

Department of Transportation Talking Points for Middle 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 middle school administrators agreed to the following when awarding space available permits:
 - All permits submitted during the space available application window (middle of July through the week before school starts) will be awarded according to farthest distance from the school.
 - Permits submitted after the space available application window will be awarded on a first come first served basis
 - Ultimately, the principal can choose to award a space available pass to a student whose request is submitted after the application window, however, this likely will result in the school having to revoke a permit that has already been issued

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