



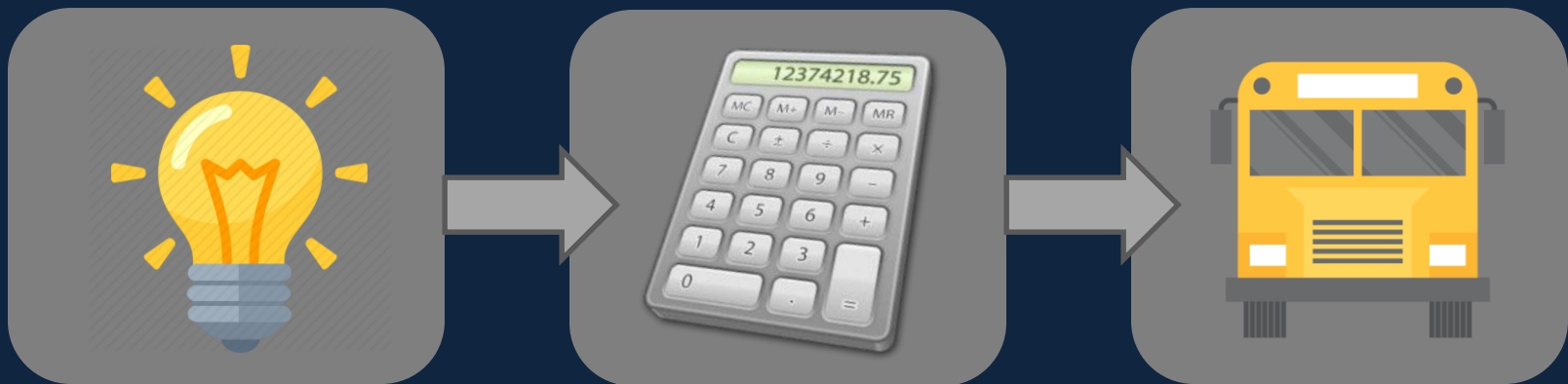
*Rialto Unified School District*  
**FIELD TRIP MEETING**

**2024-2025 SCHOOL YEAR**

TRANSPORTATION SERVICES | 625 W Rialto Ave. Rialto, CA 92376 | 909.820.7862

# OBJECTIVE

- You will learn how to effectively plan and submit transportation requests for your site's field trips. You will also learn how to use the Field Trip Calculator to obtain estimates for trips your site would like to take. You will walk away with an understanding as to which calculator is the appropriate one to use based on different scenarios/trip details.





# HEALTH SERVICES

FIELD TRIP ACCOMODATIONS FOR STUDENTS THAT REQUIRE ADDITIONAL SUPPORT DUE TO HEALTH CONDITIONS.

WHO DO I NEED TO NOTIFY?

HEALTH SERVICES AT 909.820.8150 OPTION 0 OR

[HEALTHSERVICES@RIALTOUSD.ORG](mailto:HEALTHSERVICES@RIALTOUSD.ORG)

CONTACTS: CRISSY TRUJILLO, ADMINISTRATIVE SECRETARY  
OR CECILIA GUTIERREZ, COORDINATOR



# HEALTH SERVICES

## HOW TO REQUEST FIELD TRIP SUPPORT FOR STUDENTS WITH HEALTH NEEDS

### HOW TO REQUEST FIELD TRIP SUPPORT FOR STUDENTS WITH HEALTH NEEDS

- Obtain A Request for Special Field Trip Accommodations for Health Reasons form from your school's Health Office.
- Fill out the form and return it to the Health Office for the School Nurse to review.
- School Nurse will submit to Health Services **ONLY IF** 1:1 support is needed.
- Health Services will notify the School Admin, School Secretary, and School Nurse if the request for 1:1 support is approved.

### DON'T FORGET!!!

- **Please make sure to submit your request at least 14 days before the date of the field trip.**
- One to one support cannot be considered a chaperone they must only accompany their assigned student.
- If ticket purchases are required the school site is responsible to purchase the ticket for the person assigned to the student in need.
- Parents cannot provide medical support during field trips. It is our responsibility to provide a designated staff member to provide the support needed.
- If the staff assigned to support will be exceeding their regular work hours, the school site must submit a PSR for them.
- If in doubt of who needs field trip accommodations, contact School Admin and School Nurse.



# HEALTH SERVICES

## WHAT DO I NEED TO FILL OUT?



### RIALTO UNIFIED SCHOOL DISTRICT HEALTH SERVICES

815 S. Willow Avenue, Rialto, CA 92376 • Tel (909) 820-8150 • Fax (909) 820-8151

#### REQUEST FOR SPECIAL FIELD TRIP ACCOMMODATIONS FOR HEALTH REASONS

**\*\* This form must be submitted at least 14 days in advance \*\***

I am requesting:

**Special Transportation**  **1:1 Nurse Support**  **1:1 Diabetic Care**  **Other:** \_\_\_\_\_

for the student listed below for the following health reason(s). Please provide a detailed explanation including any additional information contributing to your request:

\_\_\_\_\_

\_\_\_\_\_

#### PART 1 – STUDENT INFORMATION

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

School Site: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Room#: \_\_\_\_\_

#### PART 2 – FIELD TRIP INFORMATION

School Site Field Trip Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Field Trip Date(s): \_\_\_\_\_ Field Trip Hours: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Field Trip Destination Address: \_\_\_\_\_

**I am acknowledging that the requested 1:1 support provider is not to be considered a chaperone for the field trip and is only designated to provide support/treatment for the student listed in Part 1 above.**

Name of Person Submitting Request \_\_\_\_\_ Title \_\_\_\_\_ Signature and Date \_\_\_\_\_

#### FOR HEALTH SERVICES OFFICE USE ONLY

Request is:  Approved  Denied - If denied, reason: \_\_\_\_\_

Nurse assigned (if approved): \_\_\_\_\_

Duration of coverage:  Half Day  Full Day  Other: \_\_\_\_\_

Cecilia Gutierrez, MSN, RN, PHN \_\_\_\_\_ Date \_\_\_\_\_  
Health Services Coordinator

HS RSFTA 08.23



### RIALTO UNIFIED SCHOOL DISTRICT HEALTH SERVICES

815 S. Willow Avenue, Rialto, CA 92376 • Tel (909) 820-8150 • Fax (909) 820-8151

#### FIELD TRIP MEDICATION TRACKING FORM

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Destination: \_\_\_\_\_ Return Time: \_\_\_\_\_

The law allows school nurses or other designated personnel to assist the pupil in taking prescribed medications if specified written statements from physicians and parents or guardian of pupil are obtained by the District Ed. Code 49423.

Student Name	Medication	Diabetic?		Sign Out	Sign In
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**IMPORTANT: ALL MEDICATIONS MUST BE RETURNED AND CHECKED IN TO THE HEALTH OFFICE UPON RETURN.**

Staff Name/Title (Print) \_\_\_\_\_ Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev. 04/14



# BEFORE WE BEGIN...

PLEASE VISIT OUR TRANSPORTATION  
SERVICES WEBPAGE AT:

[HTTPS://KEC.RIALTO.K12.CA.US/](https://kec.rialto.k12.ca.us/)

SERVICE AREAS → BUSINESS SERVICES → TRANSPORTATION →  
SITE/STAFF RESOURCES → FIELD TRIP RESOURCES

# FIELD TRIPS & OUR CURRENT STATE



- At this time, we and our vendors continue to be short staffed. Because of this, trips we used to be able to accommodate are more frequently being outsourced and in some cases denied. If you are planning a trip, it is best to email me so I can confirm we or our vendors have availability to cover your trip on the date(s) you are looking into.

# PRIOR TO BOOKING A TRIP:

Email us at our Transportation Services email address:

[ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org](mailto:ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org)

to provide us with the date and details of your trip so we can confirm we can provide transportation for the date(s) you wish to travel. This must be done for ALL trips, PRIOR to submitting a request in Field Trip Request. Even when a date is not listed as a blackout date, there is always the possibility we cannot cover your trip .





# UPDATES:

- **ALL TRANSPORTATION REQUESTS MUST BE SENT TO OUR SERVICE AREA FOR REVIEW** – OTHER VENDORS OR STAFF AT AN OUTSIDE LOCATION OR SERVICE AREA CANNOT BOOK BUS OR VAN TRANSPORTATION FOR YOUR GROUP (UNLESS IT IS APPROVED BY OUR SERVICE AREA AND RISK MANAGEMENT).



# UPDATES:

- **DEADLINE** - 20 BUSINESS DAYS PRIOR TO DATE OF TRIP (NOTE: REFER TO 24-25 IMPORTANT DEADLINES TO REMEMBER TO SEE ADDITIONAL DEADLINES FOR OUR SERVICE AREA)
- **NEW TRIP CALCULATOR WITH NEW RATES** – RATES HAVE CHANGED ON THE NON CONFLICTING CALCULATOR
- **CANCELLATION POLICY** – MUST NOTIFY US OF A CANCELLATION AT LEAST SEVEN (7) DAYS PRIOR TO THE DATE OF THE TRIP IN ORDER TO AVOID A CANCELLATION FEE.

# UPDATES:

- **BLACKOUT DATES** – A BLACKOUT DATE IS A DATE THAT WE AND/OR OUR VENDORS ARE SOLD OUT FOR NON-CONFLICTING AND/OR CONFLICTING TRIPS. ON THESE DATES WE CANNOT ACCOMMODATE ANY MORE TRIPS. YOU ARE WELCOME TO PROVIDE THE DETAILS FOR A BLACKOUT DATE TO SEE IF WE CAN SQUEEZE IT IN, HOWEVER THERE IS A 90% CHANCE WE WILL NOT BE ABLE TO ACCOMMODATE THE REQUEST. PLEASE KNOW IF I NEED TO DECLINE YOUR REQUEST FOR A PARTICULAR DATE, I WILL WORK WITH YOU ON FINDING A NEW DATE TO ACCOMMODATE YOUR TRIP.
- **CURRENT BLACKOUT DATES: 11/8/2024, 11/21/2024, 12/4/2024, 12/5/2024, 12/6/2024, 1/10/2025, 4/23/2025, 5/23/2025, 5/29/2025**

# UPDATES:

- **MULTIDAY TRIPS** – Need to be requested, approved by our service area, and entered at least eight (8) weeks prior to the start date of the trip. However, the sooner you provide us with the information the better as we can never guarantee transportation just because it is submitted by the deadline.

## THINGS TO KEEP IN MIND WHEN PLANNING:

- You must provide a daily itinerary for each day of your trip. The itinerary must include times, locations, AND addresses. Please keep in mind the driver cannot be needed any more than 12 hours on a given day and they cannot be driving any more than 10 hours within that time frame.
- You must book a hotel room for each driver assigned to your trip.
- The hotels you book with need to have room for bus parking.

# UPDATES:

- **VAN REQUESTS** – YOU MUST FILL OUT A B-15 FORM AND IT MUST BE FULLY APPROVED (PRINCIPAL, SITE SUPPORT PROVIDER, AND RISK MANAGEMENT) BEFORE A VAN CAN BE RESERVED. KEENAN VIDEOS WILL NEED TO BE COMPLETED AND TRAINING WILL NEED TO BE SET UP WITH JUAN HERNANDEZ.
- **BOX TRUCK REQUESTS (TRANSPORTING LARGE EQUIPMENT)** – OUR SERVICE AREA DOES NOT HAVE BOX TRUCKS. YOU MUST FILL OUT A WORK ORDER 3 WEEKS IN ADVANCE WITH THE WAREHOUSE. MIKE RICKER IS YOUR CONTACT FOR BOX TRUCKS. TO EMAIL THE WAREHOUSE, USE [WAREHOUSE@RIALTOUSD.ORG](mailto:WAREHOUSE@RIALTOUSD.ORG)

# HOW TO GET AN ESTIMATE:

- FIRST, review the date(s) of your trip and refer to the **2024-2025 Trip Calendar** to see if the conflicting hours are different for that day. This will better allow you to determine which Field Trip Calculator to use.



# 2024-2025 TRIP CALENDAR

**NOTE:** There are dates throughout the year that are in high demand and even non-conflicting trips sometimes need to be contracted out. These dates are typically during the March, April, and May months.



## RIALTO UNIFIED TRANSPORTATION SERVICES 2024-2025 FIELD TRIP CALENDAR

\*INFO SUBJECT TO CHANGE

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	




February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	




March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-  School Closed/Recess-Use RUSD Weekend Rate Calc.
-  HOLIDAY-Use RUSD Weekend Rate Calc.
-  Weekend-Use RUSD Weekend Rate Calc.

-  March, April and May have a high volume of trips. Dates may start being blocked out due to non-availability. Email transportation to confirm if the date of your trip is available.
-  Minimum day for Elementary, Middle or High School. Trips between 8:30AM-12:30PM use RUSD Calc. Trips outside this time, use Conflicting Trip Calc.
-  Elementary, Middle, High School Minimum Day. Trips between 8:30-11:30AM use RUSD Calc. Trips outside this time frame, use Conflicting Trip Calc. Call or email Transportation if any questions.

\*\*\*REFERENCE ONLY TO ASSIST IN SCHEDULING A FIELD TRIP\*\*\*

# TWO FIELD TRIP CALCULATORS

## CONFLICTING CALCULATOR & NON-CONFLICTING CALCULATOR

### CONFLICTING TRIP CALCULATOR (CONTRACT)

SURVEY - Drop-down menu		
Day of the Week	Weekend or Holiday	No
Special Request	Multiple Day Trip	No
Special Request	Mountain Trip	No
Special Request	Special Request Charter Bus	No
Special Request	Planned Meal Stop	No
Special Accommodations	Air Conditioning	No
Special Accommodations	Safety Vest, Buckle Guard, Seat Belt, Car Seat, etc.	No
Special Accommodations	Wheel Chair	No

Drop down menu

# of Buses Calculator		
Grade	6-12	
Number of Adults	2	
Number of Students	50	
Miles (Roundtrip)	50	
Depart from School (Time you want the bus to arrive at your site)	6:00 AM	
Arrival to School (Return time)	11:00 AM	
Number of Buses Required	1	

TOTAL COST PER BUS -	\$ 625.00	This is an estimate only. The actual cost will be billed after the trip is completed.
GRAND TOTAL -	\$ 625.00	

\*USE THIS CALCULATOR IF THE TIMES OF YOUR TRIP CONFLICT WITH OUR RUSD ROUTES.

Any trip that is outside of the 8:30AM to 1:30PM time frame is considered conflicting and is subject to being contracted out. There are select dates that the conflicting time is different.

NOTE: USE THE TRIP CALENDAR FOR THE CURRENT SCHOOL YEAR TO DETERMINE THE NON-CONFLICTING TIMES FOR THE DATE OF YOUR TRIP.

\*THIS CALCULATOR IS MEANT TO GIVE AN ESTIMATE FOR YOUR TRIP. YOU WILL BE BILLED APPROPRIATELY AFTER THE TRIP IS COMPLETED. PLEASE MAKE SURE TO OVERESTIMATE IN CASE YOUR TRIP RUNS LONGER THAN EXPECTED.

\*FOR ALL GRAD NIGHT TRIPS, OVERNIGHT TRIPS, AND ALL ADULT TRIPS, PLEASE CONTACT TRANSPORTATION FOR AN ESTIMATE.

### RUSD TRIP CALCULATOR (NON-CONFLICTING)

am to 1:30 pm (Verify times on Trip Calendar) or Weekend/Holidays/Breaks.			
Calculate the number of buses needed for the trip			
	# passengers	seats required	Total Buses Required
# Kinder-3RD	78	26	5
# 4TH and up	106	49	
MIXED - Elementary	60	24	

WEEKDAY RATES (Mon-Friday) - This is an estimate only.				
Please add 45 minutes prior to Pick-up time at School and 30 minutes after Returns time at School (drop-off).				
	students from school	Returns students to school	Hours	
	3:00 AM	8:00 PM	10	
Hours	10.00	at \$29.37/hr	at \$45.25/hr	Total Hourly \$325.46
Roadtrip Mileage	100	at \$2.79/mi	100	Total Mileage \$279.00
# Buses (total buses required)	5		Total Per Bus \$64.46	Grand Total \$3,022.30

WEEKEND RATES (Saturday-Sunday, Holidays, Breaks) - This is an estimate only.				
Please add 1 hour prior to Pick-up time at School and 45 minutes after Returns time at School (drop-off).				
	Beg Time	End Time	Hours	
	5:00 AM	2:00 PM	9	
Hours	3.00	at \$45.25/hr	at \$60.33/hr	Total Hourly \$422.33
Roadtrip Mileage	1	at \$2.79/mi	1	Total Mileage \$2.79
# Buses	5		Total Per Bus \$425.12	Grand Total \$2,125.60

\*USE THIS CALCULATOR IF YOUR TRIP DOES NOT CONFLICT WITH OUR RUSD ROUTES.

NOTE: USE THE TRIP CALENDAR FOR THE CURRENT SCHOOL YEAR TO DETERMINE THE NON-CONFLICTING TIMES FOR THE DATE OF YOUR TRIP.

\*THIS CALCULATOR IS MEANT TO GIVE AN ESTIMATE FOR YOUR TRIP. YOU WILL BE BILLED APPROPRIATELY AFTER THE TRIP IS COMPLETED. PLEASE MAKE SURE TO OVERESTIMATE IN CASE YOUR TRIP RUNS LONGER THAN EXPECTED.

\*NOTE: YOU WILL BE CHARGED ADDITIONAL TIME IF THE BUS IS LEFT UNKEPT. (TRASH, SPILLS, ETC.)

This is an estimate. Actual cost is billed after the trip is completed.

This is an estimate. Actual cost is billed after the trip is completed.



TRIP CALCULATOR

TRIP CALCULATOR



# WHICH TO USE???

## CONFLICTING VS. NON-CONFLICTING

### USE THE CONFLICTING TRIP CALC IF:

**YOUR TRIP'S HOURS CONFLICT WITH OUR AM/PM ROUTES.**

- TRIP'S HOURS LIE OUTSIDE THE 8:30AM TO 1:30PM (WEDNESDAYS 8:30AM to 12:30PM) TIME FRAME.
- TRIPS THAT CAUSE A DRIVER TO EXCEED A 16 HOUR WORK DAY.
- TRIPS THAT ARE NOT BACK TO THE SITE BY 9:00 PM ON A WEEKDAY, INCLUDING FRIDAY.

### USE THE NON-CONFLICTING/RUSD TRIP CALC IF:

**YOUR TRIP'S HOURS DO NOT CONFLICT WITH OUR AM/PM ROUTES.**

- YOUR TRIP'S HOURS LIE WITHIN THE 8:30AM to 1:30PM (WEDNESDAYS 8:30AM TO 12:30 PM) TIME FRAME.

\* There are dates during the calendar year that have different conflicting times. Please refer to the current school year's Trip Calendar that flags days that have different conflicting times.

# WHEN THE FIELD TRIP CALCULATOR DOES NOT APPLY FOR OUTSOURCED TRIPS:

- Grad Night Trips
- Multiday Trips
- Trips over 100 miles – May require unleaded buses instead of CNG which could increase the number of buses needed for your trip
- All Adult Trips
- When the site requests a charter bus (special circumstances)
- Athletic, Band, Choir, Speech/Debate, and ROTC trips
- Trips requested by non-district departments/groups

NOTE: In order to get an estimate for these trips, you will need to provide our department with all necessary details for your trip(s). Once all necessary details are received, we will reach out to our vendors. When a vendor confirms they can accept a trip, they will send our department a confirmation slip. We will then be able to provide you with the estimated cost.

- After determining the non-conflicting times for the date of your trip, determine if your trip lies within the non-conflicting time. If your trip does not stay within that time, you will need to use the **Conflicting Calculator**. This calculator will give you the estimate should we need to contract your trip out. If it stays within that time, use the **RUSD Non-Conflicting Calculator**.
- NEXT, we're going to go over multiple scenarios so you can become more familiar with determining which calculator to use and how to use it.



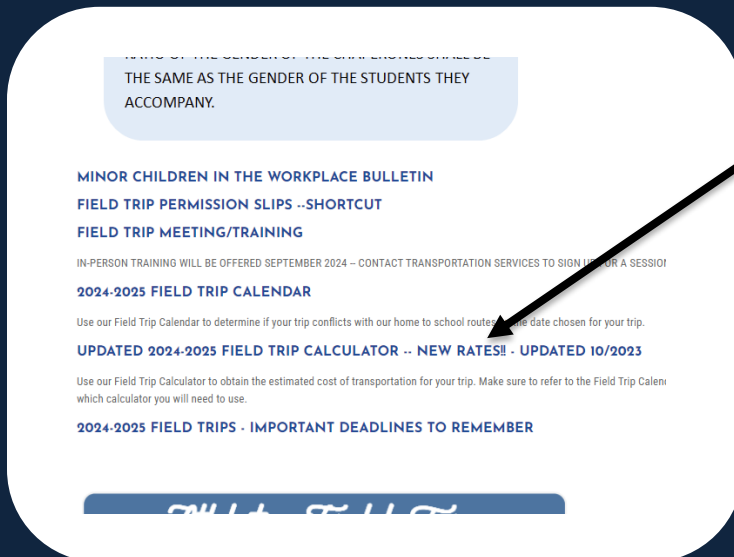
# FIELD TRIP CALCULATOR HANDS ON TRAINING

The Field Trip Calculator can be found on our district's webpage:

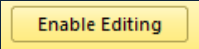
<https://kec.rialto.k12.ca.us/kec>

Once on the district website, click on Service Areas → Business Services → Transportation → Site/Staff Resources

Find the location on the page that says Field Trip Resources and locate the file that says **2024-2025 FIELD TRIP CALCULATOR—NEW RATES!!**



Click on the file that says:  
**2024-2025 FIELD TRIP CALCULATOR—NEW RATES!!**

This is an excel document. Please make sure to click  prior to using the calculator.

# SCENARIOS

1. Trip on November 1, 2024 to Lewis Family Playhouse. 150 students, 15 adults, 2<sup>nd</sup> graders, Pick up: 8:30 AM, Return time: 1:30 PM (Regular Day)
2. Trip on September 11, 2024 to Lewis Family Playhouse. 150 students, 15 adults, 2<sup>nd</sup> graders, Pick up: 8:30 AM, Return time: 1:30 PM (Wednesday, Early Release for all Middle Schools and High Schools)
3. Trip on December 7, 2024 to Disneyland. 80 students, 4 adults, 8<sup>th</sup> Graders, Pick up: 8:00 AM Return time: 9:00 PM (Saturday)
4. Trip on December 6, 2024 to Moreno Valley HS. 42 students, 3 adults, 10<sup>th</sup> graders, Pick up: 4:30 PM Return time: 11:00 PM (Late Trip)
5. Trip December 1 – December 3, 2024 to San Francisco (Itinerary needed- Multiple Day Trip-Field Trip Calculator DOES NOT apply)
6. Trip on December 13, 2024 to San Bernardino County Museum 90 students, 9 adults, 5<sup>th</sup> graders, Pick up: 8:30 AM, Return time: 12:30 PM (Early release for all schools)
7. Trip on January 20, 2025 to Etiwanda National Preserve. 30 students, 2 adults, 12<sup>th</sup> Graders, Pick up 7:30 AM, Return time: 3:00 PM (Holiday)
8. Trip on February 14, 2025 to Aquarium of the Pacific. 76 students, 4 adults, 11<sup>th</sup> graders, Pick up: 9AM, Return time: 6:00PM (Too far for Drop/Return)

# SUBMITTING A REQUEST

- After confirming bus availability and determining the estimate for transportation for your trip (and your group decides to proceed with booking), please make sure to follow the procedures put in place by your site. After all proper steps have been completed at the site level, proceed with entering the trip in Field Trip Request ASAP. Our drivers, as well as the companies we work with, book up fast. The more advance notice, the better.
- **NEW DEADLINE: TRIP MUST BE ENTERED/REQUESTED AT LEAST 20 BUSINESS DAYS PRIOR TO THE DATE OF THE TRIP BEING REQUESTED.**

FIELD TRIP REQUEST

powered by




<https://www.fieldtriprequest.com/>

# FIELD TRIP REQUEST

\*Please make sure to fill out the transportation request fully and as accurately as possible.

Trips are scheduled according to the details you provide. If any changes need to be made after submitting a request, they must be made prior to the date of the trip and they will need the approval of your Principal and Support Provider.

FIELD TRIP REQUEST powered by  busHive™

Organization: Rialto USD  
User: Lindsey Grawe  
[Logout](#)

Home New Request Favorites History Settings Help

**Favorites**  
No favorites have been saved.

### Trip Request

#### New Trip (TRANSPORTATION ENTRY)

Please call Transportation with any questions at (909) 820-7862

Activity: *	<input type="text"/>	Depart Date: *	<input type="text"/>
Bus Trip Destination: *	<input type="text"/>	Pick up time From School: *	<input type="text"/>
Destination, If Not Listed Above:	<input type="text"/>	Return Date: *	<input type="text"/>
Budget Code: *	<input type="text"/>	Return time to School: *	<input type="text"/>
Adults: *	Children: *	Wheelchairs:	Education Purpose: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade(s):	<input type="text"/>		
Name of Supervising Adult(s): *	<input type="text"/>		
Emergency Contact (Chaperone, Coach on trip): *	<input type="text"/>		
Pickup Location (at your school site): *	<input type="text"/>		
Drop Off Location (Destination): *	<input type="text"/>		
Vehicle Type: *	<input type="text"/>		

By approving the field trip request you are agreeing to the following:

1. Sites are responsible for all parking fees at the destinations and lunch stops.
2. Sites are responsible for all toll road fees.
3. Cancellation fees are charged according to the timeliness of the notification from the site. Minimum of 48 hours notice, unless the cancellation is due to weather.

**Approval**

Send To: \*

Comment:

# AFTER YOU SUBMIT YOUR TRIP...

Your trip request will go through the approval process. Both your Site Principal and your Site Support Provider will need to review the details of your trip and push it through showing that they've approved it. If everything is approved, Transportation for your trip will be arranged.

Support Providers List 2024-2025

School Site	Grade Level	Principal	Ed Svcs Support Provider
Bemis Elementary	TK - 5	Monte Stewart	Ingrid Lin, Ed.D.
Boyd Elementary	K-5	Alberto Camarena	Marina Madrid, Ed.D.
Casey Elementary	K-5	Jeremy Sauer	Ingrid Lin, Ed.D.
Curtis Elementary	TK - 5	Owen Ross	Marina Madrid, Ed.D.
Dollahan Elementary	TK - 5	Elizabeth Punchur	Ingrid Lin, Ed.D.
Dunn Elementary	K-5	Mario Carranza	Kevin Hodgson, Ed.D.
Fitzgerald Elementary	TK - 5	Adam Bailey	Kevin Hodgson, Ed.D.
Garcia Elementary	K-5	Gilbert Pulido	Marina Madrid, Ed.D.
Henry Elementary	TK - 5	Natasha Jones	Ingrid Lin, Ed.D.
Hughbanks Elementary	TK - 5	Danielle Osonduagwuike	Kevin Hodgson, Ed.D.
Kelley Elementary	K-5	Aldo Velasco	Marina Madrid, Ed.D.
Kordyak Elementary	TK - 5	Daniel Husbands	Ingrid Lin, Ed.D.
Morgan Elementary	TK - 5	Jeremiah De La Cruz	Ingrid Lin, Ed.D.
Morris Elementary	K-5	Karla Guzman	Marina Madrid, Ed.D.
Myers Elementary	TK - 5	Diocelina Van Belle	Kevin Hodgson, Ed.D.
Preston Elementary	TK - 5	Erica Bennett	Ingrid Lin, Ed.D.
Simpson Elementary	TK - 5	Ramona Rodriguez	Marina Madrid, Ed.D.
Trapp Elementary	K-5	Berenice Gutierrez	Kevin Hodgson, Ed.D.
Werner Elementary	K-5	Tami Butler	Ingrid Lin, Ed.D.
Frisbie Middle	6 - 8	Alex Vara	Manuel Burciaga, Ed.D.
Jehue Middle	6 - 8	Carolyn Eide	Robin McMillon, Ed.D.
Kolb Middle	6 - 8	Tina Lingenfelter	Robin McMillon, Ed.D.
Kucera Middle	6 - 8	Jennifer Cuevas	Manuel Burciaga, Ed.D.
Rialto Middle	6 - 8	Ricardo Garcia	Manuel Burciaga, Ed.D.
Carter High	9 - 12	TBD	Manuel Burciaga, Ed.D.
Eisenhower High	9 - 12	Kristal Henriquez-Pulido	Patricia Chavez, Ed.D.
Rialto High	9 - 12	Caroline Sweeney	Patricia Chavez, Ed.D.
Milor/Zupanic Academy	9 - 12	Kyla Griffin	Manuel Burciaga, Ed.D.
Adult Education	Adult	Kim Watson	Ingrid Lin, Ed.D.

### Favorites

No favorites have been saved.

New Favorite:

### History

- Approved on 8/24/2021 by Manuel Burciaga
- Approved on 8/13/2021 by Frank Camacho
- Requested on 8/4/2021 by MONIQUE MARQUEZ

### Trip Request

**Trip ID #R512230 (EISENHOWER HIGH ATHLETIC) - Waiting Approval by TRANSPORTATION**  
 Requested by MONIQUE MARQUEZ on 8/4/2021 at 2:19 PM

Please call Transportation with any questions at (909) 820-7862

Activity: \*

Bus Trip Destination: \*

Destination, If Not Listed Above:

Budget Code: \*

Adults: \*  Children: \*  Wheelchairs:

Grade(s):

Depart Date: \*

Pick up time From School: \*

Return Date: \*

Return time to School: \*

Education Purpose: \*

Lunch Stop: \*  Yes  No



# AFTER YOUR TRIP IS APPROVED...

The Field Trip Coordinator will work on setting up transportation for your field trip. The details of your trip will be reviewed in relation to our Route Flowchart, the district calendar, bell times/schedule for that given day, RUSD and vendor driver availability, and bus availability.

**2024-2025 FLOWCHART RUSD ROUTES - DRAFT**  
 RIALTO UNIFIED SCHOOL DISTRICT Transportation Department  
 ROUTES ARE SUBJECT TO CHANGE

Bus #	Start	ROUTE HOURS	A.M. Routes	Middle Routes	P.M. Routes
001	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
002	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
003	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
004	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
005	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
006	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
007	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
008	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
009	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
010	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
011	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
012	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
013	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
014	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
015	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
016	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
017	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
018	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
019	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
020	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
021	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
022	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
023	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
024	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
025	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
026	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
027	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
028	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
029	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
030	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
031	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
032	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
033	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
034	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
035	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
036	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
037	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
038	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
039	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
040	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
041	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
042	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
043	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
044	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
045	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
046	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
047	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
048	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
049	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM
050	08:00 AM	8:15 AM - 8:30 AM	08:00 AM	08:15 AM	08:30 AM

**RIALTO UNIFIED SCHOOL DISTRICT 2024/2025 SCHOOL CALENDAR**

**182 E. WALNUT AVE  
RIALTO, CA 92376  
(951) 820-7700  
RUC@RUSD.EDU**

**ALL SCHOOLS:**

- First day of school for All Students - August 5
- Fall Break - November 22-29
- Winter Break - December 15 - January 6
- Spring Break - March 20-28
- Last Day of School for all K-2 students - May 29

**Board of Education meeting dates can be found on the District's website**

**ELEMENTARY SCHOOLS:**

August 8 - Back to School Night  
 August 18 - Open House

**Minimum Days:**  
 2024: August 8, 9, 26  
 September 9  
 September 18-20 Parent Conferences  
 October 7, 25  
 October 31 - November 8 Parent Conferences  
 December 13

**2025:**  
 February 21, 24  
 March 17-19  
 April 7, 21  
 May 12, 29

**All Elementary:**  
 October 25 - End of First Trimester  
 February 21 - End of Second Trimester  
 May 29 - End of Third Trimester

**MIDDLE SCHOOLS:**

August 14 - Back to School Night  
 March 12 - Open House

**Minimum Days:**  
 Refer to your individual high school calendar for minimum/collaboration days

**All High Schools:**  
 October 4 - End of First Quarter  
 December 13 - End of Second Quarter  
 March 19 - End of Third Quarter  
 May 29 - End of Fourth Quarter

**Date: TBD Location: TBD**  
**Time: TBD**  
**Miniv/Zooms -**  
**Rialto High -**  
**Eschenhower -**  
**Carter High -**

**High Schools:**  
 August 22 - Back to School Night

**Minimum Days:**  
 Refer to your individual high school calendar for minimum/collaboration days

**All High Schools Graduation Dates:**  
 October 4 - End of First Quarter  
 December 13 - End of Second Quarter  
 March 19 - End of Third Quarter  
 May 29 - End of Fourth Quarter

**Middle School Celebrations:**

**ROSTER KEY FOR ALL SCHOOLS:**

- July 4 Independence Day
- September 2 Labor Day
- November 11 Veterans Day
- November 28-29 Thanksgiving Holiday
- December 25 Christmas Day
- January 1-2 Martin Luther King, Jr's Day
- January 19 Lincoln's Birthday
- February 17 President's Day
- May 4 Memorial Day

**LEGEND**

- M = Minimum Day for Students
- W = Weekend
- T = Teacher Preparation Day
- H = Holiday

**E - Elementary Schools**  
**M - Middle Schools**  
**H - High Schools**



# THE WEEK BEFORE YOUR TRIP...

The week before a trip you have requested, I will send the FINAL master weekly trip log for review. This file includes the most recent info we have on file, including the names, buses and vendors assigned to each trip. If you receive this file, please open it and review all trips for your site/service area. Confirm all details are accurate and each trip is fully approved. As long as your trip says WAITING FOR TRANSPORTATION, your trip is considered fully approved. **If any adjustments are needed please email our service area ASAP so we can determine if the changes can be accommodated.**

TRIPS FOR WEEK OF 10/28/2024																	
NOTES	Trip ID	VEHICLE	ASSIGNED DRIVER	School Site	Depart	Pick Up Time	Return	Drop Off Time	Destination	Children	Adults	W/L	TA	Group	Supervising Adult	Purpose/Activity	Lunch
	R517126		2nd bus not needed	KOLB MIDDLE ACADEMIC	10/29/2024	8:30 AM	10/29/2024	1:30 PM	California State University-San Bernardino 5500 University Pkwy., San Bernardino, Ca	60	5	0		AVID	Veronica Diaz-Saucedo	AVID	False
	R517171	2239	SANDOVAL, J	FITZGERALD ES - 2nd Grade Trip	10/29/2024	8:30 AM	10/29/2024	11:30 AM	Old Grove Farm (9-11AM)	47	4	0	51	CAREER & TECHED TRIP	Pinetros, Jenifer Toth	Environmental Science	False
TBA			No one signed up for afternoon session on 10/29	TBA - 2nd Grade Trip	10/29/2024	10:45 AM	10/29/2024	2:30 PM	Old Grove Farm (11:30-2:00 PM)						Per Juanita Chan/Ruth Gonzales		
TBA			No one signed up for afternoon session on 10/29	TBA - 2nd Grade Trip	10/29/2024	10:45 AM	10/29/2024	2:30 PM	Old Grove Farm (11:30-2:00 PM)						Per Juanita Chan/Ruth Gonzales		
	R517616	226	GUERRA, C	JEHUE MS (59)	10/29/2024	12:00 PM	10/29/2024	5:00 PM	Lake Perris Fairgrounds	170	5	0	175	Secondary Curriculum Trip	Eric Rodriguez	Middle School Cross Country	FALSE
	R517616	224	DIAZ, A	RIALTO MS (20)	10/29/2024	12:00:00 PM	10/29/2024	5:00 PM	Lake Perris Fairgrounds	170	5	0	175	Secondary Curriculum Trip	Eric Rodriguez	Middle School Cross Country	FALSE
*SHUTTLE	R517616	243	HERD, D	FRISBIE MS (18). KOLB MS (19)	10/29/2024	11:45 AM 12:00:00 PM	10/29/2024	5:00:00 PM 5:15 PM	Lake Perris Fairgrounds	170	5	0	175	Secondary Curriculum Trip	Eric Rodriguez	Middle School Cross Country	FALSE
	R517616	242	FINDLAY, I	KUCERA MS (47)	10/29/2024	12:00 PM	10/29/2024	5:00 PM	Lake Perris Recreation	170	5	0	175	Secondary Curriculum Trip	Eric Rodriguez	Middle School Cross Country	FALSE

# AFTER YOUR FIELD TRIP

Please take our **FIELD TRIP SURVEY**. We would like to hear your feedback on the service you received. Take our field trip survey by visiting our webpage. You will see the image below:



You can also find a link to the survey in the signature section of my emails →

Thank you,

*Lindsey Grawe*

Lindsey Grawe

**Transportation Specialist  
(Field Trip Coordinator)**

Rialto Unified School District

625 W. Rialto Ave. Rialto, CA 92376

(P) 909.820.7862 Ext 2202

(After Hours Field Trips) 909.586.8208

[lgrawe@rialtousd.org](mailto:lgrawe@rialtousd.org)

[FIELD TRIP SURVEY -- CLICK HERE](#)



# AFTER YOUR FIELD TRIP...

Our RUSD driver will turn in a completed Trip Ticket. If your trip was outsourced, the vendor will supply us with an invoice. These documents are what are used to calculate the cost of your trip.

**RUSD TRANSPORTATION SERVICES TRIP TICKET**  
 625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**CLIENT:** Morgan ES  
**GROUP:** Morgan Elem End of the Year  
**CONTACT:** Alex Vara  
**TOTAL PASSENGERS:** 67

**DRIVER:** HALL, I  
**DATE:** 4/14/2023  
**TRIP:** R514946  
**VEHICLE:** 221 or \_\_\_\_\_  
 Did you pretrip this bus specifically for this trip? YES/NO  
 IF YES, the bus was pretripped from: \_\_\_\_\_ to \_\_\_\_\_

**LUNCH STOP:** TRUE

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Rialto Bus Yard	625 W. Rialto Ave		8:40	72197	
Pick Up	Morgan ES		9:00 AM	8:40	72197	
Drop Off	Citrus Plaza in Redlands	27320 W. Lugonia Avenue, Redlands, CA		9:50	72216	
Pick Up	Citrus Plaza in Redlands	27320 W. Lugonia Avenue, Redlands, CA		1:33	72217	51
Drop Off	Morgan ES		1:00 PM	2:19	72233	
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.		2:44	72237	
				2:45	72237	

**Comments/Post Trip Report:** Driving around in the mall for students purchase 72216 - 72217, breakfast 10:30 - 11:00 am 2nd Bus Student came on 1st Bus

**Driver Signature:** \_\_\_\_\_

\*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

Printed On: 4/13/2023

425-15 = 3000

**Invoice** Avalon Transportation, LLC  
 1000 Corporate Point STE 150  
 Culver City, CA 90230  
 E-mail: accounting@avalontrans.com

**Invoice No:** 15716  
**Invoice Date:** 8/13/2021  
**Terms of Trade:** Net 30  
**Client ID:** RIALTO1

Lindsey Graze  
 Transportation  
 Rialto USD  
 625 W Rialto Ave  
 Rialto, CA 92376

Charter ID	Pick-up Date/Time	First Pick-up	Destination	Service Complete
8444/17524	8/13/2021 13:30	Rialto High School	Vista Del Lago High School	8/13/2021 18:00

Client Reference	Trip ID	Client Reference	Unit Price	Price	Tax %	Tax	Total
Quantity	Seats	Description	\$517.67	\$517.67	0	\$0.00	\$517.67
1	56	Full Size Motorcoach					
<b>Invoice Totals</b>				\$517.67		\$0.00	\$517.67

Coach Manager Printed: 8/17/2021 12:45:24 PM

# FIELD TRIP BILLING

A back up document will be sent to you by the 7<sup>th</sup> business day of the following month. You will have 48 hours to review this document and dispute any charges if you need to. After 48 hours, we send all information to Fiscal. They take care of the billing and they will send you an invoice.



**BILLING**

# BACK UP STATEMENT

## CONTRACTED EDUCATIONAL TRIP BACK-UP STATEMENT

Rialto Unified School District  
 Transportation Department  
 625 West Rialto Ave  
 Rialto, CA 92376  
 Phone: 909-820-7862

Trip #: R510607  
 Statement Date: 05/20/2020

Depart Date:	3/5/2020	Date Submitted	1/8/2020	
Pick up Time:	7:30:00 AM	Return Date	3/5/2020	
Site/School:	324 N. Palm Avenue, Rialto 92376 (Parent Center)			
Destination:	MUSEUM OF TOLERANCE 9786 W Pico Blvd, Los Angeles, CA 90035			
# of Students	0	GRADES		
# of Adults	56	LUNCH STOP	NO	
Name of Supervising Adults:	Arnie Ayala, Principal on Assignment			
Education Purpose/Activity:	Study trip for parents			
Budget Acct. #:	01-3010-0-0000-2495-5720-785-0264			
Contractor	CA BUS SVC			

HOURS		HOURS COST			
Start Time	7:30:00 AM	MIN CHARGE (5 hrs. or less)	5	RATE (\$480.00)	\$480.00
End Time	3:30:00 PM	EXCESS (above 5 hrs.)	3.00	RATE (\$72.00)	\$216.00
Start Time					
End Time					

MILEAGE		MILEAGE COST		
Start Mileage		0		
End Mileage				
Start Mileage				
End Mileage				
		<b>TOTAL TRIP COST</b>	<b>\$696.00</b>	

COMMENTS:

CONTRACTED EDUCATIONAL TRIP BACK UP STATEMENT 

The appropriate site personnel will have 36 hours to dispute charges after this statement is sent. Otherwise, all charges are final

Fiscal will provide final invoice.

 E-MAILED MAY 21 2020

# BACK UP STATEMENT

## RUSD (IN-HOUSE) EDUCATIONAL TRIP BACK UP STATEMENT



### BACK- UP STATEMENT

Rialto Unified School District  
 Transportation Department  
 625 West Rialto Ave  
 Rialto, CA 92376  
 Phone: 909-820-7862

TRIP#: **R510838**  
 STATEMENT DATE: **05/20/2020**

Date Submitted		1/23/2020	
Depart Date:	3/6/2020	Return Date	3/6/2020
Pick up Time:	8:00:00 AM	Drop Time	11:00:00 AM
Site/School:	Preston ES		
Destination:	POMONA FAIRPLEX 101 W McKinley Ave, Pomona, CA 91768		
# of Pupils/Children	85	GRADES	LUNCH
# of Adults	10	Kindergarten	NO
Name of Supervising Adults:	Ward/Woodard/Dietz		
Education Purpose/Activity:	STEAM		
Budget Acct. #:	01-0000-0-7151-1000-5810-230-0541		
Driver:	WAGONER, V		
Vehicle/Bus:	238		

HOURS		
Start Time	8:00:00 AM	4.25
End Time	12:15:00 PM	
Start Time		0
End Time		

HOURS COST		
4.25	\$25.00	\$106.25
0	\$37.50	\$0

MILEAGE		
Start Mileage	5824	54
End Mileage	5878	
Start Mileage		0
End Mileage		

MILEAGE COST		
54	\$2.79	\$150.66

TOTAL TRIP COST	
	\$256.91

COMMENTS:

The appropriate site personnel will have 36 hours to dispute charges after this statement is sent. Otherwise, all charges are final.

Fiscal will provide final invoice.

E-MAILED MAY 21 2020 



# AFTER HOURS PHONE

Our service area has an After Hours Customer Service (Field Trip) Phone that is available for you to call if you need assistance with a field trip that is out after office hours.

**AFTER HOURS CUSTOMER SERVICE  
(FIELD TRIP) PHONE**

**909-586-8208**

\*The after hours line is not meant for future planning or inquiries that can be handled during regular business hours. It is solely meant for assistance with trips that are out after hours.

# WE ARE HIRING!



COME JOIN OUR TEAM!!

# BUS DRIVERS NEEDED.

CLICK HERE TO APPLY >>>

RIALTO

This advertisement features a background image of a road with palm trees and a white car. The text is overlaid in a clean, sans-serif font. A circular logo for RIALTO is positioned in the lower right corner of the ad.

We are looking for BOTH permanent and substitute bus drivers. We also have a School Bus Driver Trainee Program. If you know anyone who may be interested, please let them know we are hiring! Links to the position details are on Edjoin. Please visit our Transportation Webpage to click on a direct link to the positions.



INTERESTED IN BECOMING A SCHOOL BUS DRIVER?

## BUS DRIVER TRAINEE PROGRAM

CLICK HERE

www.edjoin.org

RIALTO

This advertisement features a background image of a yellow school bus with people standing nearby. The text is overlaid in a clean, sans-serif font. A circular logo for RIALTO is positioned in the lower right corner of the ad.



QUESTIONS?



**THANK YOU FOR ATTENDING!**