

**SCHOOL BUS ROUTE & ACTIVITY DRIVER GUIDE**

Uinta County School District Number Four has established the following guide for all school bus route drivers.

1. Drivers will be allowed twenty (20) minutes of walk-around and warm-up time per trip and fill out pre-trip inspection form.
2. Drivers are allowed twenty (20) minutes of clean-up time per day.
3. Drivers will train the students on their route to stay at least thirty (30) feet away from the shoulder of the road until the bus is stopped and the driver signals for the students to load the bus.
4. Bus drivers shall wear seatbelts when driving.
5. Passengers in type A buses shall wear seatbelts when riding.
6. Routes will be set up so as not to overload any bus.
7. School buses shall operate with headlights on at all times.
8. The service door (front door) of the school bus shall remain closed at all times the bus is in motion.
9. Any accident shall be reported immediately to the transportation supervisor and the State Department of Education.
10. Activity trips will be assigned on a rotating basis (with consideration to limiting overtime). Once a trip is assigned, it is the responsibility of that driver to see that it is covered.
11. Drivers will be paid for attending Safety Meetings, at their rate of pay.
12. While on activity trips, drivers will be paid as indicated by the board approved Activity Driver/Activity Trips Pay Rate document on file at the District Office and the Transportation Office.
13. Drivers on activity trips will be at the departure site fifteen (15) minutes prior to departure.

14. Drivers on activity trips will require sponsors to be in control of students on the bus. If the sponsor doesn't take charge, the Transportation Director must be notified as soon as possible.
15. Time will not be made up on the road for late departures.
16. Drivers on activity trips will stay at the event as long as they are being paid. Coaches and sponsors may arrange for the bus to leave the event with careful consideration.
17. Cellular telephones are for emergency and department use only. Driver must use his/her discretion for anyone needing to use the telephone.
18. Buses will not stop at any unscheduled places (stores, malls, etc.) that are not part of the route or activity trip.
19. Drivers are asked to dress professionally and appropriately when transporting students.
20. If a bus cannot be home from an activity trip by 1:00 a.m., they will stay overnight.
21. Bus drivers driving record shall be checked every year.
22. Bus drivers must have an updated physical examination on file every two (2) years.
23. Drivers are required to attend a minimum of six (6) hours of training every year.
24. Drivers will conduct an emergency evacuation drill twice yearly.

Adopted: August 10, 1999  
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