

# BRIGHAM YOUNG UNIVERSITY POLICE DEPARTMENT

2120 JKB, Brigham Young University, Provo, UT 84602



**To: School districts, bus program directors, and BYU Departments hosting Elementary and High School students**

**RE: Access to BYU by school busses**

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 busses 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-up/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 BYU Police Parking Services 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 (801-422-3906) or send an email to: [parking@byu.edu](mailto:parking@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 (maps included) depending on where you are coming from and what your destination is on campus.
- Do not block traffic lanes when unloading.
- Do not leave busses unattended until they are parked in the approved parking location which is in the northwest corner of the West Stadium parking lot (lot 45).

## PARKING

- Please park your busses in the approved parking area west of the football stadium, which is a large flat lot that can accommodate busses.
- Park the busses in the northwest corner and line them up in an orderly manner. There are many other uses for this lot that will be impacted if busses 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-UP AND DEPARTURE

- Schedule your pick-up so that you spend a minimum amount of time at the pick-up site. 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 busses.
- 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.
- Again, do not block traffic lanes when loading.
- Use only approved loading areas as directed by the BYU Police Parking Services office.
- Use approved departure routes, which are the same as arrival routes.

