

TRAINING FOR POLICY 7021

Driver Travel for Activities and Field Trips

Hours of Services
Utah Administrative Code R909-3
(State Standards)

FOCUS ON COMPLIANCE

- It is the responsibility of the Washington County School District to protect drivers, school administration, coaches and teachers from civil suites that could be in violation of Policy 7021.
 - Driving (or allowing a driver to drive) beyond the Driving-Time limit may be considered an egregious violation and subject to the maximum civil penalties.
 - A violation of Policy 7021 will result in disciplinary action which may include termination for negligence.

The Federal Motor Carrier Hours of Service are in the Utah Administrative Code R909-3 (State Standards)

- Log books for drivers are now required
- Log books must match the driver's pay
 - Hours of Service definition has changed
 - On-Duty definition, which allows time spent resting in a parked vehicle to be considered Off-Duty.
 - The Penalties Provision has changed
 - Any violation of the Driving-Time limit by three (3) or more hours will be categorized as “egregious” and result in maximum penalties also subject to the maximum civil penalties.

Definitions

- DRIVING TIME
 - All time spent at the driving controls of the school bus not to exceed ten (10) hours without eight (8) hours off for sleep.
 - The log book will reflect Driving-Time.
- ON-DUTY TIME
 - Not driving but working such as fueling, pre and post trip preparation is not to exceed a total of fifteen (15) hours before taking eight (8) hours off. (i.e. If a driver logs ten (10) hours of Driving-Time then he/she may also log up to five (5) hours of On-Duty time.
 - The log book will reflect On-Duty time

Definitions - Continued

- **OFF-DUTY TIME**

- Off-Duty time is defined as any time that is non-compensable time.

- Personal

- Vacation

- Sick Leave

- Layover time

- Idle hours

- Any other time where a driver is released from duty

- All drivers are released from duty once they reach the destination such as the hotel or event.

Definitions - continued

- **ON-CALL TIME**

- The advisor must complete a voucher stating the time requested and the funds to pay the driver wages.
- Drivers will not be paid without a signed Voucher complete with account number.
- Drivers are On-Duty when an activity advisor requires the driver to stay at an event or other location and remain available for work on short notice.
- Drivers and advisors should always monitor and be aware of the driver's fifteen (15) hour and ten (10) hour status.

SPECIFIC TO EACH SCHOOL or REQUESTING SITE

- CORRECT ITINERARIES
 - Preparing an accurate itinerary will provide documentation to track On-Duty and Driving hours while ensuring the safety of the students.
 - Accuracy is money in the school's pocket:
 - (i.e. If you wish to have the driver stay at the event, that must be a specific request on the itinerary and a voucher signed with an account number.
 - Each trip must return to the site by 1:00 am or have prior approval from Craig Hammer.

Specific to Each School or Requesting Site - continued

- **MILEAGE FOR TRIP SHEET**

- Mileage while under On-Duty time is billed to the school or requesting site.
- Mileage used for Off-Duty time should be subtracted from the billed mileage.
- Separate: The Yard-to-the-school and School-to-the-yard. All of the Off-Duty mileage should be reflected on the trip sheet.

Specific to Each School or Requesting Site - continued

- SHUTTLE TIME

- All trip requests may include one (1) Round-Trip-Shuttle per day.
- When more Round-Trip-Shuttle trips are required, a Voucher must be signed and submitted.
- An overnight stay request may include two (2) Round-Trip-Shuttle trips. (Generally from hotel to the event and lunch or after-hours activity.)
- Time between the Round-Trip-Shuttle is Off-Duty time.

Specific to Each School or Requesting Site - continued

- **EXAMPLE: Round-Trip-Shuttle**
 - The bus will leave the hotel in the morning with students. When the bus arrives at the event, that ends the driver's On-Duty time. The driver is released from duty until requested to return for pick-up. Compensable time begins no earlier than ten (10) minutes before the requested pick-up-time. Returning the student to the hotel is Compensable time. The Round-Trip-Shuttle is now complete. Time between the drop-off and pick-up location is considered Off-Duty time

Specific to Each School or Requesting Site - continued

- **VOUCHERS – Found in Appendix III of Policy 7021**
 - When more Round-Trip-Shuttle trips are required, a Voucher must be signed and submitted
 - The Principal is responsible for the guidelines allowing advisors, teachers and coaches to use a Voucher.
 - A Voucher must be signed by the advisor of the trip and an account number must be designated.
 - Rules for using the Voucher begin once the group arrives at the requested location.
 - \$30.00/per hour will be charged for the extra-time on the Voucher.

Specific to Each School or Requesting Site - continued

- **ADVISOR RESPONSIBILITY**

- Hotel accommodations must be arranged if the driver needs eight (8) hours off before driving home. Please note: a driver may only drive ten (10) hours and then the mandatory eight (8) hours rest is required!
- Advisors are encouraged to request a late check-out time at the hotel for the driver.
- The advisor must tell the driver when to return to pick up the students. Note: The advisor must keep in mind that the driver cannot resume responsibility more than ten (10) minutes prior to requested pick-up time.

SPECIFIC TO BUS DRIVERS

- CRITICAL POLICY RULES
 - Arrive no earlier than ten (10) minutes prior to the requested time.
 - Ask all students to take their belongings with them because they will not be able to get back on the bus.
 - Secure the bus if you leave the bus.
 - You are released when you arrive at the destination.
 - You are on personal time and can drive the bus to a reasonable location during your Off-Duty time.

Specific to Bus Drivers - continued

- Critical Policy Rules – continued
 - Once fifteen (15) hours of On-Duty is reached, a bus driver must take eight (8) hours off!
 - Any second job in which a driver receives pay, counts towards the fifteen (15) hours On-Duty.
 - A Second-Job-Form (*found on the Transportation Web Site*) must be completed and kept up-to-date. A driver must monitor this time so that a trip can be accepted legally.
 - A Driver cannot drive a route the next day if the trip requires a late return and an eight (8) hour rest is not possible.

Specific to Bus Drivers - Continued

- **MEALS**

- Drivers are released for meals that take thirty (30) minutes or more. This will be considered Off-Duty time.
- Drivers may remain on the bus for meal breaks, “voluntarily subjecting themselves to questions or other “de minimis” responsibility.” This does not count as Compensable time.

- **MILEAGE**

- Once a driver reaches the destination or event and the trip is twenty (20) miles or less from the yard, the driver will be on Off-Duty time.
 - The driver may take the bus to the yard or a destination that is closer than the yard.
 - The mileage needs to be kept separate and not billed to the school.
 - Once the driver arrives back to the location/event, the mileage begins again for the school billing.

Specific to Bus Drivers - continued

- The Bus Driver as a Volunteer
 - Drivers cannot volunteer in the scope of their own employment.
- One Exception to the Volunteering Rule:
 - **If the driver has a child participating** in an activity and he or she would like to drive, this trip would not go on the bid list. A volunteer form would need to be completed for approval.
 - In this circumstance, the school would need to cover expenses including motel accommodations.
 - The Volunteer form for bus drivers can be found on the Transportation Web Site.

THANK YOU FOR YOUR ATTENTION

The Washington County School District
Transportation Department
is so appreciative of the effort
employees put forth to protect individuals
as they perform their duties.