

BRIAN SANDOVAL
Governor

STEVE CANAVERO, Ph.D.
*Si Iperillite IIdell
of Public IInstruction*

STATE OF NEVADA



DEPARTMENT OF EDUCATION
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200 · Fax: (775) 687 - 9101
<http://www.doe.nv.gov>

SOUTHERN NEVADA OFFICE
9890 S. Maryland Parkway, Suite 221
Las Vegas, Nevada 89183
(702) 486-6458
Fax: (702)486-6450
www.doe.nv.gov/Educator_Licensure

TRANS 17-01

TO: Nevada School Transportation Personnel

FROM: Diana Hollander, Program Officer, Pupil Transportation
Diana Hollander

DATE: October 25, 2016

SUBJECT: HOURS-OF-SERVICE REGULATIONS
Technical Assistance Memo

This Technical Assistance memo is being provided to clarify hours-of-service regulations for school bus drivers and employees who transport students in district vehicles for extra-curricular activities or other activities that are part of the school program.

Under Federal Motor Carrier Safety Administration (FMCSA) regulations, **school bus operations** are exempt from hours-of-service regulations FMCSA 390(3)(f) Exemption School Bus Operations. *School Bus Operations* are defined as school bus transportation of school children and/or school personnel from home to school and from school to home FMCSA 390.15 Definition of School Bus Operation. Contracted or for hire transportation services are not considered exempt under the definition of school bus operations.

Although school bus operations are exempt under FMCSA regulations, Nevada has a specific hours-of-service regulation for drivers of school buses and vehicles belonging to the school district. NRS 386.815 states that a driver of a **school bus or vehicle**:

1. Shall not operate a school bus or vehicle for more than 10 hours in a 15-hour period.
2. Shall be off duty for 10 hours after operating a school bus or vehicle for 10 hours and/or being on-duty for 15 hours. Nevada regulations exceed FMCSA's 8 hours off-duty requirement.

3. Shall include the time spent operating, inspecting, loading, unloading, repairing or servicing the school bus or vehicle and waiting for passengers when determining the 15-hour on duty time.

On-duty times includes the following activities:

- All time spent at a terminal or facility waiting to be dispatched, unless the driver has been relieved from duty;
 - All time inspecting, servicing or conditioning a school bus;
 - All time spent driving;
 - All time spent loading, unloading, supervising, waiting for students and the time waiting in readiness to transport students;
 - All the time required to take care of your vehicle when it is broken down;
 - All time required to provide a breath, saliva, or urine sample for drug/alcohol testing, including travel to and from the collection site;
 - All time spend doing any other work, including giving or receiving training and driving a district vehicle;
 - All travel time while being transported to a new location as part of your job; and
 - All time spent doing paid work for anyone who is not a motor carrier.
- FMCSA 395.5

Off-duty time is defined as any time you have been relieved of all duties and responsibility for work. You must be free to pursue activities of your own choosing and be able to leave your employment location. If you are not doing any work (paid or unpaid) for a motor carrier, and you are not doing any paid work for anyone else, you can record the time as off-duty time.

A driver log will be required for school bus drivers on extracurricular activities who travel 100 miles from your normal work reporting location.

I am providing FMCSA's *Guidelines for School Bus Operations* and the *Interstate Passenger Carrying Driver's Guide to Hours of Service* which are both very helpful resources.

I hope that this clarifies hours-of-service regulations and provides some useful resources for you to use. If you have any questions, please don't hesitate to contact me at 702-668-4319 or via email at dhollander@doe.nv.gov.



SUPERINTENDENT'S OFFICE

P. O. Box 603
1402 West King Street
Carson City, Nevada 89702

Telephone 775/283-2100
Fax 775/283-2090

Memo

To: Tasha Fuson, Principal, Carson High School
Jason Zona, Principal, Pioneer High School
From: Richard Stokes, Superintendent
Date: August 1, 2017
Re: High School Transportation Parameters

Please use the following guidelines when planning and arranging for transportation of students for the 2017-2018 school year. Please note that new information is contained in this memo.

- 1) Each high school teacher may use district buses for the purpose of scheduling and attending two field trips per year. Only one of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM. Field trips outside of the general Reno/Tahoe area are discouraged.
- 2) Typically, event travel is limited to northwestern Nevada and the Sacramento-area locations. Other in-state or regional travel using district vehicles must be approved by the Transportation Department.
- 3) For voluntary travel to locations more than 6 hours away from Carson City, it is expected that non-district charter buses, rented vehicles, or commercial airlines be utilized at the cost of the individual team or club.
- 4) If students are to be participants in a sanctioned event or activity that is part of the district's curriculum or program, transportation arrangements to Las Vegas may be accomplished using district vehicles including school buses. Each request for travel to Las Vegas will be considered by the Transportation Department on a case by case basis.
- 5) District transportation will be provided to school programs to attend regional program activities and events. Examples are honor choir/band and CTE intra-curricular student organizations.

- 6) Specialized field trips are authorized to local destinations for programs that may meet after school including early release and professional development days. Approval is required from the Building Principal and the Transportation Department. Examples include programs in GATE, ESL, CTE, etc.
- 7) District vans may be used for field trips, athletic events, and club travel. Van use is limited to areas in northwest Nevada and the Sacramento, California area. Drivers must meet District eligibility and federal hours-of-service requirements. Both operator and riders are expected to wear seatbelts when traveling in District vans.
- 8) Multiple teams will travel together when possible.
- 9) Based on District need and availability of buses and drivers, students may be dropped off at the site of the event and picked up at the end of the event without the bus remaining at the site.
- 10) There will be no field trips scheduled for the last week of school.
- 11) Students who leave the school via District owned or rented vehicles and arrive at a field trip destination will be required to return to the school in a District owned or rented vehicle. This requirement applies only to field trips.
- 12) Coaches and Activity Sponsors are encouraged to host local events
- 13) Field Trips to engage in high risk activities will not be authorized.



SUPERINTENDENT'S OFFICE

P. O. Box 603
1402 West King Street
Carson City, Nevada 89702

Telephone 775/283-2100
Fax 775/283-2090

Memo

To: Middle School Principals
From: Richard Stokes, Superintendent
Date: August 1, 2017
Re: Middle School Transportation Parameters

Please use the following guidelines when planning and arranging for transportation of students for field trips, co-curricular, and extra-curricular activities for the 2017-2018 school year. Please note that new information is contained in this memo.

- 1) Middle school teachers may use district buses for the purpose of scheduling and attending two field trips per year for their classes. One of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM.
- 2) All sports travel will be limited to Northern Nevada locations. Out-of-State travel is limited to schools associated with the TAHNEVA athletic league.
- 3) Other requests for in-state or regional travel using district vehicles must be approved by the Transportation Department
- 4) District transportation will be provided to the Band/Music programs to attend regional activities and events. Examples are honor choir and band. Student travel for Band-O-Rama will be provided by the district.
- 5) Specialized field trips are authorized to local destinations for programs that may meet after school including early release and professional development days. Approval is required from the Building Principal and the Transportation Department. Examples include programs in GATE, ESL, CTE, etc.
- 6) District vans may be used for field trips, athletic, and club travel. Van use is limited to areas in northwest Nevada and the Sacramento, California area. Drivers must meet District eligibility and federal hours-of-service requirements. Both operator and riders are expected to wear seatbelts when traveling in District vans.
- 7) Multiple athletic teams will travel together when possible. Teams/students from CMS and EVMS may travel on the same bus when feasible.

- 8) Based on District need and availability of buses and drivers, students may be dropped-off at the site of an event and picked up at the end of the event without the bus remaining at the site.
- 9) The use of commercial carriers may be required for specialty trips at the expense of the individual/team or club. Out-of-State or extended field trips are discouraged.
- 10) Middle School students who leave the school via District owned or rented vehicles to arrive at a field trip destination will be required to return to the school in the District owned or rented vehicle. This requirement applies only to field trips.
- 11) There will be no field trips scheduled for the last week of school.
- 12) Coaches and Activity Sponsors are encouraged to host local events.
- 13) Field Trips to engage in high risk activities will not be authorized.



SUPERINTENDENT'S OFFICE

P. O. Box 603
1402 West King Street
Carson City, Nevada 89702

Telephone 775/283-2100
Fax 775/283-2090

Memo

To: Elementary Principals
From: Richard Stokes, Superintendent
Date: August 1, 2017
Re: Elementary School Transportation Parameters

Please use the following guidelines when planning and arranging for transportation of students for field trips, co-curricular, and extra-curricular activities for the 2017-2018 school years. Please note that new information is contained in this memo.

- 1) Each elementary teacher may use district buses for the purpose of scheduling and attending two field trips per year. Only one of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM.
- 2) Student travel for Band-O-Rama will be provided by the District and is not considered a field trip.
- 3) Specialized field trips are authorized to local destinations for programs that may meet after school including early release and professional development days. Approval is required from the Building Principal and the Transportation Department. Examples include GATE, ESL, CTE, etc.
- 4) District vans may be used to transport students, however some restrictions will apply. Drivers must meet District eligibility and federal hours-of-service requirements.
- 5) The use of commercial carriers may be used for field trips or specialty trips at the expense of the school or sponsor. Field trips outside of the general Reno/Tahoe area are discouraged.
- 6) Other requests for in-state or regional travel using district vehicles must be approved by the Transportation Department.
- 7) Walking field trips are organized classroom outings that do not require the use of District transportation and may be taken after receiving permission from the Principal.

- 8) Field Trips to parks/events out side of Carson City must have a justifiable educational purpose.
- 9) There will be no field trips scheduled for the last week of school.
- 10) Field Trips to engage in high risk activities will not be authorized.



SUPERINTENDENT'S OFFICE

P. O. Box 603
1402 West King Street
Carson City, Nevada 89702

Telephone 775/283-2100
Fax 775/283-2090

Memo

To: Kevin Curnes, Safety Services, Ron Beck, Principal, Lee Conley, Principal, Dan Sadler, Principal, Pat Houlihan, Vice Principal, Bob Bateman, Athletic Director

From: Richard Stokes, Superintendent

Date: 18 August, 2011

Re: Athletic/Activity Trips – Unauthorized Riders

.....

Article IV, item E (Unauthorized Riders) of the Field Trip Handbook (page 9) identifies individuals and/or groups who are unauthorized to ride on District-owned or Chartered vehicles used for school-related athletic or activity trips.

Upon further review, coaches and/or advisors who are directly responsible for a team and/or activity may be accompanied by their school-aged children on school-owned vehicles to games and events with the following expectations:

- 1) The child must be between the ages of 6 – 18 years old.
- 2) The Coach/Advisor must sign a District "Hold Harmless" waiver for the child/children involved.
- 3) The child's/children's name(s) must be included on any required trip roster.
- 4) The child's presence must not distract or prevent the Coach/Advisor from performing his/her school-related duties.
- 5) Young children are discouraged from attending over-night or extended trips.
- 6) No other changes or modifications to Article IV Section E are intended or approved.

This modification to the Carson City School District Field Trip Handbook is effective for the 2011-2012 school year.

Please call me if there are any questions.

Carson City School District Field Trip Time/Mileage Estimates

Destination	Round Trip Travel Time (hrs.)	Round Trip Mileage
Animal Ark	3.00	110
Boomtown	3.00	90
Boreal Ski Area	3.00	110
Bowers Mansion	1.00	22
Brewery Arts Center	0.50	4
Camp Richardson	2.50	70
Capitol Building	0.50	6
Carson City Airport	0.50	6
Carson City Landfill	0.50	9
Carson City Library	0.50	4
Carson City Water Plant	0.50	4
Carson Convalescent Center	0.50	4
Carson River	0.75	10
Carson Valley Middle School	1.00	35
Carson Valley Swim Center	1.00	32
Centennial Park	0.50	10
Children's Museum	0.50	4
Churchill County High School/Middle School	2.50	124
Clear Creek Camp	0.50	20
Community Center	0.50	4
Corley Ranch	1.25	45
Davis Creek	1.00	30
Dayton High School	1.00	26
Double W Ranch	1.50	30
Douglas High School	1.00	30
Eagle Pichor Mine	4.00	184
Fallon Naval Air Station	3.50	140
Fernley Intermediate/High School	2.50	100
Fire Station #1	0.50	4
Fire Station #2	0.50	6
Fleischman Planetarium	2.00	70
Fuji Park	0.50	8
Galena High School	1.50	50
Governor's Mansion	0.50	8
Grand Sierra Resort	2.00	65
Grover Hot Springs	2.00	90
Harrahs Reno	2.00	70
Hawthorne	5.50	270
Hazen Fossil Fish Site	2.50	125
Hidden Caves	4.00	140
Homewood Ski Area	3.00	100
Hug High School	2.00	70
Incline Village	3.00	60
Kennecott Mine	4.00	125
Kingsbury Middle School	3.00	60
Kirkwood Ski Area	3.00	110
Lahontan Fish Hatchery	1.50	50
Lampe Park	1.50	45
Lattin Farms	3.00	130
Lawlor Events Center	2.00	70
Legislature	0.50	6
Lovelock	5.00	225
Magic Carpet Golf	1.50	55
Manogue High School	2.00	50

Carson City School District Field Trip Time/Mileage Estimates

Destination	Round Trip Travel Time (hrs.)	Round Trip Mileage
McQueen High School	2.00	80
Meadowood Mall	1.75	56
Mills Park	0.50	6
Mt. Rose	2.00	70
Mt. Tallac	3.00	70
National Auto Museum	2.00	70
National Bowling Stadium	2.00	70
Nevada Lynn Emporium	1.00	35
Nevada Museum of Art	2.00	70
Nevada State Museum	0.50	8
Nevada State Railroad Museum	0.50	8
North Tahoe High School	3.00	90
Pau Wa Lu	1.50	50
Pioneer Theatre	2.00	70
Rancho San Rafael Park	2.00	70
Rawhide Mine	5.00	210
Reed High School	2.00	80
Reno Airport	2.00	60
Reno High School	2.00	75
Reno Livestock Events Center	2.00	70
Riverview Park	0.50	8
Ross Gold Park	0.50	10
RSW Recycling	2.00	70
Sand Harbor	2.00	50
Sierra Convalescent Center	0.50	10
Sierra Safari Zoo	2.00	90
Sky Tavern	2.00	75
Smith & Smith Farms	1.50	40
Soda Springs	4.50	120
South Tahoe High School/Middle School	3.00	70
Southwest Gas	0.50	8
Sparks High School	2.00	75
Spooner Lake/Summit	1.50	35
Stewart Indian Museum	0.50	15
Taylor Creek	3.00	75
Total Sports	2.50	75
Truckee	4.00	100
University of Nevada Reno	2.00	70
Virginia City	2.00	45
Walleys Hot Springs	1.50	45
Washoe City	1.00	30
Washoe State Park	1.00	25
Western Nevada Community College	0.50	10
Wilbur May Museum	2.00	75
Wild Island/Wild Waters	2.50	80
Winnemucca	7.50	370
Wooster High School	2.00	65
WW Ranch	2.00	35
Yerington	3.50	130