

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Natalie Grange, CPA CFE
School Finance Director

DATE: June 9-10, 2016

INFORMATION: Pupil Transportation Standards Workgroup Meeting Notification

Background:

The Utah State Board of Education (USBE) adopts regulations for the design and operation of public education school buses. The last major update occurred in 2010. State standards are based on the National School Transportation Specifications and Procedures (NSTSP). Area specific committees are formed, which are comprised of LEA representatives, USBE staff, State Risk Management, the Utah Department of Transportation, the Utah Department of Public Safety, and other interested parties. The standards review and update process is set to begin in July of 2016. Staff will provide the Board notice of committee meeting times and locations. Board members, LEA representatives, legislators and the public will all be provided notice and be invited to participate in the standards review process. The work of the committees will be presented to the Board for review and adoption.

Board Strategic Plan:

This item supports the following imperative(s) and strategies in the Board's Strategic Plan:

- Educational Equity
- System Values

Anticipated Action:

No action anticipated. Informational only.

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STANDARDS FOR UTAH SCHOOL BUSES AND OPERATIONS

Background and 2016 Project Overview (Draft Update 5-24-2016)

Utah State Office of Education (USOE)
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Standards for Utah School Buses and Operations – Background

The Utah State Board of Education (USBE) first adopted regulations for the design and operation of public education school buses in 1976. These regulations were updated in 1987 and approved by the USBE. The next update was completed and approved by the USBE in 1999. Prior to an update in 2010, a decision was made to reference the National School Transportation Specifications and Procedures (NSTSP) within the update. Committees were formed to review all focus areas and an updated Standards for Utah School Buses and Operations incorporated NSTSP into Utah standards. This update was approved by the USBE in June of 2010.

2016 Project Objectives

The National Congress on School Transportation (NCST) meets every five years with delegate representatives from all 50 states. These delegates deliberate proposed revisions prepared by specialized committees. Formal voting processes are used to determine updates to be put in place until the next congress. In 2015 Utah was represented with a delegate team that assisted in updating the 2015 NSTSP document. A document identifying the changes that were made has been available since April of 2015. The 2015 Utah delegate team and other pupil transportation professionals are supportive of the Utah Standards for School Buses and Operations being updated and approved by the USBE in 2016. The delegate team and other professionals believe Utah standards should be updated every five years in the year following the work done by NCST.

Facilitating Public Participation in the Processes

All LEAs, state board members, legislators or general public may participate in any or all of the following ways:

1. Contact committee members with input in areas of special concern.
2. Request an opportunity to make a presentation to any of the subcommittees.
3. Attend a subcommittee meeting and provide input during public comments portions
4. Attend a state board meeting during the approval process and supply input during the public comments portion.

Project Steering Committee

The steering committee will consider possible upgrades in formatting and availability of the document, as well as approve the formal processes to be used. Some considerations are: Table of contents that is digitally active to locating each section in the first two levels of the table of contents. Inserting appendix links to national document sources. Incorporating our Utah additions to the 2015 National School Transportation Specifications & Procedures document in color coding for easy reference.

Anticipated Timeframe Summary:

Changes from 2015 National Congress on School Transportation document made available with a link posted on web site in early June. It is anticipate that the project will be able to get underway in June, and that the first subcommittee meeting will be able to be held in July. Additional subcommittee meetings are anticipated for August and September. The public comment period and approvals through the Utah State Board of Education are anticipate to conclude in January or February.

COMMITTEE MEMBERS DRAFT

Committee representatives include seasoned pupil transportation representatives in areas of expertise from small, medium and large school districts as well as charter schools. Additional representatives from the USOE, State Risk Management, Utah Department of Transportation, and the Utah Department of Public Safety. The following committees will be formed. Individual participants will be finalized when participants have acknowledged participation.

Steering Committee

Operations, Security and Emergency Preparedness Writing Subcommittee

Driver Instruction & Certification Writing Subcommittee

Special Needs, Infants, and Toddlers, Bus Attendant Instruction Writing Subcommittee

Body, Chassis, Alternative Fuels, Specially Equipped Buses, Bus Inspections, Bus Technician Instruction Writing Subcommittee

Routing, Reporting, Finance and Statistics Writing Subcommittee

Legal & Technical Review/Editing

Tentative Schedule

All meeting will be facilitated at the Utah State Office of Education
250 East 500 South - Salt Lake City, Utah

June 2016 **Changes from 2015 National Congress on School Transportation document made available.**
First Steering Committee Meeting. June 22nd 9-12 noon Room 241

July 2016 **First Subcommittee meetings with the state board and public invited:**

- Operations, Security and Emergency Preparedness July...
- Driver Instruction and Certification July
- Special Needs, Infants, and Toddlers, Bus Attendants,
Bus Attendant Instruction July
- Body, Chassis, Alternative Fuels, Specially Equipped Buses,
Bus Inspections July
- Routing, Reporting, Finance and Statistics July 20th 9-12 noon Room 221

August 2016 **Second round of subcommittee meetings with the state board and public invited.**

- Operations, Security and Emergency Preparedness Aug.
- Driver Instruction and Certification Aug.
- Special Needs, Infants, and Toddlers, Bus Attendants,
Bus Attendant Instruction Aug.
- Body, Chassis, Alternative Fuels, Specially Equipped Buses,
Bus Inspections Aug.
- Routing, Reporting, Finance and Statistics Aug. 17th 9-12 noon Room 221

September 2016 **Third round of subcommittee meetings with the state board and public invited.**

- Operations, Security and Emergency Preparedness Sept.

- Driver Instruction and Certification Sept.
- Special Needs, Infants, and Toddlers, Bus Attendants,
Bus Attendant Instruction Sept.
- Body, Chassis, Alternative Fuels, Specially Equipped Buses,
Bus Inspections Sept.
- Routing, Reporting, Finance and Statistics Sept. 14th 9-12 noon Room 221

October 2016 Subcommittee work presented to the Steering Committee & posted for public comment

- Steering Committee - Subcommittee Reports Oct. 12th 9-12 noon Room 221
- Steering Committee consider input and finalize document draft to post for public comment

November 2016 Public Comments Review and Finalize Draft

December 2016 Final draft presented to the Utah State Board of Education (USBE).

Jan. – Feb. 2017 Anticipated approval from the Utah State Board of Education