

To: School districts, bus program directors

RE: Access to BYU by school buses

BYU welcomes students of schools from Utah and surrounding states, and is desirous to make the campus available to them. The University, at this time, is regulating access by buses bringing students to BYU.

There are three phases to each visit by one of your school busses: 1) arrival and unloading, 2) parking, and 3) load-out and departure. Each phase presents particular challenges to our traffic system. In order to assist you with your visits and to reduce the impact on our system, please adhere to the following procedures:

ARRIVAL AND UNLOADING

- Please contact the Campus Scheduling office in advance to arrange for your visit. We may need to assign an officer to assist you during your visit. Contact can be made by telephone (801-422-3134) or schedule online at scheduling.byu.edu. Describe the date of your visit, how many busses you are bringing, and estimated arrival time.
- Please use an accepted arrival route and unloading point (lot 20) depending on where you are coming from and what your destination is on campus.
- Do not block traffic lanes when unloading.
- Do not leave buses unattended until they are parked in the approved parking location which is in the big northeast parking lot of the Marriott Center (lot 20).

PARKING

- Please park your buses in the approved parking area northeast of the Marriott Center (lot 20), which is a large flat lot that can accommodate busses.
- Park the buses in the northeast corner and line them up in an orderly manner. There are many other uses for this lot that will be impacted if buses do not park as instructed.
- Leave a contact number with your bus so that we can contact you in the event there is a problem, or we may need to move your bus. There are a significant number of events that occur in this parking lot, which is one of the reasons we ask that you make arrangements with us in advance.

LOAD-OUT AND DEPARTURE

- Schedule your pick-up so that you spend a minimum amount of time at the pick-up site (lot 20) If your district has access to portable radios or cell phones please use these to time your arrival to the arrival of the students needing to get on the buses.
- Avoid vague pick-up times. Tell your students a time to meet to pick them up. If they will be at several locations, please try to coordinate so that they meet at one location and then go to the bus as a group.
- Do not block traffic lanes when loading.
- Use only approved loading areas as directed by the University Police Parking Services office.

- Use approved departure routes, which are the same as arrival routes.

There are many areas of campus that are closed at any given time due to repair work and construction. Adherence to these regulations will help to make sure that your students have a rewarding experience while on campus.

Thank you for your cooperation in this matter. Please circulate these instructions throughout your bus system so all your drivers and supervisors might be aware of these new procedures.

Sincerely;

Lt. Steven Messick

Manager, University Police Parking Services

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