

## Department of Transportation Talking Points for High Schools

### Skylert Messaging:

- All Skylert messages related to transportation services sent before school begins will come from the Department of Transportation
- All Skylert messages related to transportation services sent after school will come from the school
- Info Systems has completed the process of establishing a method of sending a Skylert to all students assigned to a particular bus based on their Skyward account. Schools that would like to send a Skylert message to all students assigned to a particular bus can follow the steps below:
  - login to Skylert
  - Create a new broadcast
  - Click on add message recipients and select custom rules
  - Select a field and then choose PM bus
  - Select bus number and save
  - Call Terry Gammon with questions 801-567-8410

### Space Available:

- During Level Meeting, all high school administrators agreed to award space available permits to those who live farthest from the school first
  - In an effort to award permits so that ineligible students can ride from day one, you may want to develop a space available application window when permits will be awarded according to distance from the school, then
  - Any permits received after the space available application window may be awarded on a first come first served basis

### Reminders:

- Please answer your cell phones after hours
  - Calls from Transportation will always begin with 801-567-88\_\_
- Field Trips
  - Adult chaperones are required on all field trips
  - Remind parents that small children/infants are not allowed
  - Have the requester (VP, coach, advisor or admin assistant) indicate precisely where the bus is picking up students
  - Refer any concerns or issues about a particular field trip driver to Kitt at 801-567-8809
- Conditions of riding a bus
  - Anything brought onto a bus must fit into the student's lap
  - Remind parents and students that latex is not allowed on the bus
  - The only animals allowed on buses are service animals
- Please continue to be patient
  - Routes and stops are established initially then reviewed throughout the year

- Dispatchers have been instructed to provide accurate information to schools and admin, not what they think they may want to hear (ex. the bus will be there in 10 minutes)
- We would appreciate any help with advertising efforts for bus drivers and bus attendants – we're in a shortage