National Specifications.

RUB RAILS

Replace 2005 National Specifications with following:

- A. Both sides of the vehicle shall have four rub-rails. They shall be located at the window line, seat line, floor line, and bottom of the body skirt.
 - 1. The seat-line rub-rail shall extend from the rear of the service door opening along the right side of the body, extending around the right rear corner to the emergency door, and on the left side from the beginning point of the passenger compartment along the left side and extending around the left rear corner to the emergency door.
 - 2. The floor-line rub-rail shall cover the same longitudinal area as the window-line rub-rail except at wheel-housings, extending around the radii of the right and left rear corners as far as possible.
 - 3. The skirt-line rub-rail shall cover the same longitudinal area as the window-line rub-rail, except that it shall terminate at the rear corners of the vehicle.
- B. The window-line, seat-line, and floor-line rub-rails shall be attached to the outside of the

body at each body post and to all other vertical structural members.

- C. The skirt-line rub-rail shall be attached to the outside of the body panels and other structural members behind the body panels.
- D. All rub-rails shall be four inches or more in width in their finished form and shall be of 16 gauge steel or suitable material of equivalent strength. They shall be constructed in corrugated or ribbed fashion.
- E. Pressed-in or snap-on rub rails are not acceptable.
- F. Exception: Rub-rails will not extend around rear corners of buses using rear center luggage compartment or Type D buses with rear engine, and they must accommodate side emergency doors.
- G. Exterior paneling and rub rails on all doors, except entrance door, shall match and align with paneling and rub-rails of the bus body. On wheelchair lift doors, the color, rub rail extensions, lettering, and other exterior features shall match adjacent sections of the body, unless the hinge or the window makes it non-compatible.

SEATS AND RESTRAINING BARRIERS

Adopt 2005 National Specifications.

SIDE SKIRTS

Adopt 2005 National Specifications.

STEERING WHEEL

Adopt 2005 National Specifications.

STEPS

Adopt 2005 National Specifications.

STEP TREADS

Adopt 2005 National Specifications.

STIRRUP STEPS

Adopt 2005 National Specifications.

STOP SIGNAL ARM

Adopt 2005 National Specifications.

STORAGE COMPARTMENT (OPTIONAL)

Adopt 2005 National Specifications.

SUN SHIELD

Replace National Specifications with the following:

An interior adjustable transparent sun shield not less than 6" x 30" for Type B, C, and D vehicles, with a finished, padded edge, shall be installed in a position convenient for use by driver. It shall

be fully adjustable. Type A: cutaway shall be OEM standard.

TAILPIPE

Adopt 2005 National Specifications.

TOWING ATTACHMENT POINTS

Replace National Specifications with the following:

Two front and two rear heavy-duty, frame-mounted tow hooks shall be furnished on all Type B, C, and D buses. Tow hooks must not project beyond the front or rear bumpers.

TRACTION ASSISTING DEVICES (OPTIONAL)

Adopt 2005 National Specifications.

TRASH CONTAINER & HOLDING DEVICE (OPTIONAL)

Adopt 2005 National Specifications.

UNDERCOATING

Adopt 2005 National Specifications.

VENTILATION

Adopt 2005 National Specifications, with the following addition:

Auxiliary fans shall be installed.

VIDEO CAMERAS

Adopt 2005 National Specifications, with the following addition:

Video cameras are optional. If a video camera is used, a sign shall be placed at the front of the bus to let passengers know that audio and video are being recorded.

WHEELHOUSING

Adopt 2005 National Specifications.

WINDOWS

Adopt 2005 National Specifications.

WINDSHIELD WASHERS

Adopt 2005 National Specifications.

WINDSHIELD WIPERS

Adopt 2005 National Specifications.

WIRING

Adopt 2005 National Specifications with two replacements:

- D. 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.

- E. The bus body 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.

SPECIALLY EQUIPPED SCHOOL BUS SPECIFICATIONS (page 53)

INTRODUCTION

Adopt 2005 National Specifications.

DEFINITION

Adopt 2005 National Specifications.

GENERAL REQUIREMENTS

Adopt 2005 National Specifications.

AISLES

Adopt 2005 National Specifications.

COMMUNICATIONS

Adopt 2005 National Specifications, with the following addition:

All school buses that are used to transport students with disabilities should be equipped with a two-way electronic voice communication system. Where no such service exists, vehicles will be exempt.

GLAZING

Adopt 2005 National Specifications.

IDENTIFICATION

Adopt 2005 National Specifications.

PASSENGER CAPACITY RATING

Adopt 2005 National Specifications.

POWER LIFTS AND RAMPS

Adopt 2005 National Specifications.

REGULAR SERVICE ENTRANCE

Adopt 2005 National Specifications.

RESTRAINING DEVICES

Adopt 2005 National Specifications.

SEATING ARRANGEMENTS

Adopt 2005 National Specifications.

SECUREMENT AND RESTRAINT SYSTEM FOR WHEELCHAIRS AND WHEELCHAIR-SEATED SPECIAL LIGHT

Adopt 2005 National Specifications.

SPECIAL SERVICE ENTRANCE

Adopt 2005 National Specifications with one change:

- F. Door(s) shall be equipped with a device that will actuate an audible or visible signal located in the driver's compartment when the door(s) is not securely closed and the ignition is in the "on" position.

SPECIAL SERVICE ENTRANCE DOORS

Adopt the National Specifications with one addition:

- K. The special service entrance shall have a three-point latching bar.

SUPPORT EQUIPMENT AND ACCESSORIES

Adopt 2005 National Specifications.

TECHNOLOGY AND EQUIPMENT, NEW

Adopt 2005 National Specifications.

APPENDIX B (page 239)

Adopt 2005 National Specifications & Procedures (all chassis and body appendices).

ALTERNATIVE FUELS (page 67)

Adopt 2005 National Specifications.

APPENDIX C (page 257)

Adopt 2005 National Specifications & Procedures (Alternative Fuels Bibliography).

REQUIREMENTS FOR NEW UTAH SCHOOL BUSES

- A. Procurement policies and vehicle specifications need to be established by local school districts and private schools.
 - 1. Prepare procurement specifications. Mail one copy to State Office of Education, Pupil Transportation Specialist. Specification for bid shall include all applicable FMVSS and Utah standards.
 - 2. Request for bids and specifications are sent to qualified suppliers of school buses.
 - 3. Bids are received, evaluated, and selection made.
 - 4. District issues purchase order.
 - 5. Successful bidder provides school bus or buses.
- B. Before any new school bus is placed into service in a school district, it shall first be inspected and tested to verify compliance with the *Standards for Utah School Buses and Operations*. Inspection shall be conducted by the Safety Inspection Office of the Utah Highway Patrol. On or before delivery of a new bus, the school district vendor or private school shall notify the Safety Inspection Office and request a new vehicle inspection.
- C. Acceptance testing is conducted by a local agency or with assistance from the Utah Department of Transportation and the Pupil Transportation Specialist, Utah State Office of Education, to insure that the school bus complies with all standards and specifications. The acceptance test shall include but not be limited to:
 - 1. An inventory of required safety features and equipment specified as compared with the line ticket issued by the manufacturer.
 - 2. Functional tests of all lamps and signals, emergency braking system, horn, and other operating systems.

REQUIREMENTS FOR USED UTAH SCHOOL BUSES

- A. This part of the *Standards for Utah School Buses and Operations* sets forth the requirements for used school buses to be used in Utah whether purchased or leased by the school district or private school. 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 in a school district, it shall first be inspected and tested to verify compliance with the *Standards for Utah School Buses and Operations*. The ultimate responsibility for assuring that a used bus complies with all federal and state standards before the bus is placed in service is the responsibility of the using district or school.
- B. Used school buses shall (1) comply with the version of the *Standards for Utah School Buses and Operations* 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, glass in used school buses shall be replaced to bring the bus into compliance with current state standards.

REQUIREMENTS, EXEMPTION FROM OR MODIFICATION OF UTAH SCHOOL BUSES

- A. It is anticipated that, 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 for Utah School Buses and Operations*.
1. An exemption from the requirements of the *Standards* may be initiated by a manufacturer or supplier of pupil transportation equipment or a local school district. 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 Office 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, one representative of the Utah State Department of Public Safety, the USOE Pupil Transportation Specialist, and such consultants as deemed appropriate. If necessary, this committee will submit the request to the full School Bus Standards Committee and may require that the request be presented in person.
 3. All requests for exemption from the requirements of the *Standards*, together with the recommendations of the review committee, shall be submitted to the State Office of Education for its action and transmittal to the Utah Department of Transportation. Final authority for determining the disposition of a request is vested with the Utah Department of Transportation.
- B. 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 Utah State Office of Education and the Utah Department of Transportation.
 2. After approval of the proposed modification by the Utah State Office of Education and the Utah Department of Transportation, the modification shall become effective 90 days following distribution.

SCHOOL BUS INSPECTION (page 189)

HISTORY

Adopt 2005 National Specifications.

STATE INSPECTION PROGRAMS

Adopt 2005 National Specifications.

INSPECTION PROCEDURE

Adopt 2005 National Specifications.

THE CRITERIA

Adopt 2005 National Specifications.

UTAH OUT OF SERVICE CRITERIA

Replace with Utah Highway Patrol (UHP) "Out of Service Criteria."

In Utah, the Utah Highway Patrol develops Out of Service Criteria for school buses with input from Utah school districts, the Utah State Office of Education, and non-public school bus transportation entities. Copies of Out of Service Criteria are available from the Utah Highway Patrol.

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OPERATIONS (page 83)

INTRODUCTION (page 85)

Adopt 2005 National Specifications & Procedures.

SCHOOL TRAVEL CHOICES (page 85)

Adopt 2005 National Specifications & Procedures.

SCHOOL BUS USE (page 85)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

Paragraph 3: 10 or fewer passengers can ride in a standard vehicle as regulated by individual districts.

When transporting more than 10 passengers, districts must follow the 2005 National Specifications and Procedures and Utah Code. (See Appendix: **53.8.211.5**.)

Paragraph 4: “Activity buses (non-yellow school buses) shall be used for activities only. Districts that have been approved for activity buses may only use those buses for activities and not for busing school children on regular routes, to and from school.”

BUSES OTHER THAN SCHOOL BUSES (page 86)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

Refer to Exceptions above under **SCHOOL BUS USE**.

STATE ADMINISTRATION (page 86)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

A.8.: Manuals or handbooks for bus drivers and bus attendants are the responsibility of individual districts.

A.10: Manuals or handbooks for school bus maintenance personnel are the responsibility of individual districts.

LOCAL SCHOOL DISTRICT ADMINISTRATION (page 89)

Adopt 2005 National Specifications & Procedures.

Exception for Utah Standards:

A.4.a.: At least once each school semester, provide all students transported in a school bus or activity bus with instruction in the location and operation of all emergency exits. Also, provide supervised emergency exit drills once each semester to each student transported to or from schools in a school bus. Each year, all students will receive age-appropriate safe travel information (such as rules, safety instructions, etc.) to be disseminated as determined by individual districts. Documentation of exit drills shall be maintained for one year by individual districts.

RESPONSIBILITIES (page 93)

Adopt 2005 National Specifications & Procedures.

OPERATIONAL PROCEDURES (page 99)

Adopt 2005 National Specifications & Procedures.

Exception for Utah Standards:

E.1.: Add to end of paragraph: “For legal purposes, notification should be displayed on buses that audio/visual is being recorded.”

Clarification:

F.7.a.: “Line setting tickets means delivery tickets that come with new buses.”

TRAINING OF BUS DRIVERS (page 121)

Adopt 2005 National Specifications & Procedures.

Refer to: Additional Utah Specific – STANDARDS FOR UTAH SCHOOL BUSES & OPERATIONS School Bus Driver Instruction and Certification Standards section

TRAINING OF BUS ATTENDANTS (page 124)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

B.1.: “It is recommended that prior to transporting students, bus attendants should be required to complete a state, or district approved pre-service training program . . .”

B.1.f.: Handling emergency situations in accordance with generally accepted operating procedures, including instruction regarding blood-borne pathogens.

TRAINING OF MAINTENANCE AND SERVICE PERSONNEL (page 126)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

See Appendix: “Training of Maintenance and Service Personnel.”

ROUTING AND SCHEDULING (page 127)

Adopt 2005 National Specifications & Procedures.

Exceptions for Utah Standards:

E.5.a.: “Utah Standards require that districts be able to provide a student list upon request of local authorities”;

E.5.e.: The routine crossing status (i.e. “cross” or “no-cross”) of each student on the route (when and if necessary);

MAINTENANCE OF EQUIPMENT (page 132)

Adopt 2005 National Specifications & Procedures.

EMERGENCY AND RESCUE PROCEDURES (page 133)

Adopt 2005 National Specifications & Procedures.

Exception for Utah Standards:

B.: Delete second line of paragraph, which reads: “A list that includes the name of the bus operator, emergency telephone numbers, names of students assigned to the bus and the special needs of students should be in the bus.”

EVALUATION OF THE STUDENT TRANSPORTATION SYSTEM (page 135)

Adopt 2005 National Specifications & Procedures.

SCHOOL SITE SELECTION AND FACILITY PLANNING (page 137)

Adopt 2005 National Specifications & Procedures.

APPENDIX D (page 265)

Adopt 2005 National Specifications & Procedures (all appendices).

SCHOOL TRANSPORTATION SECURITY AND EMERGENCY PREPAREDNESS (page 139)

Adopt 2005 National Specifications & Procedures.

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UTAH SPECIFIC OPERATION STANDARDS

ALTERNATIVE TRANSPORTATION

Appendix: **R277-600.** (R277-600-7. Alternate Transportation)

BACKGROUND CHECKS

Appendix: **R277-516.**

Process outlined in R277-516 shall apply to all pupil transportation employees of school districts, charter schools, and other school busing entities in the State of Utah with the following additional requirements:

All Utah school bus drivers shall submit to criminal background checks at least every five years in sequence with recertification as a school bus driver.

BUS DRIVER INSTRUCTION AND CERTIFICATION STANDARDS

Appendix: School Bus Driver Instruction

BUS DRIVER QUALIFICATIONS

- A. Satisfactory employment background and residency verification
- B. Satisfactory Driving History
 1. 21 years of age or older
 2. Valid Utah driver's license
 3. 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
 4. No more than 100 points on Motor Vehicle Record
- C. Satisfactory Criminal Background Check
 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 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
- E. Current and Prospective Bus Drivers:

1. Must pass the Physical Assessment Standard at least biannually.
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 bus (P/S) endorsement.
9. Must attend the required annual state in-service training.
10. Must complete the required 30 hours of recertification every five years.
11. Must pass the BCI Fingerprint/FBI Check every five years.
12. Must pass all drug and alcohol testing requirements.
13. Must maintain an MVR record of 125 points or less at any time (see **Motor Vehicle Records**).

BUS MAINTENANCE PERSONNEL

- Recommended State Training (with district support)
- Stay current with up to date training
- Maintain a valid CDL license, preferably with School Bus Endorsement
- Journeyman technicians preferred, with ASE certifications
- Body technicians recommended
- Tool allowance recommended
- Uniforms/clothing allowance recommended
- Must pass all drug and alcohol testing requirements

Appendix: Training of Maintenance and Service Personnel

CELL PHONES AND OTHER ELECTRONIC DEVICES

Appendix: **R277-601**. (R277-601-3. Standards)

CHECKING FOR STUDENTS

Appendix: **R277-601**. (R277-601-3. Standards)

COMMERCIAL VEHICLE SAFETY ACT OF 1986

Appendix: Commercial Vehicle Safety Act of 1986

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

Federal Motor Carrier Safety Regulations, 395.5: Maximum driving time for passenger-carrying vehicles.

- (a) No motor carrier shall permit or require any driver used by it to drive a passenger-carrying commercial motor vehicle, nor shall any such driver drive a passenger-carrying commercial motor vehicle:
 - (1) More than 10 hours following 8 consecutive hours off duty; or
 - (2) For any period after having been on duty 15 hours following 8 consecutive hours off duty.
- (b) No motor carrier shall permit or require a driver of a passenger-carrying commercial motor vehicle to drive, nor shall any driver drive a passenger-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after –
 - (1) Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
 - (2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

DRUG AND ALCOHOL TESTING

The Utah State Board of Education has adopted a companion handbook entitled *Pupil Transportation Drug and Alcohol Testing Policies and Procedures*. It has been adopted by reference into the *Standards for Utah School Buses and Operations*, and is published as a separate document.

EMERGENCY EVACUATION DRILLS

A minimum of one emergency evacuation drill is required per semester.
See: National Standard (Operations Section - Local School District Administration A.4.a.)

ENTRY TO THE BUS

Appendix: **76-9-107**. Unauthorized entry of school bus.
Each bus should have a sign placed on the outside, near the door, 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

Appendix: **41-6a-1308**. School bus idling standards.

INSULIN DEPENDENT DIABETIC WAIVER

Appendix: Insulin Dependent Diabetic Waiver

MOTOR VEHICLE RECORDS

- Motor Vehicle Records for all CDL drivers must be checked at least biannually (quarterly preferred).
- A bus driver applicant must not have more than 100 points to be a qualified candidate.
- Current bus drivers shall receive a written warning notice if they accumulate more than 100 points and no more than 125 points. A district program of training must be completed by the driver.
- Bus drivers exceeding 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 their point total drops to 100 or below. Retraining must occur if the driver is rehired.
- Rehired drivers may never again exceed 100 points.
- Bus drivers must report all citations to their director/supervisor within 30 days of conviction.
- The Utah CDL handbook should always be consulted.

Appendix: Point System

PHYSICAL ASSESSMENT STANDARDS

Within 90 days of the adoption of these standards, all school districts and other school busing entities shall include reference to state physical assessment standards for school bus drivers and school bus attendants as a part of their minimum job requirements. Within 90 days of the adoption of these standards, all school districts and other school busing entities shall implement these physical assessment standards for school bus drivers and school bus attendants. Screen testing shall be done by certified instructors or pupil transportation supervisors. Before job action, a third party tester shall be used for confirmation of failure to meet these standards.

Appendix: Physical Assessment Standard for Utah School Bus Attendants

Appendix: Physical Assessment Standard for Utah School Bus Drivers

RECORD RETENTION

Record Retention	Time	Description
Eligible transported student files	Retain paper copy 6 months or until transferred to computer. Destroy computer copy after 3 years.	These files provide information regarding all school bus routes in a particular district for documentation and provide required information for funding. Information includes bus numbers, routes, actual eligible students transported (including special education students) in elementary and secondary, total eligible students and the number of actual eligible students.
School bus driver training certification file	7 years after termination	These files are maintained on anyone driving a bus for a school district in the State of Utah. They document that drivers have been certified to drive school buses and also provide information on all applicable training that has been received.
Transporting handicapped students budget files	5 years	Budget files are maintained for each school district to document the number of handicapped students transported to classes and the funds requested to facilitate the service. These requests would include the completion of either the “Budget Request for Transporting Severely Multiple-Handicapped Students to Extended Year Classes” (form SOE 06-2522-03) or “Budget Request for Transporting Pre-School Three- and Four-Year-Old Handicapped Students” (form SOE 06-2522-04). These files include information requested, person responsible for the program at the district level, total number of miles traveled, and the yearly estimate cost per bus mile.

SAFETY INSPECTIONS

Appendix: **53-8-211**. Safety inspection of school buses and other vehicles

SPECIAL NEEDS, TRANSPORTING STUDENTS WITH

Appendix: Transporting Students with Special Needs - Letter

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:

1. 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:
 - a. 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.)
 - b. Does the condition of the roadway permit safe school bus transportation? (good/poor visibility, type of road surface, etc.)
 - c. Can the roadway be maintained during winter conditions for safe travel by a school bus?
 - d. Are there guard rails?
 - e. How heavy/light is traffic congestion?
2. On steep grades above 6%, the following additional procedures should be followed:
 - a. Consultation with local jurisdictional law enforcement agency.
 - b. 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. Local school districts and busing entities shall make a list of roadways with safety concerns available to other school districts 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

Appendix: Stopping for School Bus—Requirements

Appendix: Use of Overhead Red/Yellow Lights on School Buses

STUDENT TRAVEL

Appendix: Suggestions and Recommendations for School Transportation and Student Travel

VANS

Appendix: **53-8-211.5**. School bus safety standards—Exceptions.

SPECIAL NEEDS TRANSPORTATION

TRANSPORTATION FOR STUDENTS WITH DISABILITIES AND SPECIAL HEALTH CARE NEEDS

INTRODUCTION (PAGE 149)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES AND SPECIAL HEALTH CARE NEEDS

Adopt 2005 National Specifications.

LAWS AFFECTING TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Adopt 2005 National Specifications; replace B with:

B. Characteristics/Conditions

To be disabled under IDEIA, a student must have certain characteristics that adversely affect educational performance, and therefore require special education and related services. The disabilities are defined in the IDEIA under Part B Regulations.

1. Autism
2. Deaf-Blindness
3. Hearing Impairment/Deafness
4. Intellectual Disability
5. Multiple Disabilities
6. Orthopedic Impairment
7. Other Health Impairment
8. Emotional Disturbance
9. Specific Learning Disability
10. Communication Disorder
11. Traumatic Brain Injury
12. Visual Impairment/Blindness
13. Developmental Delay

INDIVIDUALIZED EDUCATION PROGRAM (IEP)—INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) PROCESS

Replace with:

The IDEIA Amendments of 2004 state that “The State or Local Education Agency (LEA) shall ensure that all of the child’s special education and related services needs that have been identified through the evaluation described in paragraph (b)(1) of this section are appropriately addressed...

- a) Each public agency shall ensure that a full and individual evaluation is conducted for each child being considered for special education and related services under Part B of

the Act:

- (1) To determine if the child is a 'child with a disability' and
- (2) To determine the educational needs of the child."

The IEP team is the formal group that designs a student's educational program, establishes goals and objectives, and determines the related services that are necessary for a student to access special education. When transportation as a related service is considered, transportation staff, as related service providers, should be included in the IEP process to address safety and feasibility of various transportation options.

The Individualized Education Program: A written statement of services a student is to receive. Because the IEP can only be changed by the IEP team, written information regarding transportation as a related service should provide the necessary specificity so the driver, school, parent, and student know what services to expect.

The IEP team can be reconvened at any time and by any team member who deems it necessary. Transportation services personnel should initiate such a meeting if, after implementing the program, they find they need more information or assistance from team members or if they find the program to be in any way unsafe.

GUIDELINES

Adopt 2005 National Specifications with two additions:

1. Change IDEA to IDEIA. (Individual with Disabilities Education Improvement Act December 3, 2004)
2. For further information, please see USOE Special Education TA Manual *Serving Special Education Students with Special Health Care Needs*.

A. School/Education Administration
Adopt 2005 National Specifications.

B. Transportation Administration
Adopt 2005 National Specifications.

C. Drivers and Attendants
Adopt 2005 National Specifications with two changes:

Training Components:

- a. 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.
- b. Legal issues, including federal and state laws, administrative rules, and local policy.
- c. Operational policies and procedures, including:
 - (12) Behavior management;
 - (a) Techniques for the development of appropriate behavior.

D. Special Equipment Use and Operation:
Adopt 2005 National Specifications.

E. Selecting Securement Sites on Wheelchairs
Adopt the National Specifications with one 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.

F. Medical/Health Issues:
Adopt 2005 National Specifications.

CONFIDENTIALITY

Adopt 2005 National Specifications.

DEVELOPMENT

Adopt 2005 National Specifications with one change:

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

APPENDIX E (page 343)

Adopt 2005 National Specifications & Procedures (all transporting students with disabilities and special health care needs appendices).

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INFANTS, TODDLERS AND PRESCHOOL CHILDREN

INTRODUCTION (PAGE 167)

Adopt 2005 National Specifications with one change:

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

TRANSPORTATION SERVICES FOR INFANTS AND TODDLERS WITH DISABILITIES

Adopt 2005 National Specifications with one change:

Change IDEA to IDEIA 2004 (Individual with Disabilities Education Improvement Act).

TRANSPORTATION SERVICES FOR PRE-SCHOOL CHILDREN WITH DISABILITIES

Adopt 2005 National Specifications with one change:

Change 1997 IDEA to read “2004 IDEIA.”

HEAD START

Adopt 2005 National Specifications.

GUIDELINES FOR INFANTS, TODDLERS AND PRESCHOOL CHILDREN

A. Administrator’s Role

Adopt 2005 National Specifications.

B. Drivers

Adopt 2005 National Specifications.

C. Bus Attendants (Monitors)

Adopt 2005 National Specifications.

D. Training

Adopt 2005 National Specifications.

E. Equipment

Adopt 2005 National Specifications.

F. Child Safety Restraint Systems (CSRSs)

Adopt 2005 National Specifications.

G. Bus Seat Designated for a Child Safety Restraint System

Adopt 2005 National Specifications.

H. Medical Equipment

Adopt 2005 National Specifications.

I. Special Considerations

Adopt 2005 National Specifications.

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FINANCE, SCHOOL DISTRICT

AUDITING, DOCUMENTATION REQUIREMENTS

Appendix: R277-600 (R277-600-3(D) GENERAL PROVISIONS)

DISTRICT PUPIL TRANSPORTATION OPERATIONS

Appendix: District Pupil Transportation Operations

ELIGIBILITY, STUDENT

Appendix: **53A-17a-127.**

Appendix: **R277-600.** (R277-600-4. Eligibility) (R277-600-5.Students with Disabilities Transportation)

FINANCIAL REPORTING

Each school district operates motor vehicles of many sizes and types, such as school buses, small and large trucks, cars for administration and driver training, pickups, delivery vans, and other miscellaneous small motor vehicles. All school district vehicle-operating costs must be charged to the appropriate individual account or accounts according to their use. Costs for transporting eligible students to and from school shall be accounted for separately in accordance with state-approved procedures.

- A. All pupil transportation expenses are to be recorded in object codes 100-800 as listed below.

Accurate mileage records shall be kept by “program” so eligible miles can be determined. No indirect costs are allowed.

<u>Code</u>	<u>Description</u>
100	Salaries
200	Employee Benefits
400	Purchased Property Services
500	Other Purchased Services
600	Supplies and Materials
700	Property
800	Other Objects

- B. Financial worksheets shall be maintained throughout the fiscal year for each of these categories for audit purposes.

<u>Code</u>	<u>Description</u>
100	Salaries
152	Clerks, Secretaries, and Trainers. The salary to be paid to a clerk and other personnel should be closely related to the supply and demand in the local area. If a secretary is employed in the Pupil Transportation Department, duties should at least include record keeping, answering the telephone, and maintaining liaisons with parents and other workers. Office space for the secretary should be

located at the garage/operation site.

171 Supervisor. Under the pupil transportation finance formula (see Section 111.03), the salary of the supervisor, like all other salaries, is determined by the local board. The Utah State Office of Education recommends that full-time directors/supervisors of pupil transportation be paid at the same rate as other professional directors in the school district organization. The salary should be commensurate with responsibility. In setting the salary level, the local board should include the following factors in its deliberations:

1. The number of school buses
2. The number of eligible pupils transported
3. The supervisor's total responsibility relative to other supervisory functions

172 School Bus Drivers. School bus driver salaries will vary in the districts due to local district employment policies, availability of qualified personnel in the area, labor cost index figures, and other general local school district policies.

1. To-and-from school wage time includes the following:

- a. Pre-trip inspection time (10 minutes)
- b. Actual driving time and dead time
- c. Post-trip inspection and bus clean-up time (10 minutes)
- d. Bus repair/servicing and fueling (10 minutes)

EXAMPLE:

Pre-trip/inspection:	10 minutes
Combined driving time and dead time:	2 hours, 40 minutes
Post-trip inspection and bus clean-up time:	10 minutes
Bus repair/servicing and fueling:	10 minutes
Total time paid:	3 hours, 10 minutes

2. Wage time for field trips may be set at a minimum if it is necessary to attract drivers for otherwise limited assignments. A two-hour driving time minimum is not unreasonable. Districts pay driver wages and benefits for field trips with transportation levy revenues.
3. Activity trip wage time includes the four items from Section 1 above and a reduced wage for the layover time involved. Districts pay driver wages and benefits for field trips with transportation levy revenues.

173 Mechanics. The salary to be paid to a mechanic will be closely related to the supply and demand in the local area.

199 Other Classified Transportation Personnel. Custodians to clean office, training room, rest rooms and shop only.

200 Employee Benefits.

210 Social Security.

- 220 Retirement.
- 240 Employee Health and Accident/Life Insurance. Wages and benefits charged to these F-4 accounts are those paid to pupil transportation personnel only. If the individual divides his or her time between pupil transportation and other district sections, only the proportional share of the salary and benefits related directly to pupil transportation work is charged to these accounts.
- 270 Industrial Insurance. This pupil transportation account is charged for the premium. For self-insured districts, only the actual claim amount paid is charged to this account.
- 280 Unemployment Insurance. Unemployment compensation taxes paid by district on behalf of transportation employees.
- 400 Purchased Property Services.
- 421 Water and Sewer for Garage.
- 440 Maintenance by Private Garage (labor and materials). Charges for labor and materials must be identified on invoice for each bus on which work is done. Work to be done on buses should be identified and approved by a school district official. Documentation must be available for an audit.
- 441 Garage Equipment Repair. For repair to garage equipment when done by a contractor for complete job.
- 452 Rent. Expenditures for the rental of buildings and equipment for pupil transportation.
- 500 Other Purchased Services.
- 511 Pupil Transportation Services From Other LEA-In-State.
- 512 Student Transportation Services From Other LEA-Out-of-State.
- 513 Commercial Contracts. When school districts contract or lease for the pupil transportation program, allocations are calculated as though the district owns the buses.
- 514 Student Allowance.
1. Allowances to students will be kept to a minimum in accordance with these guidelines. Student allowance will be paid from state funds only for transportation to the nearest bus stop or school, whichever is closer.
 2. Travel allowances paid in lieu of school district-supplied transportation of eligible students are intended to reimburse out-of-pocket costs for

reasonable and necessary travel in connection with student transportation. The allowance shall not be less than the standard mileage rate deduction permitted by the United State Internal Revenue Service for charitable organizations, nor greater than the reimbursement allowance permitted by the Utah Department of Administrative Services for use of privately owned vehicles, as set forth in the State of Utah Travel Regulations.

3. The trip mileage is paid for by the car (one per family). Two round trips between the student's home and the bus stop or school (whichever is shorter) are paid. No extra amounts are allowed. The allowance is made to the student and is not to be confused with paying the parents to transport their own children or other students. This does not restrict parents from pooling their resources on their own, but it does restrict payments in excess of out-of-pocket costs for this transportation.
4. If students or parents are unable to provide transportation, as determined by the school district, with prior state approval, an amount equivalent to the student allowance will be paid to the school district to help pay the costs of district transportation.
5. "Days of attendance" for these purposes shall mean **the pupil's ADM as recorded in the school district's records**. The mileage, number of days involved, and amount paid to the parent or student shall be recorded in the district's records. State payment is then claimed on "Schedule B" of the State Report.

515 Subsistence.

1. Parents will be reimbursed for room and board for pupils who do not have school facilities or bus service available within approximately 60 miles. Payments will not exceed the "Substitute Care Rate for Family Services" for the current fiscal year. Any change to this rate will be adjusted to reflect this change during the year. In addition, two round trips per year are allowed for actual miles between home and school at the Student allowance rate discussed under cost code 514 above. Actual amounts paid are reported on Schedule B for state reimbursement.
2. If parents maintain a separate home during the school year for the purpose of closer location to a school for their children, reimbursement for subsistence will not apply. Wherever the parent lives during the school year is the residence for those pupils at that time.

516 Payment of Auto Mileage in Lieu of Bus Deadhead Miles. Caution: Use of cars may be subject to IRS regulations.

521 Property and Comprehensive Insurance. Identify the costs by bus. Each district should have backup documents showing pupil transportation costs only.

- 522 Liability Insurance. School districts that use Tort Liability to pay for school bus liability should not make charges to this account. If the levy tax rate for Tort Liability does not cover all these costs, the appropriate amount may be charged here. Records should be kept to justify these charges.
- 530 Communications. Telephone expenses for garage.
- 580 Travel (supervisors only). Travel for supervisors to transportation workshops or national conventions.
- 581 Per Diem (bus drivers). Per diem for bus drivers is not paid by the state. When per diem is paid on bus trips, identify the costs here, but identify such costs by a separate budget code (581, 582, etc.).
- 600 Supplies and Materials.
- 610 Miscellaneous Supplies (office). Supplies for pupil transportation office.
- 624 Fuel. At appropriate intervals, it is suggested that the total miles divided by the average miles per gallon be compared with the summation of gas pumped out. Also, compare with total gallons of gas purchased. Any differences should be explained.
- 625 Natural Gas for Garage. Prorate this expense if garage is used for other purposes besides pupil transportation.
- 626 Electricity. Same information applies as in 625, "Natural Gas."
- 681 Oil and Grease. Make charges to the appropriate accounts for usage not related to pupil transportation.
- 682 Tires and Tubes. Make charges to the appropriate accounts for usage not related to pupil transportation.
- 683 Repair Parts. Make charges to the appropriate accounts for usage not related to pupil transportation.
- 684 Repair Parts for Garage Equipment. Use this code when repairs of equipment are done by school district personnel. Charge the material costs to this account.
- 700 Property.
- 732 New Buses. The purchase of buses shall be charged to capital outlay.
- 780 Depreciation. Depreciation allowance for each school district will be computed as follows when an allowance is provided by legislative allocation:
1. Current state contract price of the standard equipped 84-passenger bus is divided by the expected life of the bus, currently set at 200,000 miles.

This rate is paid for Schedule A mileage, but **not** for activity or field trip mileage.

2. The bus inventory listings (Type A, B, C & D school buses) for each school district should be kept up-to-date and the exact cost shown to the nearest dollar for each school bus. School buses physically on hand as of October 1 and listed on the bus inventory will be paid depreciation at the state-approved rate per mile for route mileage only. The payment rate will be adjusted each year according to the state contract bus price.

800 Other Expenses. Expenses of uniforms, safety periodicals, cleaning of bus drivers' uniforms (if funded), physical examinations, and other related expenses are allowable at district option.

891 Training Expenses. Tuition, instructors' fees, films, slides, other training materials, per diem while at the training school, travel costs, and labor costs are allowable at district option.

Other new codes that are not related to Schedules A or B:

594 Admission Charges.

1. Admission charges for lyceums and similar productions should come from the special .0003 tax rate.
2. Special state education field trip money (educational field trips made available with special legislative funding). The students should be participants in a learning situation. The trip should be programmed and organized so that it becomes an extension of the classroom.
3. Participants directly involved in competitive music, drill teams, speech arts, and commercial events are not educational field trips, but rather activity trips.
4. Sports events are considered to be activity trips, not field trips.
5. If any education field trip funds are used for admissions to lyceums, those expenditures should be identified (594 Account).
6. Records. For educational field trips under special state appropriation, a school must keep records to show the following:
 - a. The number of bus miles and students transported for education field trips (all expenditures not related directly to this should be identified).
 - b. Method of Allocating Funds. State funds for this program, when allocated by the legislature, will be distributed to school districts on ADM based on each district's proportionate share of total small schools, kindergarten, and grades 1-12 WPU. Unused

funds from this program may be carried over to future years but they remain restricted money.

- c. Indirect Costs. No provisions are made for the payment of indirect costs under this program.

REPORTING REQUIREMENTS

The Utah State Office of Education uses a series of reports to collect pupil transportation statistical data in order to meet the following needs:

1. Provide accurate allocation of funds to school districts according to Utah Code and Administrative Rule.
2. Provide accurate information to the Utah State Legislature and other state and national agencies and organizations.
3. Provide school districts with summary reports to assist them in determining best practices for efficient and effective pupil transportation services.
4. Modifications are made to these reports as needed.
5. Each report shall include an instructions sheet with clear instructions of how to complete and submit the report.

Appendix: R277-600. (R277-600-3 (C) General Provisions)

SPECIAL TRANSPORTATION LEVY

Appendix: R277-600. (R277-600-10 Special Transportation Levy)