



## C.S. LEWIS ACADEMY

**Instilling Accountability, Responsibility, Respect**

364 North SR 198 Santaquin, Utah 84655  
Phone: 801.754.3376 Fax: 801.754.3102

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### STUDENT TRANSPORTATION

C.S. Lewis Academy offers bus services to all students whose family desire said service. Transportation expenses will be paid for by C.S. Lewis Academy and allowances will be made in the yearly budget. Families will be charged a reasonable fee for using the Academy's bus service. The bus fee will be determined by the school Director and included in bus forms and agreements. Student transportation standards and procedures are outlined in Utah Administrative Code R277-600.

Bus drivers employed by C.S. Lewis Academy will be required to get a Class C Commercial Driver's License (CDL) with school bus and passenger endorsements. Bus drivers will also need to submit a copy of their driving record and have no more than 100 points, pass a criminal background check, maintain a clean driving record with no more than two moving violations or two minor accidents or a combination of moving violations and accidents, or a severe preventable accident within the past 24 months; and pass a Department of Transportation (DOT) physical. The DOT physical must be renewed every two years, after an injury on or off campus, or that would be required for Workers Compensation.

In compliance with PL 102-143, the Omnibus Transportation Employee Testing Act of 1991, bus drivers are subject to random drug and alcohol testing as directed by the school's Transportation Supervisor. The frequency of drug and alcohol testing is at the discretion of the Transportation Director and must take place at a licensed regional medical facility that is approved by the state's Transportation Director. The Transportation Director and/or School Director will provide written notice to every bus driver when drug and alcohol testing is requested. Bus drivers must comply within the time frame set by the Transportation Director. C.S. Lewis Academy's Transportation Director will provide authorization forms and information to the bus driver.

Furthermore, bus drivers will also comply with the standards set forth by the Utah State School Board and incorporated by Utah Department of Transportation in the 2010 School Bus Standards handbook. It is also required that anyone holding a CDL driver's license, as a certified school bus driver transporting public education students, must report any prescribed medications that could impair their ability to safely operate a school bus. This information will be kept confidential in the bus driver's personnel file and must be updated after each DOT physical and medication change.

A yearly report will be provided to the Utah State Board of Education Transportation Director via the State's secure server. The school Transportation Director will ensure the state's deadlines and timelines are met and required information is provided as state code requires. This information will be submitted annually by December 15 on Form E and will include the bus driver's name, birthdate, driver's license number and expiration, BCI/FBI background check date, CDL expiration, drug and alcohol check dates, pre-service and in-service dates, DOT physical expiration, physical assessment date, employment position, technician in-service, and collision information.



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1. STUDENT TRANSPORTATION

The primary purpose of owning, operating, and maintaining school buses is to provide transportation for students to and from the school for the purpose of educating the youth of C.S. Lewis Academy.

School buses may also be used to transport students to interscholastic activities, night activities, field trips, and the like. These costs are paid for from the general funds of C.S. Lewis Academy.

2. ELIBILITY

All students are eligible to apply for a position on the bus. Space may be limited and it is up to the discretion of the Director who will ride the bus based on student need and availability. C.S. Lewis Academy will provide families with the appropriate forms for fees and student conduct before the school year begins.

3. CONDUCT

a. Authority of Driver

- i. Prior to receiving bus service each parent/guardian and student must read, sign and submit a bus use agreement that will outline appropriate conduct while riding the bus.
  1. Disorderly conduct or actions will be outlined in the bus use agreement and appropriate discipline for such actions.
- ii. Students transported in a school bus shall be under the authority of and directly responsible to the driver of the bus. The driver shall be held responsible for the orderly conduct of the students transported.
- iii. The driver, in cooperation with the Director and teachers, is in charge of all students during the loading and unloading of the bus.
- iv. The driver may not stop the bus and load or unload students except at designated stops. Students will be cautioned to watch for traffic as they load and unload.
- v. Only students whose names appear on the bus roll shall be allowed to ride on that bus, except in an emergency; students may be assigned to a bus by a driver or an authorized school employee.



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- vi. Any parent of bus students may inform the Director and/or school employee of any information concerning misconduct of students or driver, or other infractions of the bus regulations immediately upon obtaining such information.

4. ROUTES

Bus routes shall be established by the Director and a committee of employees or the Executive Committee. Every effort shall be made to create yearly routes to accommodate all children utilizing the school's transportation system. Routes and stops will be organized based on student location, quality of roads, and student population in the area. The Director and committee will work to update bus stops and routes as frequently as is necessary. Bus use is an important aspect of public education and the school will make every effort to accommodate all children needing transportation.

5. PAYMENT

Bus fees will be determined yearly by the Director and included in the Bus Fee Agreement form. Fees may be reduced or waived according to the Fees and Waivers policy under Utah Code R277-407. The Bus Fee Waiver form must be obtained by the parent/guardian and completed and submitted no later than a week prior to the first day of service. Delinquent fees will be assessed and students that have not paid the previous year's bus fee will be denied transportation until that fee and the current school year's fees are paid in full.