

# G-8: Administrative Procedures Transporting Students



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## REFERENCES

[Board Policy G-8](#)

[S-3: Administrative Procedures, Student Conduct and Discipline](#)

[Form G-8: Adult Driver of Private or Rental Vehicle Transportation Record](#)

[Form G-8: Parent/Guardian Permission for a Student to Operate a Private Vehicle for School Activities](#)

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## DEFINITIONS

**Extracurricular Activities:** Activities, programs, and services generally provided beyond the traditional school day for students who voluntarily elect to participate for their personal, educational, recreational, or academic improvement.

**Interscholastic Athletics/Activities:** Activities approved by, and within the jurisdiction of, the Utah High School Activities Association including: athletics; baseball, softball, basketball, swimming and diving, cross country, tennis, drill team, track, football, volleyball, golf, wrestling, and soccer; music, jazz festival, solo, and ensemble festival; speech arts activities, forensics, drama and interpretative festival; and other activities as approved by the Utah High School Activities Association.

**Field Trips:** Educational activities conducted during the traditional school day, but not on the school campus.

**Parent:** For purposes of these administrative procedures and the corresponding board policy, "parent" means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

"Parent" does not include the state or any political subdivision of government.

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## PROCEDURES FOR IMPLEMENTATION

### I. District Transportation of Students

- A. The district will transport eligible students to and from school in accordance with the following state and federal transportation laws, rules, and guidelines:
  1. Students in grades K-6 living beyond one and a half (1 ½) miles from their boundary school will be provided district-sponsored transportation.
  2. Students in grades 7-12 living beyond two (2) miles from their boundary school will be provided district-sponsored transportation.
  3. Hazardous bus routes will be determined solely by the board after receiving recommendations from the district's transportation department and the business administrator.
  4. The distance from home to school for transportation eligibility is determined in accordance with state law and transportation regulations.
- B. To promote student safety, district school buses may be used to transport students for field trips, extra-curricular activities, interscholastic athletics/activities, or any other approved activity that is sponsored by the school or district.
- C. In providing transportation services, the district adheres to the following:
  1. School buses shall travel on prescribed routes except when emergency conditions necessitate a route change.
  2. The driver shall stop the bus to load and unload students only at authorized bus stops or as designated by field trips or travel plans.
  3. The driver may make seating assignments.
- D. School bus drivers and attendants are subject to the mandatory child abuse reporting requirements.

**II. Student Conduct on Buses**

- A. Parents are responsible for the supervision of their student until the student boards the bus in the morning, and after the student exits the bus at the end of the school day.
- B. The school bus driver shall be responsible for maintaining discipline when driving on a regular bus route, a field trip or activity run, and while loading and unloading students.
  - 1. The school bus driver has authority to appropriately address student behavior that poses a threat to the safety or well-being of any individual, or that violates Board Policy S-3, Student Conduct and Discipline, and its accompanying administrative procedures.
  - 2. When students are accompanied by a supervising adult while riding the bus, the bus driver and supervising adult shall work cooperatively to see that discipline is maintained.
- C. When a student does not display proper conduct or violates the student code of conduct while riding the bus, the driver will report such behavior/conduct to the principal, or designee, for appropriate disciplinary action.
  - 1. The student and parent(s) must be notified immediately of the school's intention to suspend the student's riding privileges. The processes outlined in the administrative procedures for Board Policy S-3 will be followed to ensure that the student's rights are protected.
- D. When student behavior poses an immediate safety threat, the bus driver shall do the following:
  - 1. Stop the bus and identify the student(s) involved.
  - 2. Try to restore order.
    - a. An offending student may not be removed from the bus by the bus driver except at the student's regular bus stop or at the school.
    - b. If order cannot be restored, the driver shall call for assistance from the transportation department or local police department.
- E. Parents will be held responsible for any defacing or damaging of a school bus.

**III. Video and Audio Taping on School Buses**

- A. Video and audio taping of school bus occupants has been authorized to maintain and improve behavior, and ensure the health, welfare, and safety of students, staff, and bus drivers on school transportation vehicles.
- B. During registration, all parents will be notified that video and audio taping is occurring on school buses.

**IV. Use of Rental or Private Vehicles to Transport Students**

- A. If necessary, students may be transported in rental or private vehicles by an authorized driver. In these cases:
  - 1. the parent of the student being transported must sign a Form G-8: Parent/Guardian Permission for a Student to be a Passenger in a Private or Rental Vehicle;
  - 2. students are expected to behave appropriately and in conformity with the student code of conduct;
  - 3. every student must have and use a seat belt; and
  - 4. students should be seated in accordance with any applicable car manufacturer's air bag recommendations.
- B. Any vehicle with a seating capacity of 11 or more, including the driver, may not be used to transport students unless the vehicle meets the federal school bus safety standards.
- C. All drivers must have a valid Utah driver's license, and current, valid automobile insurance as required by state law.
  - 1. Drivers must be either a parent of a student participating in the activity, or an adult 25 years of age or older.
  - 2. No one may drive if he or she has had a conviction in the past 10 years for an alcohol/drug related driving violation, or more than two moving violations in the last 12 months.
  - 3. Prior to transporting any student, adult drivers must complete Form G-8: Adult Driver of Private or Rental Vehicle Transportation Record.
  - 4. The appropriate school administrator must review and approve all G-8 forms referenced in Sections A.1 and C.3 above.
  - 5. No driving is allowed between the hours of 11:00 p.m. and 5:00 a.m.
  - 6. Unauthorized stops are prohibited.
- D. There are some extracurricular activities that are held before or after school, and student attendance is not required. Therefore, district transportation is not provided for these activities, and students or their parents will be responsible for transportation.

**V. Questions or Concerns**

Questions regarding student transportation should be directed to the Director of Transportation at 801.974.8345.