

BUS TRANSPORTATION POLICY

It is the responsibility of parents or guardians to transport their student(s) to and from school safely. Bus transportation is not required but may be provided as an option for students. No students are guaranteed busing at Gateway Preparatory Academy but busing is available as a service for families based on funding and availability. Disabled pupils who fall under definitions as specified in IDEA are also eligible for transportation regardless of the distance from the school based on IEP team determinations. Whenever possible, special education students will ride regular buses. Gateway Preparatory Academy will not operate buses on dead-end or doubling-back runs unless the number of students transported justifies the cost of bus operation. The transportation system is established by the school to provide only for school transportation. It is not a general, public mass transit system and is not licensed as such or insured for such services. Therefore, individuals may not ride buses to work, to college, or to other destinations. Students may ride buses only on their designated routes and only from their regular designated entry and exit points. Parents will specify a single entry and exit point for their student. Adults may only ride at the invitation or request of school or district administration.

Under Utah Code, Gateway Preparatory Academy will not use any vehicle with a seating capacity of 11 or more, including the driver, for the transportation of its students unless the vehicle meets federal school bus safety standards.

SCHOOL BUS DRIVER EXAMINATION AND TRAINING

All individuals who desire to drive a Gateway Preparatory Academy bus must meet all state mandated qualifications and complete all state training requirements. These state qualifications can be found in the “Standards for Utah School Buses and Operations”.

SCHOOL BUS DRIVER INSPECTION

At the end of every route, including field trips, the school bus driver will inspect the entire length of the interior of the school bus. Failure to complete the end-of-route inspection will initiate school disciplinary action pursuant to Gateway Preparatory Academy Handbook and Policies.

STUDENT CONDUCT ON SCHOOL BUSES

The teacher/supervisor on a bus is responsible for discipline. On regular routes, the driver is both driver and supervisor. Students riding school buses shall follow regulations developed by the Gateway Preparatory Academy.

STUDENT CONDUCT RULES:

- 1. Be careful in approaching bus stops. Always walk on the left, toward oncoming traffic. Cross the street only after the bus driver has signaled that it is safe to do so. Do not approach the bus before it has come to a complete stop.*
- 2. Be on time for the bus -- help keep the bus on schedule.*
- 3. Students will be picked up at designated stops and returned to designated stops.*
- 4. Remain at the school until the bus arrives to pick up students.*
- 5. Be seated without disturbing others, and remain seated while the bus is moving.*
- 6. Obey the driver's suggestions promptly. He/she has complete charge of students while on the bus.*
- 7. Help keep the school bus clean and sanitary.*
- 8. Do not touch first aid equipment or fire extinguishers without driver permission.*
- 9. Treat school bus equipment in a respectful manner. Students and parents will be responsible for any vandalism to school property.*
- 10. Use emergency doors only for emergencies.*
- 11. Do not bring any animal(s) on the bus, with the exception of service animals*



- as described in policy EAC.*
- 12. Seats can be assigned in which each student will be seated at all times, unless permission to change is given by the driver.*
 - 13. Keep head, arms, and hands inside the bus at all times.*
 - 14. Be courteous and respectful towards fellow pupils and bus driver.*
 - 15. Keep all books and personal belongings out of the aisle.*
 - 16. Do not engage in loud talking, laughing, or any other disruptive behavior, which might divert the attention of the bus driver and possibly cause a serious accident.*
 - 17. Do not have possession of or use tobacco, drugs, or alcohol on the bus.*
 - 18. Do not have anything in your possession that may cause injury to another person (Including, but not limited to, any type of weapons or firearms as defined in the safe school policy).*
 - 19. Soda pop, candy or food may not be eaten on the bus unless otherwise instructed by the trip supervisor.*

DUE PROCESS FOR BREAKING BUS RULES:

1. Breaking bus rules will result in the implementation of appropriate consequences.
2. Consequences will normally follow a set procedure ranging from a verbal warning to permanent expulsion from the bus.
3. ***Serious offenses, such as actions that endanger others, violate safe school policy or involve verbal abuse toward a bus driver, will automatically result in some loss of riding privileges.***

BUS TRANSPORTATION FOR EDUCATIONAL TRIPS

All trips involving transportation must be cleared through the administrative office. Trips must be authorized before they are discussed with students. Trips are primarily for educational purposes and are to be closely related to classroom activities. A travel request form must be completed for each trip.

Written permission slips from parents must be filed for all field trips.

Field trips cannot be taken during the last two weeks of the school year unless approved by the Director.

Actual costs will be charged against school budget allocations.

BUS TRANSPORTATION FOR SCHOOL ACTIVITIES

Buses may be used to take students to school-scheduled activities. Costs for such trips will be charged to individual school allocations based on actual costs for gas, driver, and operational expenses.

Buses may be used to transport students who will be spectators at school-sponsored activities away from home. Moneys from student charges are to be submitted to the district office at the end of the month. Schools will be charged with actual costs for each trip.

The district discourages the use of buses for overnight trips. Special transportation shall not be provided to transport students for extracurricular practices.

STUDENT TRANSPORTATION FOR OUT-OF-TOWN SCHOOL EVENTS

Student transportation to and from out-of-town school activities and events shall be in school-authorized vehicles only. During out of town travel, students using school authorized vehicles will only be released from such transportation to a parent or approved guardian.

An emergency need may arise that makes it necessary for students to be released to someone other than a parent or guardian or school staff member, and to travel in a private vehicle from a school sponsored activity. For these situations to be approved, the student's parent or legal guardian must carefully explain the situation in person to a school administrator and submit a signed explanatory

document at least 24 hours prior to the school activity involved to seek approval. The Director shall then notify the school personnel responsible for the activity. If a student is released to someone other than the legal guardian, a picture form of identification must be checked to verify identity.

STUDENT TRAVEL REGULATIONS

Trips must be carefully pre-planned. When possible, the teacher should visit the place before taking students on the trip.

School travel: In addition to advisors, or school staff, adequate adult supervision is required according to the size of the group and purpose of the activity. Teachers will remain with students throughout the duration of the trip.

Buses will remain at the event/activity and available for student use as determined by teacher.

Vehicle care and maintenance are the responsibility of the bus driver.

Student management is the responsibility of the teacher/school staff.

Teachers must notify lunchroom personnel of a scheduled trip at least ten school days before leaving. The same amount of lead time is necessary to order lunches to go.

BUS TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Transportation for special education students is a "related service" under law. A student who is not eligible under state transportation programs may be eligible under this law if the IEP team determines that the service is necessary to assist the disabled student to benefit from special education programs. The following rules govern transportation services for students with disabilities:

1. A designated, responsible adult must complete an information card, which contains a picture of the child and relevant medical information. This information is required and used by both regular drivers and substitutes. All information is confidential.
2. Students must be ready for school five minutes before the scheduled bus arrival time. State regulations require that a driver wait only one minute for a student. If the student misses the bus, it is the responsibility of the designated responsible adult to get him/her to school.
3. Students will be picked-up at the curb line or another point designated by the transportation department for reasons of safety. Drivers will not normally be allowed to pull into driveways.
4. School buses may not traverse unimproved roads. Roads must be maintained and meet county standards.
5. If a student must miss school the parent must notify the bus driver as far in advance as possible.
6. It will be necessary for the responsible adult to help the student board and exit the bus if he/she is unable to do so without help. Wheelchair students **MUST** have a seat belt.
7. Requests to pick-up or drop-off students at other locations will be accommodated only if the location is within the bus route area and the request is a permanent arrangement that has been approved by the Director. Gateway Preparatory Academy will not make daily changes in drop-off and pick-up locations. Except for occasional emergencies or extenuating circumstances students will be picked-up and dropped-off only at the permanent predetermined location.



8. The IEP team shall require that a responsible adult meet the bus when the student is dropped-off. If the responsible adult is unable to be there, he/she must arrange for someone else to be there.

If no one is home to meet the student, the following procedures will be followed:

1. Reasonable effort will be made to contact the responsible adult.
2. Attempts will be made to contact the alternate person designated on the student bus information card.
3. If the driver is unable to locate the responsible adult or the designated alternate, the district director of transportation will consider:
 - a. returning the student to the school
 - b. taking the student to designated day care provider (at parent expense)
 - c. contacting the police or social services agency
4. If the problem occurs on multiple occasions a referral will be made to Protective Services.
5. If a driver must make multiple runs or change routes, the following will occur:
 - a. parents will be billed for extra driver time and mileage.
 - b. parents will be charged for day care services provided.

Board reviewed and approved:

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