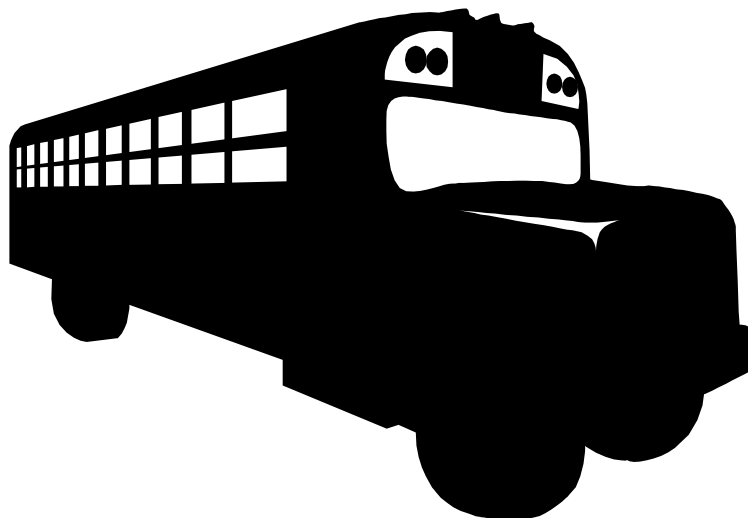




DEER VALLEY
Unified School District

DVUSD TRANSPORTATION 2021-2022



DVUSD TRANSPORTATION

2021-2022



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The Transportation Department



DIRECTOR

Nick Franklin

DISTRICT SUPERVISOR - TRANSPORTATION OFFICE

Sharon Jett

DISTRICT SUPERVISOR - FLEET MAINTENANCE

Jeff Krueger

SECRETARY

Amber Krueger

CLERK

Brad Radina

REGION SUPERVISORS

Doreen Cowan, Region 1

Jordan Morris, Region 2

Daniel Schwertfager, Region 3

Dawn Tweedy, Region 4A

Lorrie Kell, Region 4B

TRAINER

Maggie Morrison

DISPATCH

Ed Zwar – Lead

Dane Gilbreth – athletics

Parker Preston – field trips

Julie Sidebottom - dispatch

ROUTING

Dave McCormick

Donna Burian-Hedges

Valin Groat

Our Region Supervisors work a split shift and are unavailable to take calls between the hours of 11:00 AM to 1:30 PM. The number to call for transportation emergencies in their absence is 602.467.5099; our clerk will be more than happy to assist you.

(Revised 1/3/2022)

WHO DO I NEED TO CALL?



BUS STOP INFORMATION

DISPATCH -602.467.5070

Bus Status - Rainy day Information for routes north of Carefree Hwy. 602.467.5074

ROUTING – Donna Burian-Hedges - 602.467.5078

ROUTING – Dave McCormick - 602.467.5075



FIELD TRIP & ATHLETIC INFORMATION

DISPATCH – Dane Gilbreth - 602.467.5083 athletics

DISPATCH – Parker Preston - 602.467.5081 field trips

SUPERVISORS



Jordan Morris, Region 2
602.467.5092

Arrowhead
Barry Goldwater HS
Bellair
Constitution
Deer Valley HS
Deer Valley Middle
Desert Sky Middle
Esperanza
Greenbrier
Highland Lakes
Mirage
Mountain Shadows
Norterra Canyon
Park Meadows
Paseo Hills
Sonoran Foothills
Sunrise
Union Park
Village Meadows

Daniel Schwertfager Region 3
602.467.5096

Copper Creek
Desert Sage
Hillcrest Middle
Las Brisas
Legend Springs
Mountain Ridge HS
Sandra Day O'Connor HS
Sierra Verde
Stetson Hills
Terramar
West Wing

Doreen Cowan, Region 1
623.445.3606 - North Yard

Anthem
Boulder Creek HS
Canyon Springs
Desert Mountain
Diamond Canyon
Gavilan Peak
New River
Sunset Ridge

SPECIAL NEEDS



ROUTING - Valin Groat - 602.467.5077

SUPERVISOR - Dawn Tweedy - 602.467.5087

SUPERVISOR - Lorrie Kell - 602.467.5097

SUPERVISOR - Doreen Cowan 623.445.3606

SUPERVISORS



Doreen Cowan, Region 1

Anthem
Boulder Creek H.S.
Canyon Springs
Desert Mountain
Diamond Canyon
Gavilan Peak
New River
Sunset Ridge

Dawn Tweedy, Region 4A

Vista Peak

Out of District Schools

ACES
AZ Aspire Academy
Aurora Day School
Beyond Autism
Breakthrough Academy
Chrysalis Academy
Foundation for the Blind
Gateway Academy
Pathways School
Phoenix Day School for the Deaf
Upward Foundation

Lorrie Kell, Region, 4B

Arrowhead
Barry Goldwater H.S.
Bellair
Constitution
Copper Creek
Deer Valley H.S.
Deer Valley Middle
Desert Sage
Desert Sky Middle
Esperanza
Greenbrier
Highland Lakes
Hillcrest Middle
Las Brisas
Legend Springs
Mirage
Mountain Ridge H.S.
Mountain Shadows
Norterra Canyon
Park Meadows
Paseo Hills
Sandra Day H.S.
Sierra Verde

Lorrie Kell, Region 4B(Cont.)

Sonoran Foothills
Stetson Hills
Sunrise
Terramar
Union Park
Village Meadows
West Wing

(Revised 1/3/2022)



Deer Valley Unified School District

EXPECTATIONS FOR A SUCCESSFUL BUS RIDE

Respect on a bus is:

1. Always using appropriate language.
2. Being courteous, remain seated and facing front with feet on the floor.
3. Keeping your hands, feet and objects to yourself.
4. Demonstrating appropriate behavior at all bus stops.
5. Not throwing anything in or out of the bus.
6. No gum chewing, eating, or drinking anything other than water.

Responsibility on a bus is:

7. Be ready to board the bus on time.
8. Displaying courteous and respectful conduct to yourself and others.
9. Following bus procedures.
10. Reporting illegal or inappropriate activities.
11. Being accountable for your electronic devices.

Caring on a bus is:

12. Student moves over in the seat without hesitation.
13. Using the trash can by the driver.
14. Waiting for the bus on the sidewalk.
15. Not defacing or damaging property on the bus or at the bus stop.
16. Speaking kindly to peers and your driver.
17. Owning your behavior and work to improve your behavior when mistakes are made.

Covid-19 expectations:

18. Load 2 to a seat back to front of bus
19. Kinder and 1st grade will sit in front.
20. Unload bus front to back.
21. Bus will be seated according to bus stop on route home in the P.M.
22. A mask must be worn at all times while on bus.
23. Social distance (6 feet) while at bus stop.
24. If a student appears to be sick with covid-19 symptoms he/she will be seated in the front seat opposite the driver against the window. The school will be called to meet the bus upon arrival to take the student to a designated area on campus.

ITEMS THAT MUST BE CONTAINED

SKATEBOARDS, ROLLERBLADES, SCOOTERS, AND ATHLETIC EQUIPMENT
MUST BE IN A BACKPACK OR SOME OTHER TYPE OF CLOSED BAG.
CELL PHONES TO BE KEPT IN A POCKET OR CLOSED BAG WHILE RIDING ON
THE SCHOOL BUS.

ITEMS NOT ALLOWED ON THE BUS

GLASS, ANIMALS, INSECTS, LASER PENS, PAINTBALLS, HOVERBOARDS,
AND MEDICATIONS.

- Large musical instruments are required to be transported by the parent/guardian to and from school.
 - * We are required to follow DPS Minimum Safety Standard guidelines.
 - * **Parents** – Please review this important information with your child.
(Revised 1/3/2022)



POLICY FOR “REQUEST FOR TRANSPORTATION FORM”

1. STUDENT MUST BE ELIGIBLE FOR TRANSPORTATION (REFER TO SCHOOL’S BOUNDARY MAP).
 - A. VARIANCE STUDENTS ARE NOT ELIGIBLE
 - B. GRADE K MORE THAN ½ MILE SURFACE DISTANCE FROM SCHOOL
 - C. GRADES (1-6) MORE THAN ONE MILE SURFACE DISTANCE FROM SCHOOL
 - D. GRADES (7-8) MORE THAN 1 1/2 MILES SURFACE DISTANCE FROM SCHOOL
 - E. GRADES (9-12) MORE THAN 1 3/4 MILES SURFACE DISTANCE FROM SCHOOL
 - F. STUDENTS WHO LIVE WHERE THERE IS A HAZARD OR OTHER UNSAFE CONDITIONS THAT WOULD WARRANT TEMPORARY TRANSPORTATION
 - G. SPECIAL NEEDS STUDENTS APPROVED BY THE IEP TEAM.

2. FORM MAY ALSO BE USED FOR STUDENTS REQUESTING TO GO HOME ON ANOTHER BUS OTHER THAN THEIR OWN.

- A. EMERGENCY BASIS FOR THAT DAY ONLY.
- B. ANY REQUEST FOR MORE DAYS NEEDS TO BE APPROVED BY YOUR SCHOOL'S TRANSPORTATION SUPERVISOR
- C. PROVIDED THERE IS ROOM ON THE BUS
- D. THE SCHOOL'S ARE RESPONSIBLE FOR PRINTING OF THE TRANSPORTATION REQUEST FORMS.



POLICY FOR KINDERGARTEN TRANSPORTATION REQUEST FORM

- 1. KINDERGARTEN STUDENT MUST BE ELIGIBLE FOR TRANSPORTATION (REFER TO YOUR BOUNDARY MAP OR REQUEST FORM)
 - A. KINDERGARTEN STUDENTS WHO LIVE MORE THAN A ONE HALF MILE RADIUS FROM SCHOOL
- 2. FORM SHOULD BE FILLED OUT FOR ANY KINDERGARTEN STUDENT THAT IS NEW TO YOUR SCHOOL OR HAS MOVED
- 3. AFTER FILLING OUT THE FORM SEND IT TO TRANSPORTATION AND ROUTING WILL ASSIGN AND/OR CREATE A BUS STOP FOR THE STUDENT AND NOTIFY THE PARENT WITHIN 5-7 DAYS
- 4. AT THE BEGINNING OF SCHOOL YEAR AND THROUGHOUT THE YEAR FOR ANY NEW STUDENTS, PLEASE USE NAME TAGS AND TRANSPORTATION REQUEST FORM WITH THE CHILD'S NAME AND BUS NUMBER ON THE FORM.



TRANSPORTATION TOP ISSUES

1. Identify new students, especially kindergarten through second grade, to the bus driver. This will help ensure that new students exit the bus at the correct bus stop. Name tags will be available for kindergarten students at the beginning of the school year.
2. All buses are scheduled to be at school at the official start and release times.
3. Include Transportation in the communications when scheduling any event that impacts bell times, including special events and early release days.
4. Scheduled Field Trip buses to leave by 9:15 am and return to school at 1:45 pm. The typical school bus is assigned to take home a high school, middle school and elementary school. A field trip bus that returns late from a field trip (past 1:45 pm) will be late to their high school; middle school and elementary school take home runs. This will impact hundreds of families and is one of the most common causes of lost or temporarily misplaced children and phone calls from frantic parents.
5. **Share the information** that if a parent is not at a kindergarten stop the student will be returned to the school. If it is a large stop with many students and several parents it is not always possible to identify the child's guardians.
6. Issue a "bus pass" to students who ride the bus home with another student. This is for emergency use only. Parent notes will not be accepted by the driver.
7. Inform your high school students that they **must carry their ID badge on the bus at all times.**
8. Enforce the law requiring that the bus lane be used for buses only. Cars, bicycles and school buses do not mix. If cars enter the bus loading area, the law requires that the stop arm is extended so that no vehicles can pass the bus. Campus security is advisable at high school bus loading areas during the drop and pick-up.

9. Help Transportation in our goal of delivering your students to their bus stops on time. In order for students to be dropped off at their scheduled times, all school buses must leave 6 minutes after the release bell; this also applies to early release days. If buses leave late from the school campus this will make the bus even later to their next school/schools. Parents are waiting at bus stops and/or home for their student, when a bus is late parents become worried about their student and will call the school and/or Transportation very upset. It is Transportations goal to arrive at bus stops on time.

10. Enlist the help of your teachers in getting students to the bus loading zone on time by stressing the safety issue. School buses are by far the safest form of transportation. However, 70% of all school bus related injuries or fatalities occur outside the school bus, with students either being hit by a passing motorist. **Once the school bus door is closed and the bus starts on its way, it cannot stop to open the door for additional riders.**

11. Please share this information with students and parents:

The transportation department has assigned seats for students. This seating chart starts early in the school year. It may be changed several times a year.

12. Special Needs students that need change of address must contacts the SES or intervention specialist at the school to update in students IEP Pro transportation form. Once completed then forward it to our routing department in transportation to be processed.



(Revised 1/3/2022)



Deer Valley Unified School District

**TRANSPORTATION DEPARTMENT
REQUEST FOR TRANSPORTATION**

☐ Moved

☐ New

☐ Emergency
(based on seat
availability)

Date: _____

Student's Name: _____ Grade: _____

Address: _____ Home Phone # (____) _____

Father/Mother's Name: _____ Emergency Phone # (____) _____

School: _____ Start Date: _____ End Date: _____

Stop # _____ Description: _____

AM Time _____ AM Bus # _____ KA Time _____ & Bus # _____ KP Time _____ & Bus # _____ PM Time _____ PM

Bus # _____

Special Conditions or Comments: _____

DISTRIBUTION:
DVUS #522 Rev 8/06

WHITE: Transportation (Routing)

YELLOW: Driver Copy

PINK: School

GOLDENROD: Parent(s)
















Student Name:


Group Code: LSES
 Student ID:

Last Updated: 7/6/2011 3:02:20 PM
 Group/User Last Updated: ALL /

SPECIALIZED TRANSPORTATION REQUEST FORM

Note: The Student Transportation Department requires this form to be completed in its entirety at the IEP. Please send this form to the Transportation Department at least 3 to 5 days prior to start date. This applies also to any changes that may occur such as address, time, etc.

Date:	<input type="text"/>		Assigned School:	<input type="text"/>
Grade Level:			Specific Program:	<input type="text"/>
Home School:			Dismissal Time:	<input type="text"/>
Student Name:			Student ID:	<input type="text"/>
DOB:			Address:	<input type="text"/>
Parent/Guardian Name:			Phone: H: / W:	<input type="text"/>
Pick-up Address:	<input type="text"/>	City:	<input type="text"/>	Zip: <input type="text"/>
Drop-off Address:	<input type="text"/>	City:	<input type="text"/>	Zip: <input type="text"/>

If other than busing, describe transportation:

Wheelchair Type:

<input type="checkbox"/> Electric	<input type="checkbox"/> Stroller	<input type="checkbox"/> Regular
<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Car Seat (40 pounds or less)	<input type="checkbox"/> PH Needs Lift Bus

Please check appropriate spots:

<input type="checkbox"/> Verbal	<input type="checkbox"/> Visually Impaired	<input type="checkbox"/> Autism
<input type="checkbox"/> Non-Verbal	<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Behavior Challenges
<input type="checkbox"/> Ambulatory	<input type="checkbox"/> Seizure Disorder	<input type="checkbox"/> Communication Disability
<input type="checkbox"/> Non-Ambulatory	<input type="checkbox"/> Hemophiliac	<input type="checkbox"/> Other: <input type="text"/>
<input type="checkbox"/> Mentally Handicapped	<input type="checkbox"/> Diabetic	

Primary Language if other than English:

Allergies:

Medication/Dosage:

Special instructions for student (i.e., seizure, emergency, etc.)

Note: If student cannot be left at stop unattended, someone must be outside waiting for student or student will be returned to school.

Student may be left unattended: ☐ Yes ☐ No

This information is to be maintained in accordance with the privacy rights of parents and students. However, in the event of an emergency, pertinent information may be shared with the appropriate authorities and personnel.

Start Date: 

Service Coordinator:

School:

Ext:

Save Changes



Student Name:

Version 11.0

Bus Evacuations for All Schools

Welcome back and thank you all for making last year's bus evacuations a success. This year I'm setting up dates for your school bus evacuations based on the 2021-2022 school calendar. I'm implementing this so your staff will have the information when they return in July 2021 to enable you to put the dates on your school calendar for your campus to plan around. If the dates that are assigned cannot be met, please call me as soon as possible to reschedule them. Our evacuations have never taken longer than 45 minutes. Please set aside an hour to perform the evacuations. This will benefit you in case something arises and we need more time. If I have not heard from your office staff by the first of September 2021, then I will assume that the dates scheduled are good. I will start calling the school secretaries to confirm the first week of September.

Head Start Bus Evacuations are done three times a year. We conduct our first one shortly after the beginning of the new school year. The second one is done between the last weeks of September through the beginning of November. The third one is done the week before spring break.

School Bus Evacuations take place on your school campus. I will send the amount of buses that we have agreed on to get your school evacuated as fast and as safely as possible.

Secretaries should start looking for the letters the last week of July when your offices report back to work for the new school year. We will be doing the bus evacuations like last year. The North region will be done first. If your school has a pm kindergarten, please notify me immediately so that I can make sure there is a bus there to take care of them. I send both big buses and Special needs buses. You can use the Special needs buses for Kindergarten or any smaller children classes, such as first grade etc.

Sincerely,

Maggie Morrison
Lead Trainer
Transportation
602.467.5093

Accessing the Intra-Net Site for Bus Information

When registering a new student or wanting to know the school and transportation eligibility for a particular address, use the following procedure:

Deer Valley Unified School District's Transportation Department has provided a Web Page for the purpose of determining school and transportation eligibility. If eligible, the program will return the stop that will be assigned if there is a stop within the allowable walk distance from the address provided. There is also a link to the Transportation page of the District Web page. This provides the District's criteria for transportation eligibility for the different grade groups.

The address of this web page is: <http://170.177.2.23/WEBROUTES1STOP/> and can be reached by keying this address into the address field of your Web Browser (Internet Explorer). The following images are screen shot of the web page returned.

T.O.M. WebRoutes
Find Transportation Information

Deer Valley Unified School District #97
20402 N 15th Avenue
Phoenix, AZ, 85027
(602) 467-5090

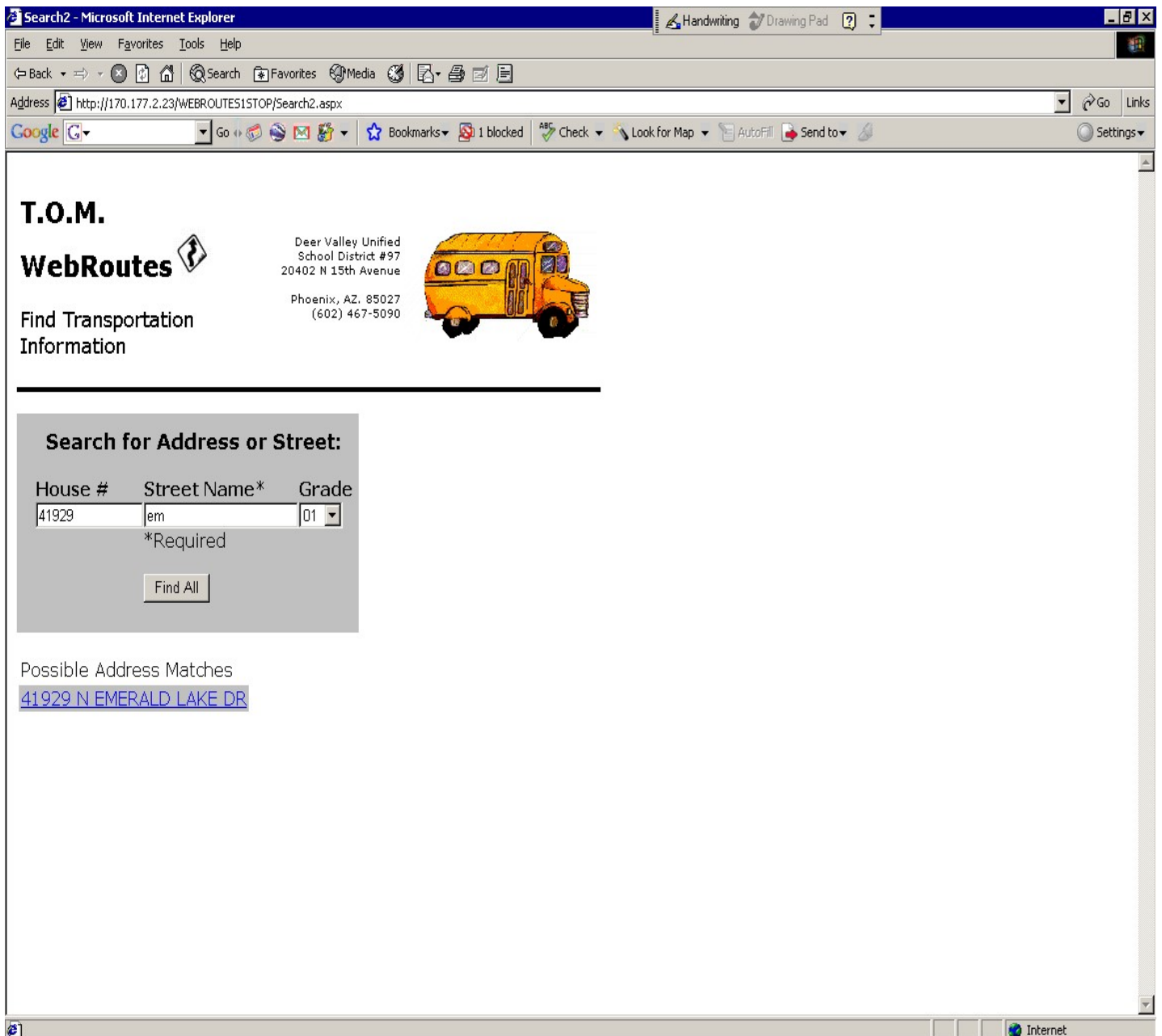
Search for Address or Street:

House #	Street Name*	Grade
<input type="text"/>	<input type="text"/>	<input type="text" value="01"/>

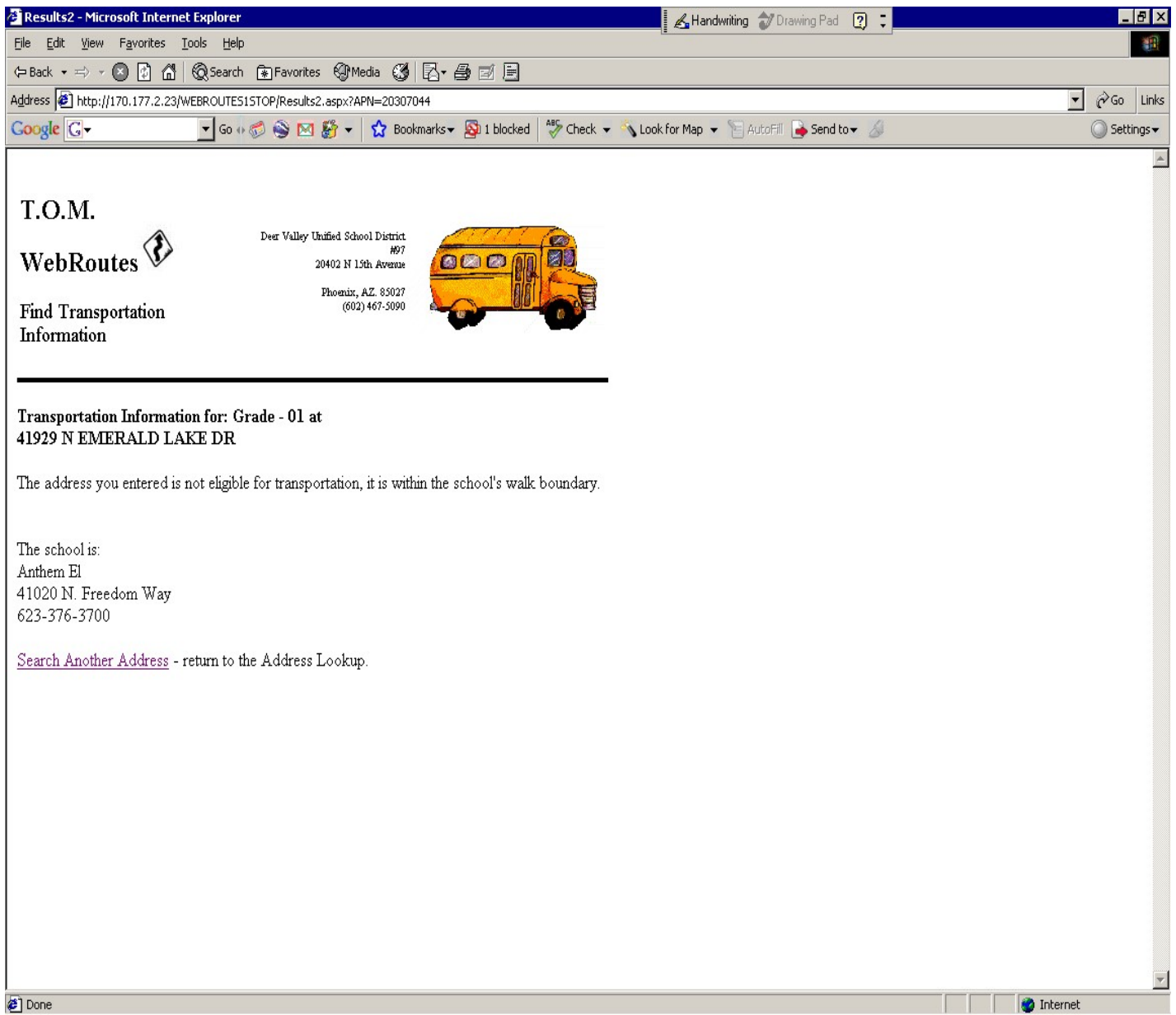
*Required

[CLICK HERE](#) for more information on who is eligible for transportation service.

Put in the House Number and as much of the Street name that you know is spelled correctly. It will work with just the first letter of street name but you could get many pages of possibilities. The program will search for all streets with the letter combination entered in the Street name box. Be sure the desired grade is also selected.



The above screenshot is what was returned when I put in 41929 as the street number and just 2 letters, “em” in the Street name box. Click on the address link which matches the address you want. In this example only one match was found for the number and 2 letters entered so you will just perform a mouse click on the address and the eligibility and stop info for the selected grade will be returned.



In the example provided, the address is in the walk zone so no bus info is returned.

When I change the grade to 'K' for kindergarten the following is returned:

Results2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://170.177.2.23/WEBROUTES1STOP/Results2.aspx?APN=20307044 Go Links


Google Go 1 blocked Check Look for Map AutoFill Send to Settings

T.O.M.

WebRoutes

Find Transportation Information

Deer Valley Unified School District
#07
20402 N 15th Avenue
Phoenix, AZ 85027
(602) 467-5090



**Transportation Information for: Grade - K at
41929 N EMERALD LAKE DR**

The address you entered is eligible for transportation.

The school is:
Anthem El
41020 N. Freedom Way
623-376-3700

Closest Stop	Time	Bus
W HAZELHURST & N EMERALD LAKE DR / K ONLY	8:00 AM	187
W HAZELHURST & N EMERALD LAKE DR / K ONLY	3:59 PM	187

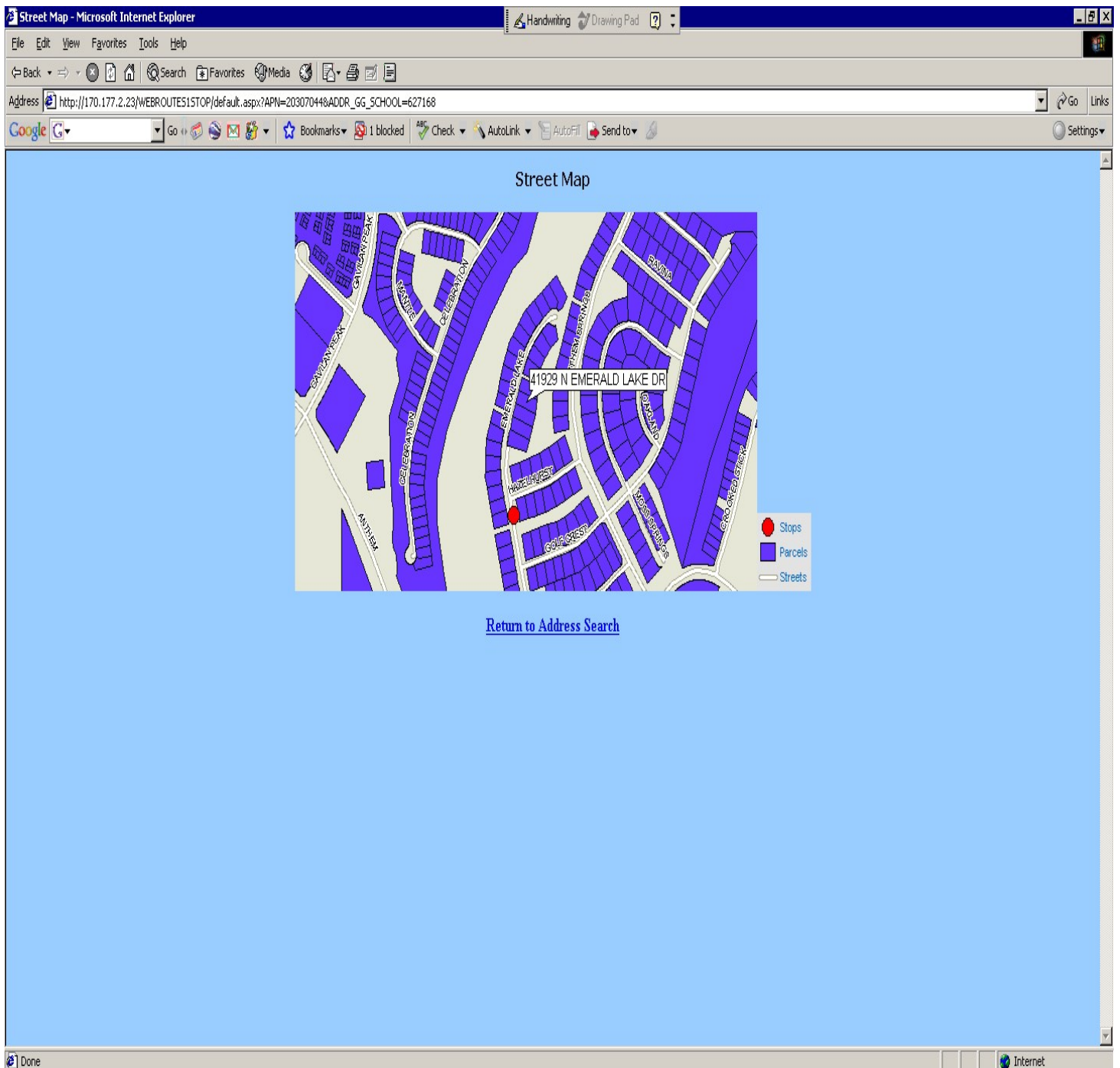
[Map Address](#)

[Search Another Address](#) - return to the Address Lookup.

Done Internet

The address is in the ride zone for kindergarten so the bus and stop info is returned.

Perform a primary mouse click on the 'Map Address' link to return a map of stop location.



This map was returned from the example address for kindergarten.

T.O.M. Web Trips User Guide

Submitting a New Request

1. Go to **portal.dvusd.org** and log in.
2. Click on Bus Trips.
3. Log in using your school username and password by clicking on the “Enter a New Trip Request” button.
4. Note any warnings at the top of the Request Form. These may appear after you submit the request.
5. Fill in the required fields on the Request Form.

The following fields are required in order for your request to be processed:

- Departure date
 - Return date
 - Number of students
 - Number of adults
 - Requesters email
 - Contact person
 - Destination: Look through the dropdown list to see if your destination is available. If not, email parker.preston@dvusd.org and copy dane.gilbreth@dvusd.org to have it added.
 - Trip category. Click on drop down arrow to open a selection window.
 - Fund code: Use the drop down box to locate the correct fund code. If the fund code required isn't listed in the drop down box please email parker.preston@dvusd.org and copy dane.gilbreth@dvusd.org to have it added.
6. Add any other comments or information if you feel it is necessary.
 7. Click the submit button and check the top of the page for warnings. If you did not receive any warnings stating that the day you requested is not available, your Trip Request is now pending approval from your principal. If your trip request is for athletics, the request is pending approval of your school's athletic director.

From now on, all Field Trips and Trip Requests will be confirmed solely through the Web Trips interface. Telephone, fax or email confirmation requests will no longer be accepted. Please only call the Transportation Department if you have a question or concern that Web Trips cannot address.

Checking On the Status of a Pending Request

1. Follow steps 1 - 3 as listed above.
2. Log in using your school username and password by clicking on the “Work with Trip Requests” button.
3. Enter your field trip’s departure date in the corresponding field.
4. Click the submit button.
5. Your request should appear at the bottom of the screen. If multiple listings appear, check the destination field to determine which request is yours. If you wish to see more information about your request, click the request number next to your request. If your request does not appear, you may have entered a date incorrectly. To see all requests for your school, login as described above, but do not enter a starting date, simply click the submit button. If your request still does not appear, submit it again and make sure there are no warnings for the date(s) you requested.

Approving or Denying a Trip Request (Principals and Athletic Directors only)

1. Login using your school username and administrative password by clicking on the “Work with Trip Requests” button.
2. Do not enter any data, scroll to the bottom of the screen and click a listing of all unapproved requests for your school. If no requests appear then there are no unapproved requests on your approval path. You may click on the “Find Requests” button with no selection criteria given and all requests for your school will appear.
3. At the far left of each request appears a request number. Clicking on this number will bring you to a screen containing more detailed information on this request. In the upper right of the screen there will be two checkboxes allowing you to choose between approving and denying the request. Next to the checkboxes are comment fields which you can use if you wish. Any comments entered will appear when a teacher checks on his or her request. In order for your actions to be processed, you must click on the Save button at the bottom of the page. Be sure the correct checkbox is marked before you click Save because this step is irreversible. If you approve a request, it is then submitted for approval by the Transportation Department and the status becomes “Pending”. When transportation accepts the request the status becomes “Accepted”.

If you have questions, comments, or suggestions, please contact
Ed Zwar ed.zwar@dvusd.org

FIELD TRIPS 2021-2022

IMPORTANT FIELD TRIP INFORMATION

Kindergarten trips, if not all of your kindergarten students will be going on their trip, please state so on the request. This way we will still send the mid-day bus for students not attending.

1. Use the **portal.dvusd.org** website for all trip requests. Contact **Parker Preston at 602-467-5081**, if you have any questions, and check the website at least one week before your trip for your trip status. Allow a 15 school days lead time when ordering transportation, **and be as accurate as possible concerning times and number of passengers as well as grade level.** When a time is requested, please ensure your passengers are ready to board when the bus arrives. If there are **any changes**, revise the website information and then email the revised information to parker.preston@dvusd.org and dane.gilbreth@dvusd.org. If you do not cancel the trip in advance of the bus arriving at the school, the full cost of the bus will be charged to the school.
 2. ***If a school chooses to use a charter bus the school will absorb the entire cost.***
 3. Note all special requests for any particular date, time or storage accommodations, etc. Transportation will decide the number of buses needed based upon the information provided by the school, unless a special request has been made on the website. **We transport students and staff members...not equipment. District policy dictates the school will procure a van or rental truck when the amount of equipment exceeds the undercarriage storage compartment capacity.**
 - K-6 holds 84 passengers, 3 students to a seat, 2 chaperones to a seat
 - 7-8 holds 56-65 passengers, 2-3 students to a seat, 2 chaperones to a seat
 - 9-12 holds 56 passengers, 2 students/chaperones to a seat
 - Special Ed. Buses hold 1-3 wheelchairs, and **most trips will be a drop and return due to the mid-day schedule.**
 4. Although we will put forth every reasonable effort to provide you with buses at the time requested there may be times that we may need to **adjust the schedule**, we would like to prevent problems before they start. Field trip buses are not available before **9:00am**, and are **NOT guaranteed** before **9:15am**. There may be occasions when field trips will be scheduled as drop and returns due to the requested time frame of the trip. **Field trips are to be scheduled between the hours of 9:15am to 1:45pm to avoid interfering with regular school routes.**
 5. **Buses will pick up in the normal school bus lane.** Our drivers are on a tight schedule. This impacts other students on trips/routes the drivers are scheduled to do, so **please be ready to load and depart at your requested time.** Parking fees are the school's responsibility. Teachers will provide the driver the necessary funds.
 6. Many organizations provide complimentary event tickets for the school bus drivers, if a trip organizer requests one. Please provide one for the driver, if possible.
 7. All return buses are to be boarded in a manner that will facilitate a return arrival time not later than 1:30pm. Please communicate with the driver the drive time back to the school, plus 15 minutes for loading, to assure prompt departure time. **Failure to board the bus at the time requested by the driver may result in the bus departing your location without your group, and returning for pick up at the earliest opportunity.**
 8. We will often have one driver drop the group at their destination and another driver pick them up. Whenever possible, direct the first driver to **drop in the same place the group will be for the return trip.** This hopefully will cut some of the confusion in returning the group. If the teacher in charge has a cell phone available, please exchange numbers with the bus driver, when possible.
- (Revised 10/21/19)

9. School board policy requires us to insure that students conduct themselves in a manner consistent with established standards for classroom behavior. Please schedule some time prior to the departure of the field trip to review the basic bus rules shown below with your expectations for behavior on the trip, and how any inappropriate behavior from passengers will be dealt with. All teachers or chaperones should assist the driver whenever possible to conduct a safe ride.

10. FIELD TRIP RULES

- The bus driver is in charge of all passengers on the bus.
- All passengers are to remain seated while the bus is in motion.
- There is no eating or drinking on the bus (please ask the driver for any exceptions).
- Passengers are not allowed to extend any part of their body out the window or in the aisle.
- Drugs, alcohol and tobacco products or paraphernalia are prohibited on the bus.
- Aisles must remain clear at all times.
- Any damage to the bus or excessive cleaning time will be charged back to the school.
- **Driver and the school sponsor must walk the bus at the end of the trip.**

11. SPECIAL NEEDS FIELD TRIPS

Please be sure to send all CBI/IEP related trips to Pupil Personnel to be signed and coded before sending them to transportation. They cannot be processed without an authorized signature. This will take an extra week to go through the process, so please plan ahead. We cannot cover last minute trips without the proper paperwork in order to assign a driver and bus. Please include the number of students that are in a wheelchair. Wheelchair buses hold 1 to 3 wheelchairs. We send an aide on trips with 2 or more wheelchairs. The number of wheelchair buses used for field trips is very limited, **as most of our wheelchair buses are used for routes throughout the day, therefore most field trips will have to be drop and returns to accommodate mid-day runs. Please keep this in mind when calculating the cost for your trip. Requests must be made separate from Gen Ed requests.**

12. The Department of Public Safety and Deer Valley Unified School District Policy states “Passengers shall comply with all instructions given to them by a school bus driver.” **Minimum Standards** guide pg. 29.

13. CALCULATING THE COST OF YOUR FIELD TRIPS

Field trip mileage will be charged for each bus from the school to the destination, and back to the school. If the trip is requiring multiple destinations, please provide the name and location for each part. We will be using **Google Maps** to determine the mileage billed. **To estimate the cost of the trip, please refer to Google Maps for the mileage. We bill \$25.00 an hour per driver, and \$2.00 a mile per bus.** The time starts 15 minutes before the requested time and ends 15 minutes after the bus returns to the bus yard. There is a 3 hour minimum per driver on weekdays, and 4 hour minimum per driver on the weekends and holidays. It is important to cancel trips prior to the bus arriving at the school or the full cost of the bus will be charged to the school.

14. DROP AND RETURNS

If your trip is a drop off and return for pick up, the mileage for the drop will be calculated from the school to the destination and back to the yard. The return will be calculated from the yard to the destination and back to the school. The 3 hour minimum for weekdays and 4 hour minimum for weekends/holidays would apply for the drop and for the return for each bus.

15. **Absolutely no field trips will be permitted on all early release days, even if it does not involve your school. No field trips will be permitted for any school on AIMS and all other testing days. There will be no exceptions to this rule!**

16. Any time a vehicle is returned dirty, the organization that scheduled the trip will be charged for cleaning. We are trying to service all schools with clean buses.

(Revised 1/3/2022)

17. For any problems during office hours, we have someone in dispatch from 5:00am to 6:00pm, Monday through Friday every school day. Please call **Parker Preston at 602-467-5081**. Any problems **on the weekend or after hours** should be directed to call **Dane Gilbreth at 602 618-2406** first, **Ed Zwar at 602 723-6944** last. Whenever possible please exchange cell phone numbers with the driver to coordinate any changes in pickup time or location.
18. **Supervision is required on Field trip buses.** When buses are arriving and leaving at different times, it creates the situation that DVUSD students are at a location without supervision, either at our campus, or the destination campus, when an adult is not on each bus. This also occurs when coaches follow behind the buses in a separate vehicle. It is imperative when students are traveling long distances that there is adequate supervision on the bus, especially in the dark hours. We request at that time that students are separated by gender, (ex. girls in the back/boys in the front), due to the increase in complaints of a sexual nature. With the high price of fuel, it is not fiscally responsible to have 2 vehicles traveling, when one is all that is necessary. The adult needs to verify the trip sheets for billing purposes, which is also a fiscal responsibility.



(Revised 1/3/2022)

ATHLETIC TRIPS
Procedures for Requesting Transportation
2021-2022

STAFF WILL NEED TO HAVE A KEY PROVIDED TO THEM BY THE SCHOOL
CAMPUS TO OPEN THE GATES

1. Use the **dvusd.org** website for all trip requests. Contact Dane Gilbreth at 602-467-5083, if you have any questions, and be sure to check the website at least 1 week before your trip to check the status. Please allow a 15 school days lead time when ordering transportation. The only exception is tournament play. **Please be as accurate as possible concerning times and number of passengers.** If there are **any changes**, please revise the website information and then email the revised information to parker.preston@dvusd.org and dane.gilbreth@dvusd.org.
2. Note all special requests for any particular date, time or storage accommodation, etc. Bus assignment will ultimately be decided by transportation, your requests will be honored as much as possible. ***If a school chooses to use a charter bus they will absorb the entire cost.***
We transport students and staff members...not equipment. Air-conditioning and under-storage are not a guarantee. District policy dictates the school will procure a van or rental truck when the amount of equipment exceeds the undercarriage storage compartment capacity. Due to insurance liability reasons students who are not enrolled and/or participating in the school sport that is being transported cannot ride the bus –THIS INCLUDES STAFF’S PERSONAL CHILDREN - no exceptions!
We do try to stay within these limits but on occasion will need to adjust passenger count. (legal limit for school bus is 84 passengers)
 - Grades 7-8 holds 56-65 passengers, 2-3 students to a seat, 2 chaperones to a seat
 - Grades 9-12 holds 56 passengers, 2 students/chaperones to a seat
3. Although we will put forth every reasonable effort to provide you with buses at the time requested there may be times that we may need to schedule a Charter Bus, we would like to prevent problems before they start so please be prompt and load at the requested time. All Charter buses will be scheduled through **Dispatch** and will require no less than **2 weeks’ notice**.
4. ***Athletic groups will be picked-up only in the school bus lanes.*** Please let all your coaches know this—we will not be driving around looking for them. Our drivers are on a tight schedule (regular routes or another athletic pick-up), so ***please be ready to load and depart at your requested time.***
5. We will often have 1 driver drop the group at their destination and another driver will pick them up. Please, whenever possible direct the first driver to **drop in the same place the group will be for the return trip**. This hopefully will cut some of the confusion in returning the group. **Due to the large number of athletic trips and the limited amount of buses and drivers, most trips will be scheduled as a drop and return. When in close proximity a shuttle will be done taking the beginning participants first followed by the remainder (i.e.: track 200 passengers = 4 buses – 2 shuttle drop buses/4 returning buses). On occasion when both boys and girls are participating at the same facility they may need to share a bus going to their destination with separate returning buses. Air-conditioning and under-storage are not a guarantee. If the coach has a cell phone available, please give the number to the driver.**
6. The Department of Public Safety and Deer Valley Unified School District policy states, “Passengers shall comply with all instructions given to them by a school bus driver”. **Minimum Standards** guide pg. 29.
7. **Middle Schools:** Please schedule buses as late in the afternoon as you feasibly can. ***We attempt to accommodate everyone’s request, please keep in mind that the majority of our buses and drivers are still transporting students on their regular school bus routes, thus putting undo pressure on our resources. We will schedule a driver to arrive at your school for pickup as soon as possible.***
(Revised 10/21/19)

8. For any problems during office hours, we have someone available in dispatch to answer any questions from 5:00am to 6:00pm Monday through Friday every school day. Please call **Dane Gilbreth at 602-467-5083**. On the weekend or after hours you can contact **Dane Gilbreth at 602-467-5083** first, **Ed Zwar 602-723-6944** last.
9. **Drivers will be routed from school to destination only unless prior arrangements for additional destinations have been made and noted in the comment section of your request. This will help with our scheduling, planning and billing. Our drivers cannot legally be on duty over 15 hours. You will have the bus for 14 hours, each driver needs an hour to pre-trip and post-trip their bus. If your trip is going to go overnight the school will secure a room for the driver at the schools expense. Transportation will arrange and charge the school if the trip is not an overnight trip but exceeds the 10 hour rule. The Transportation Department will determine if a hotel room is needed based on prior trips, road conditions, location, and past history. Please send all correspondence emails to dane.gilbreth@dvusd.org and ed.zwar@dvusd.org. Thank you in advance for your cooperation.**
10. Quoted directly from AZ Minimum Standards legal requirements regarding school bus drivers hours:
“An employer shall not allow or require a school bus driver to drive a school bus nor shall a school bus driver drive a school bus”
 - A. For more than 10 hours after having been off-duty for a minimum of 8 consecutive hours;
 - B. For any period after having been on-duty for 15 hours after having been off-duty for a minimum of 8 consecutive hours;
 - C. After having been on-duty 60 hours in any seven consecutive days if the employer does not operate school buses for seven consecutive days; or
 - D. After being on-duty 70 hours in any 8 consecutive days if the employer operates school buses every day of the week.
11. Supervision is required on Athletic trip buses. When buses are arriving and leaving at different times, it creates the situation that DVUSD students are at a location without supervision, either at our campus, or the destination campus, when an adult is not on each bus. This also occurs when coaches follow behind the bus in a separate vehicle. It is imperative when students are traveling long distances that there is adequate adult supervision on the bus, especially in the dark hours. We recommend at that time that students are separated by gender, (i.e. girls in the back/boys in the front), due to the increase in complaints of a sexual nature. With the high price of fuel, it is not fiscally responsible to have two vehicles traveling when one is all that is necessary. The adult needs to verify the trip sheets for billing purposes, which is also a fiscal responsibility of the sponsoring party.
12. School board policy requires us to insure that students conduct themselves in a manner consistent with established standards for classroom behavior. Please schedule some time prior to the departure of the field trip to review the basic bus rules shown below with your expectations for behavior on the trip, and how any inappropriate behavior from passengers will be dealt with. All teachers or chaperones should assist the driver whenever possible to conduct a safe ride.
13. TRIP RULES
 - The bus driver is in charge of all passengers on the bus.
 - All passengers are to remain seated while the bus is in motion.
 - There is no eating or drinking on the bus (please ask the driver for any exceptions).
 - Passengers are not allowed to extend any part of their body out the window or in the aisle.
 - Drugs, alcohol and tobacco products or paraphernalia are prohibited on the bus.
 - Aisles and Emergency Exits must remain clear at all times.
 - Any damage to the bus or excessive cleaning time will be charged back to the student/school.
 - Driver and the school sponsor must walk the bus at the end of the trip.
 - Any student/team/organization in violation of the bus rules could be suspended from riding the school bus to future events.

(Revised 1/24/2022)

BARRY GOLDWATER HIGH SCHOOL



- ✕ Basketball – Tennis – Volleyball – Track – Golf – Badminton – Cross Country – Wrestling – Softball – Swim – Girls Soccer
- ✕ Band – Choir
- ✕ Football – Baseball – Boys Soccer

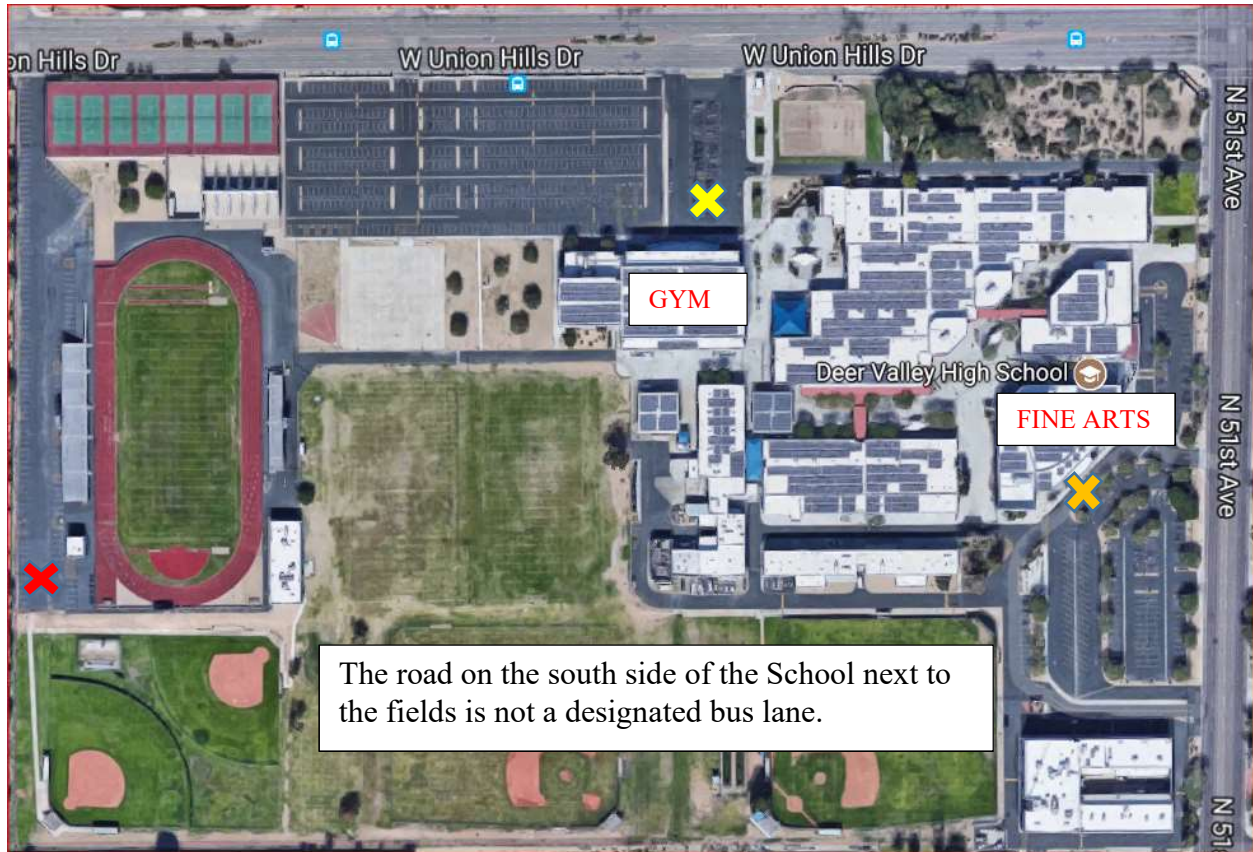
BOULDER CREEK HIGH SCHOOL



- ✕ Swim – Band - Choir
- ✕ Basketball – Tennis – Volleyball – Golf – Badminton – Cross
Country – Soccer – Wrestling
- ✕ Football – Baseball – Softball – Track

(Revised 1/3/2022)

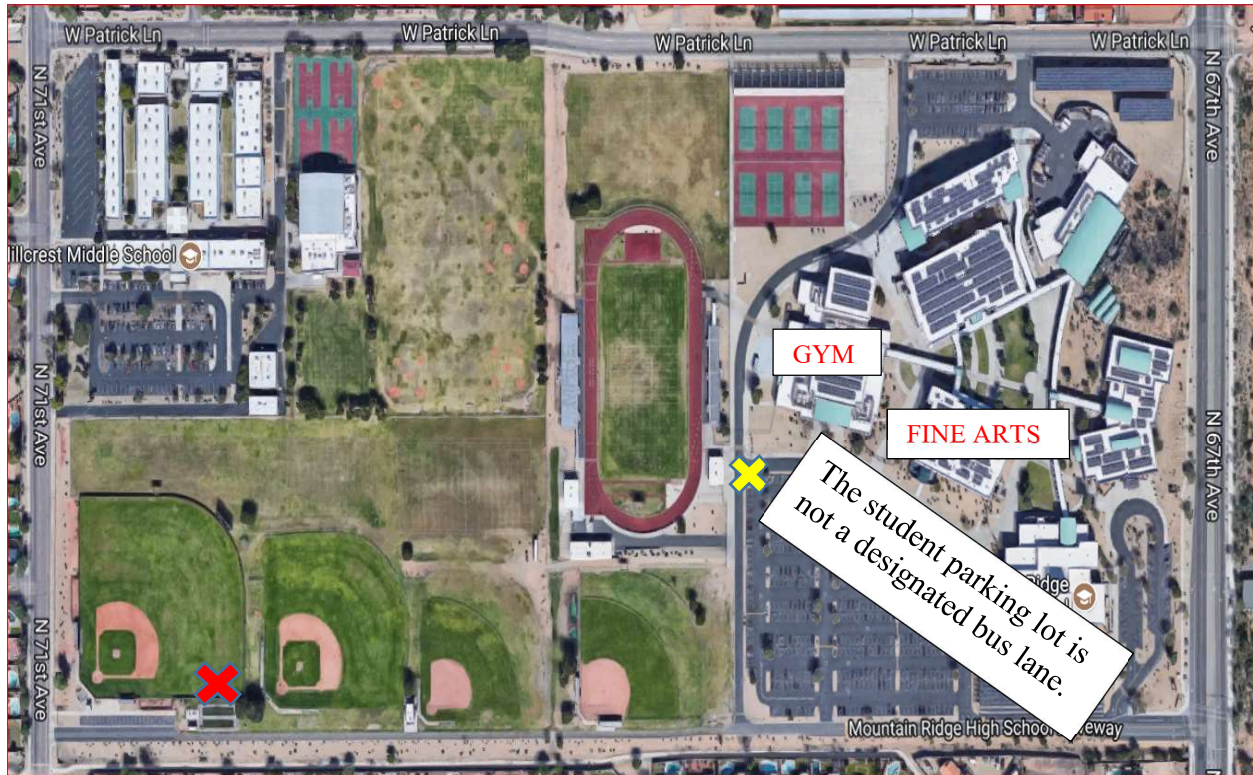
DEER VALLEY HIGH SCHOOL



- ✕ **Basketball – Tennis – Volleyball – Track – Golf – Badminton – Cross Country – Soccer – Wrestling – Swim – Baseball**
- ✕ **Band – Choir – Cheerleaders**
- ✕ **B Lot – Football – Softball**

(Revised 1/3/2022)

MOUNTAIN RIDGE HIGH SCHOOL



- ✕ Basketball – Tennis – Volleyball – Track – Golf – Badminton – Cross Country – Soccer – Wrestling – Swim – Band – Choir – Softball – Football
- ✖ Baseball

*****AFTER 3:00 PM ON SCHOOL WEEKDAYS AND WEEKENDS ENTER SCHOOL FROM 67TH AVENUE *****

SANDRA DAY O'CONNOR HIGH SCHOOL



- ✕ Basketball – Tennis – Volleyball – Track – Golf – Badminton – Cross Country – Soccer – Wrestling – Swim – Football – Softball – Baseball
- ✕ Band - Choir

MICRO-BIRDS

Micro Bird Procedures K-8 Staff

To be eligible to check out and operate a District Micro Bird, (small 14 passenger white bus) an employee must have successfully completed the Micro Bird Training, conducted through the driver training section of the district's Transportation Department. The training takes place on scheduled Saturdays throughout the school year. Contact Transportation (602.467.5093) for the next upcoming training session, and additional information.

Once you have completed your training, and passed your physical, you may obtain a bus by doing the following:

- Micro Birds are primarily intended for high school use.
1. K-8's need to reserve buses 3 weeks in advance of the activity.
 2. Call the nearest high school to your school and talk with the Athletic Director's secretary to schedule a Micro Bird.
 3. You will have to go the high school to pick up the bus.
 4. If the nearest high school doesn't have a bus available, you may call another high school for availability of a bus.
 5. The District has nine Micro Birds parked at the various high schools.
 6. Micro Birds are to be returned to the same high school where they were acquired from on the same day.
 7. Buses are to be returned free of trash and litter.
 8. Safety checks are to be completed at the beginning, 100 miles or 2 hours whichever comes first and at the end of your trip.
 9. All problems and bus concerns are to be reported in writing to the Athletic Director's secretary at the end of the trip.
 10. No more than 14 passengers plus the driver are permitted on the bus. No animals, insects, etc.
 11. The micro bird buses do not have underneath storage, therefore all items transported on a micro bird bus, i.e. athletic equipment, band instruments, coolers, and etc. must have arrangements made prior to the trip for transporting equipment.
 12. Eating and drinking of major food items, lunch/dinner on the bus is discouraged.
 13. Important emergency information is contained in the glove box.
 14. All accidents/incidents must be immediately reported to the Transportation Department.
 15. Coaches (drivers) will be subjected to a drug test immediately following any type of accident/incident that occurs with or without students on board.



Micro Bird Expectations

*All out of town trips using Micro Bird buses driven by campus staff need to have a trip request entered into “**Web Trips**”. This is needed for the Transportation Department to better service our students in case of a mechanical breakdown and the Safety of our Students.*

1. Micro-Buses will be driven by coaches who have successfully completed Micro Bird Training.
2. In order to drive a district vehicle, employees must, on a yearly basis:
 - A. Maintain an Arizona Driver’s License.
 - B. Authorize the school district to request driving record.
 - C. Complete the Valley Schools Insurance Trust (VSIT) Motor Vehicle Report Release Authorization and Reporting Agreement form and submit it to their supervisor prior to driving a district vehicle.
3. All coaches will need to get an ADOT physical exam to receive this certificate to drive a Micro-Bus. This must be renewed every one to two years, depending on doctor’s exam.
4. Micro-Buses will be permitted to travel anywhere in the county, with a return time prior to 10:30 PM.
5. All out of county trips will be authorized by the individual school and buses will receive an out-of-town inspection prior to the trip by the District Transportation Department. Schools need to notify the Transportation Department of all out-of-town trips within one week of the event to allow time for the inspection.
6. All out-of-town trips will be contingent upon present weather conditions in the respective area of travel. Schools will collaborate with the Transportation Department to determine the feasibility and the safety factor of sending a bus out in adverse weather conditions. Authorization from the school along with an out-of-town bus inspection by the Transportation Department. (see form needed on page 36)
7. Coaches will be required to have a cell phone with them on all trips with appropriate call numbers.
8. Micro bird drivers will adhere to the DPS 15 hour rule.

9. **Micro-Buses** will be permitted to travel up to **450 miles in continental United States** of the Transportation Department on a two or more day event that have a return time prior to 10:00 PM on the last night. **(Using Google Maps - Miles will be measured from the Transportation Yard located at 18360 N. 51st Avenue, Glendale, AZ 85308 to your destination).** The driver's total daily hours must be adhered to per DPS requirement R-13-13-104.C. "An employer shall not allow or require a school bus driver to drive a school bus: (1) For more than 10 hours after having been off-duty for a minimum of eight consecutive hours; (2) For any period after having been on-duty for 15 hours after having been off-duty for a minimum of eight consecutive hours." **A driver must stop every 2 hours or 100 miles whichever comes first to do a safety check of his or her vehicle by walking around to check for any damage.**
10. Coaches (Drivers/Staff) are immediately required to report any accident or incident that occurs with or without students on board and will be subjected to a drug test.

MICRO-BUS TRAINING

The following are the requirements for obtaining a certificate to operate a micro-bus.

A coach or employee interested in getting into the training class:

1. Notify your athletic secretary. We would like to have at least 3 coaches at a time.
2. Once your secretary has three coaches interested (you can call other schools and ask if they have anyone that would like to attend) notify Maggie Morrison at the transportation training office at 602.467.5093, or email maggie.morrison@dvusd.org to schedule a Saturday training class. Saturday class scheduling depends on availability of a trainer and the need of the requesting school. Saturday classes are 7am-1pm.
3. On the day that is agreed upon, Transportation will send a trainer to meet with the trainees at the school requesting training. The athletic department will have the job of making sure one of the coaches has keys for their micro-bus.
4. Training consists of Pre-Trip and drive time so that everyone gets the chance to actually drive the micro-bus and gets to feel comfortable behind the wheel.
5. Each participant is required to have a drug test and physical to participate in the program.
6. Physicals will need to be processed through the Transportation Training Department, once the Transportation Training Department has received and processed, Maggie will send the Certificate and a Copy of Medical Card to the Athletic Secretary to the respective schools along with a copy of the physical to the respective coaches.
7. The Transportation Department requires coaches to attend a micro bird refresher course every 2 years. Upon completion of the refresher course a new Certificate will be sent to the Athletic Secretary of the respective schools.

Micro bird sanitizing

1. Micro bird sanitizing will be conducted after each use and must have at minimum 10 minutes drying time.
2. Only adults /staff that have watched the sanitizing video will be allowed to sanitize the micro bird.
3. The sanitation video can be found on the District Portal on the Transportation page.

VANS

Van Expectations

- *All out of town trips using Vans driven by campus staff need to have a trip request entered into “Web Trips”. This is needed for the Transportation Department to better service our students in case of a mechanical breakdown and the Safety of our Students.*
1. Vans will be driven by coaches/staff who have successfully completed Van Training.
 2. Vans are to be returned free of trash and litter.
 3. In order to drive a district vehicle, employees must, on a yearly basis:
 - A. Maintain an Arizona Driver’s License.
 - B. Authorize the school district to request driving record.
 - C. Complete the Valley Schools Insurance Trust (VSIT) Motor Vehicle Report Release Authorization and Reporting Agreement form and submit it to their supervisor prior to driving a district vehicle.
 - D. Employees who drive a district van must complete van training.
 4. Vans will be permitted to travel anywhere in the county, with a return time prior to 10:30 PM.
 5. Vans will be permitted to travel to Prescott for single day time events, i.e., golf, tennis, cross country, etc. Vans will need to return by 10:30 PM.
 6. All out of county trips will be authorized by the individual school and vans will receive an out-of-town inspection prior to the trip by the District Transportation Department. Schools need to notify the Transportation Department of all out-of-town trips within one week of the event to allow time for the inspection.
 7. All out-of-town trips will be contingent upon present weather conditions in the respective area of travel. Schools will collaborate with the Transportation Department to determine the feasibility and the safety factor of sending a van out in adverse weather conditions. Authorization from the school along with an out-of-town van inspection by the Transportation Department. (see attached form)
 8. Coaches will be required to have a cell phone with them on all trips with appropriate call numbers.

9. Vans will be permitted to travel a 100 mile radius from the Transportation Department on a two or more day event that has a return time prior to 10:00 PM on the last night. Trips that exceed 100 miles must have prior approval from Nick Franklin.
(Using Google Maps - Miles will be measured from the Transportation Yard located at 18360 N. 51st Avenue, Glendale, AZ 85308 to your destination).
10. Vans will not be allowed to leave the county without an out-of-town van inspection by the Transportation Department.
11. Coaches (Drivers/Staff) are immediately required to report any accident or incident that occurs with or without students on board and will be subjected to a drug test.

VAN TRAINING

If you are requesting a van, this is done through your school office. **Transportation does not have vans available for school use.** To check out a van, you must first take the “Defensive Driving Course” offered by Valley Schools Insurance Trust.

Once you have contacted the trust and have taken the course then you will be able to take out one of the school vans.

VAN SANITIZING

1. **Van sanitizing will be conducted after each use and must have at minimum 10 minutes drying time.**
2. **Only adults /staff that have watched the sanitizing video will be allowed to sanitize the van.**
3. **The sanitation video can be found on the District Portal on the Transportation page.**



OUT OF VALLEY TRIP CHECK REQUEST

SCHOOL: _____

BUS/VAN#: _____

DATE DROPPED OFF: _____

DROPPED OFF BY: _____

WORK/REPAIRS
REQUESTED: _____

NEEDED BY: _____

TRIP DATE: _____

TRIP DESTINATION: _____

Revised: 1/3/2022

Nick Franklin, Sharon Jett