

FIELD TRIPS (TRANSPORTATION GUIDE)

2024-2025



FIELD TRIP CONTACTS:

LINDSEY GRAW, Transportation Support Technician
(FIELD TRIP COORDINATOR)

BRENDA ROMERO MARTINEZ, Transportation Support
Clerk (FIELD TRIP BILLING)

JASON SANDERS, Dispatcher

YESENIA REINOSO, Dispatcher

DORA PARHAM, Transportation/Garage Manager

LAURA LEWIS, Transportation Supervisor





The Transportation Department Welcomes You Back!

We look forward to working with you this year regarding your transportation needs. Attached are some documents that we felt would assist you in planning your field trips this year. We are working hard to eliminate any confusion regarding the field trip process and we will be providing opportunities for training at the beginning of the school year. **Please know that the NEW deadline to enter trips in Field Trip Request is 20 business days prior to the date of the trip. For multiple day/overnight trips, the deadline is at least eight (8) weeks prior to the date of the trip.** This allows for adequate time for the trip request to go through the approval process and to set up transportation. Last minute requests may result in non-availability and disappointment. We acknowledge that emergencies do arise and if this happens, we will do what we can, but please keep last minute requests to a minimum. **With that said, due to the fact that both we and our vendors are short staffed, we urge you to notify us ASAP when you are planning a trip. Currently, Field Trip Request is locked. You must notify us via email of trips you wish to book PRIOR to attempting to enter in Field Trip Request. If we can accommodate your trip, the restrictions will be lifted and you will be able to submit the request. If we cannot, we will work with you on time adjustments or possibly even looking at some new dates. We do not like to disappoint, however our department runs on availability.** Before entering an educational trip for approvals, please make sure to use the Field Trip Calculator to get an appropriate estimate for your trip. This will allow teachers and staff to financially plan for their trip and will eliminate any surprises later on. The Field Trip Calculator, as well as other field trip information, can be found on our district webpage: <https://kec.rialto.k12.ca.us/Page/2088>. If your trip has multiple destinations and/or you need a lunch stop, please make sure this is noted in the request. Drivers cannot and will not take anyone to a location that has not had prior approval (except if an emergency situation arises). They are provided trip tickets based off of the information you provide in Field Trip Request. **If there are ANY changes after a trip has been submitted, please make sure to make the change to the request AND email/call us to notify us of the change so we can adjust the details. All emails regarding trips must be sent to "ALL TRANSPORTATION OFFICE STAFF"**. This ensures that if I am out of the office, your request will be handled in a timely manner. **Please note any changes to a trip need to be approved by your Site Principal and Support Provider PRIOR to the date of the trip.** As always, if you ever have any questions or concerns, you are welcome to call us at 909.820.7862. If you have any questions regarding organizing the transportation for a trip, please ask for Lindsey Grawe. For questions regarding field trip billing, please ask for our Transportation Support Clerk.

Thank you!

Lindsey Grawe

FIELD TRIP CONTACTS

Lindsey Grawe, Transportation Support Technician (Field Trip Coordinator)

Brenda Romero Martinez, Transportation Support Clerk (Field Trip Billing)

Jason Sanders, AM Dispatcher

Yesenia Reinoso, PM Dispatcher

Dora Parham, Transportation & Garage Manager

Laura Lewis, Transportation Supervisor



"Our Buses are YELLOW, but Our Fleet is GREEN"



RIALTO UNIFIED SCHOOL DISTRICT

Transportation Services

2024-2025 IMPORTANT DEADLINES TO REMEMBER:

ALL TRIP REQUESTS need to be requested and entered in Field Trip Request **at least 20 business days prior** to the date of the field trip.

MULTI-DAY/OVERNIGHT TRIPS need to be entered **at least eight (8) weeks prior** to the date of the trip. However, the sooner you get us the information the better. Always send an email to "ALL TRANSPORTATION OFFICE STAFF" when looking into booking an overnight trip. **NOTE: FOR ALL MULTI-DAY TRIPS, ITINERARIES ARE REQUIRED. THE SITE IS RESPONSIBLE FOR PROVIDING THE ITINERARY AND FOR BOOKING A HOTEL ROOM FOR THE DRIVER. HOTELS USED MUST BE ABLE TO ACCOMMODATE BUS PARKING.**

GRAD NIGHT TRIP REQUESTS are due by **October 25, 2024**. Grad night dates book up quickly so we need your grad night info ASAP. NOTE: Please keep in mind, if you choose a date after the last day of school we will be able to have our RUSD drivers cover your Grad Night trip which will lower the cost immensely. If you book your grad night while school is still in session, there is a very high likelihood it will be contracted out.

END OF THE YEAR FIELD TRIPS (MARCH-MAY) need to be entered in Field Trip Request by **February 14, 2025**. Late transportation requests may need to be declined depending on bus/driver availability.

TRIPS OVER FALL BREAK need to be entered in Field Trip Request by **October 18, 2024**.

TRIPS OVER WINTER BREAK need to be entered in Field Trip Request by **December 2, 2024**.

TRIPS OVER SPRING BREAK need to be entered in Field Trip Request by **February 14, 2025**.

TRIPS OVER SUMMER BREAK need to be entered in Field Trip Request by **May 16, 2025**.

ATHLETICS-PLAYOFFS/CHAMPIONSHIPS Enter requests **as soon as the schedule is released**. You can enter requests with TBA info. It is easier for our department to cancel buses than it is to try to reserve them last minute.





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 blacked 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*****

STEPS FOR ENTERING A TRIP REQUEST:

1. Get all information from teacher/staff member regarding the trip they plan to take. (Reference B-33 form or Field Trip Request for required info)

INFO YOU NEED:

1. Destination, INCLUDING address (MUST be on the Educational Services' approved list)
 2. 26 digit budget code (necessary for billing)
 3. # of adults, # of children, # of children/adults in a W/C
 4. Grade level of students that will be participating in trip
 5. Name of supervising adults
 6. Admin's number (after hours), as well as a working number for a supervising adult on the trip.
These numbers are only used in case of an emergency.
 7. Pick up location (Ex. North lot, South lot, Linden side, in front of office, etc.)
 8. Vehicle Type: School bus or Wheelchair bus
 9. Depart date and return date
 10. Time they want the bus to arrive at the site and the time they wish to be back to the site.
 11. Education Purpose
 12. Lunch stop: Yes or No (If they are uncertain, just put yes so it can be approved)
 13. Any special comments regarding the trip
2. Use the information above to give the teacher/staff member an appropriate **ESTIMATE** for the trip so there are no surprises later on. Use the Conflicting or RUSD/Non-Conflicting Calculator depending on the times/date(s) given for the trip. **VERY IMPORTANT Refer to the current year's Trip Calendar to verify the non-conflicting times for the day of the trip are from 8:30AM to 1:30PM.** There are specific days in the calendar year that have different non-conflicting times.
 3. After giving the **estimate** to the teacher/staff member and confirming bus availability, refer to your school site's internal procedures before proceeding with entering the trip in Field Trip Request.
<https://www.FieldTripRequest.com>
 4. Trips **MUST** be entered **AT LEAST 20 business days prior to the date of the trip.** This allows adequate time for the trip to go through the approval process for review and for transportation to be set up. If changes are made later on, make the change in Field Trip Request and **ALSO** email ALL TRANSPORTATION OFFICE STAFF so we can notify the driver(s) assigned.
 5. After the trip is completed, the information regarding the details of the trip as it **actually happened** will be gathered and the Transportation Support Clerk will create a back up for billing. This will be emailed to you by the 7th business day of the following month. Review the backup. If there are any questions/concerns, call us at 909.820.7862. An invoice sent by Fiscal Services will later follow.

**RIALTO UNIFIED SCHOOL DISTRICT
TRANSPORTATION REQUEST**

Study Trip
 Athletic Trip

School _____ Date of Trip _____
Name Address

Bus Trip Destination _____ Lunch Stop _____
(As stated on approved Bus Trip List)

Departure Time From School _____ Return to School By _____ No. of Pupils Going _____ Grade(s) _____

No. of Adults Going _____ Name of Supervising Adult(s) _____ Estimate Mileage _____

Education Purpose/Activity _____ Date Submitted _____ District Approved _____

Principal's Signature _____ Budget Acct# _____

| | |
|---|---|
| <p align="center">DO NOT WRITE IN THIS SPACE- FISCAL SERVICES USE ONLY</p> <p>No. Buses _____ No. of Miles _____ No. of Hours _____</p> <p>Miles _____ @ \$ 1.10 = _____ District \$ _____</p> <p>Hours _____ @ \$18.12 = _____ Contract \$ _____</p> <p>Overtime _____ @ \$27.18 = _____</p> <p>Total _____</p> | <p align="center">DISPATCHER REMARKS</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|---|---|

FOR BUS DRIVER ONLY

1) Bus No. _____ Date Trip Made _____ No. of Passengers _____
End Mileage at School _____ Actual Sign On Time _____
Begin Mileage at School _____ Actual Sign Off Time _____
Total Mileage _____ Time Charged to Field Trip Hrs _____

Driver's Signature _____

2) Bus No. _____ Date Trip Made _____ No. of Passengers _____
End Mileage at School _____ Actual Sign On Time _____
Begin Mileage at School _____ Actual Sign Off Time _____
Total Mileage _____ Time Charged to Field Trip Hrs _____

Driver's Signature _____

3) Bus No. _____ Date Trip Made _____ No. of Passengers _____
End Mileage at School _____ Actual Sign On Time _____
Begin Mileage at School _____ Actual Sign Off Time _____
Total Mileage _____ Time Charged to Field Trip Hrs _____

Driver's Signature _____

4) Bus No. _____ Date Trip Made _____ No. of Passengers _____
End Mileage at School _____ Actual Sign On Time _____
Begin Mileage at School _____ Actual Sign Off Time _____
Total Mileage _____ Time Charged to Field Trip Hrs _____

Driver's Signature _____

| TRANSPORTATION USE ONLY | | |
|--|----------------------------|-------------------|
| SAFETY/EMERGENCY INSTRUCTIONS | TIME SPENT ON INSTRUCTIONS | DRIVER'S INITIALS |
| Safe Riding Practices/Rules _____ | 1] _____ | 1] _____ |
| Location of Emergency Exit _____ | 2] _____ | 2] _____ |
| Location/Use Emergency/Equipment _____ | 3] _____ | 3] _____ |
| Evacuation Instructions _____ | 4] _____ | 4] _____ |

Please fill in all requested information and forward five (5) copies to the Instruction Office - retain goldenrod.
Transportation will return one copy for confirmation. Please submit at least two weeks prior to the event date

White- Transportation Blue - Fiscal Green- School Canary - School Confirmation Pink- Nutrition Goldenrod - Inbal School Copy

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 8:30 AM TO 1:30 PM (WEDNESDAYS 8:30 AM TO 12:30 PM) 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:**

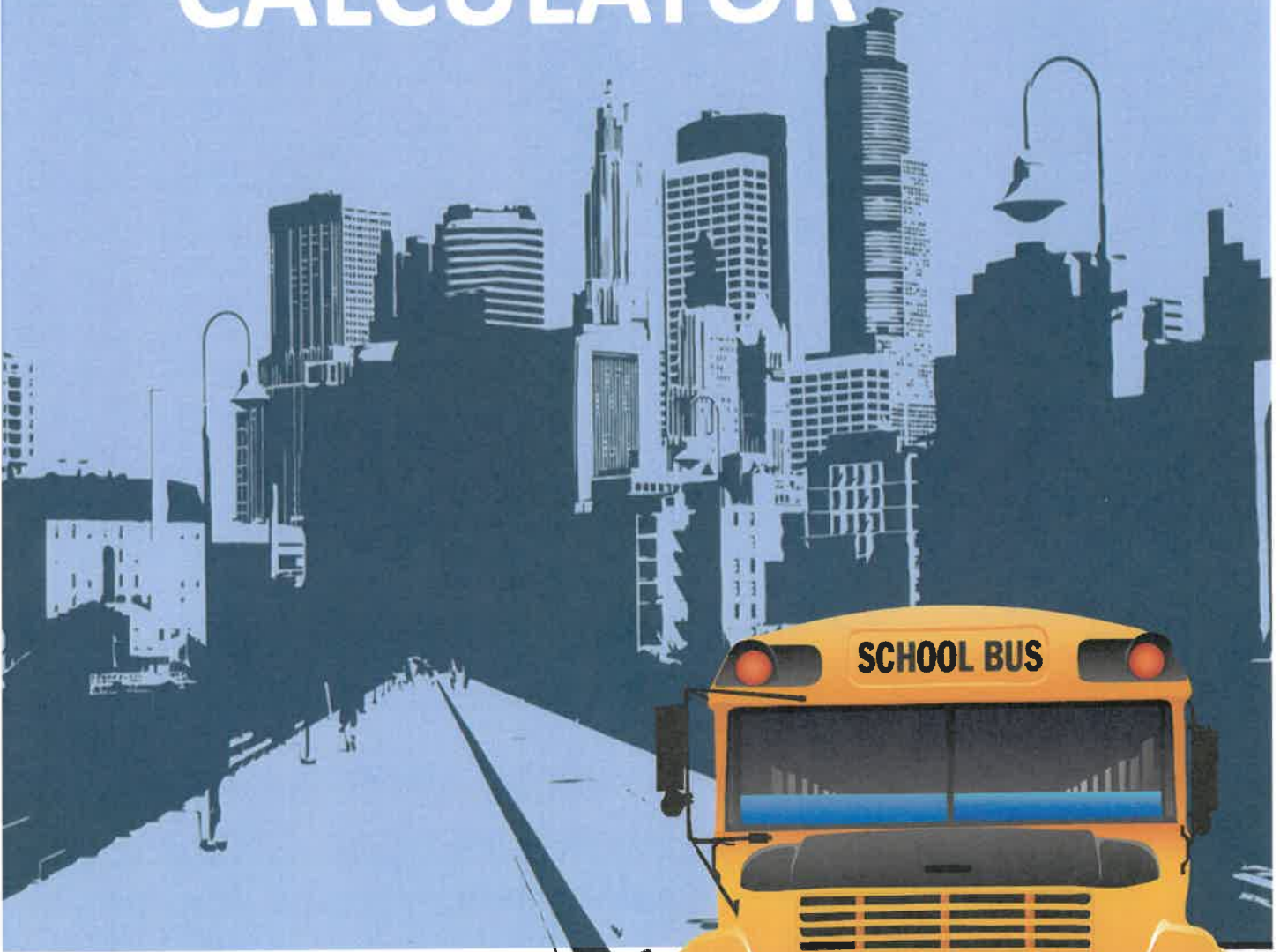
**YOUR TRIP'S HOURS DO NOT CONFLICT
WITH OUR AM/PM ROUTES.**

- TRIP'S HOURS LIE WITHIN THE 8:30 AM TO 1:30 PM (WEDNESDAYS 8:30 AM 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.

CONFLICTING TRIP CALCULATOR



NOTE: The Trip Calculator can be found on the district website:

Kec.rialto.k12.ca.us

DEPARTMENTS → Business Services →
Transportation → Site/Staff Resources



Conflicting Trip Calculator Instructions

The Trip Calculator provides you with an **ESTIMATED COST** for trips that conflict with Home-to-School routes. The cost will vary depending on the actual time. You will be billed accordingly. The calculator is provided to assist your school site in financially planning for the field trip. **Trips that take place Monday through Friday 8:30 am until 1:30 pm (Verify by looking at the Trip Calendar for the date of your trip) do not need to use this calculator. Please use the RUSD (Non-Conflicting) Calculator.**

PRIOR TO STARTING, PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE:

1. Grade level of students
2. Number of student passengers
3. Number of adult passengers
4. Roundtrip mileage to destination
4. Time the bus will arrive to pick up passengers to leave to destination
5. Time the bus will return to the school to drop off passengers

INSTRUCTIONS FOR THE CALCULATOR - The Calculator consists of a drop-down menu and data entry.
SURVEY - Drop-down menu

| | | | |
|----|------------------------------|--|--|
| 1A | Day of the Week | Weekend or Holiday | Trips that take place on Saturday, Sunday, Official Holiday (RUSD closed) will need to contact transportation for quote. |
| 1B | Special Request | Multiple Day Trip | Trips that are more than one day, contact Transportation. |
| 1C | Special Request | Mountain Trip | RUSD BUSES ARE NOT SENT IN THE MOUNTAIN DURING ADVERSE WEATHER (I.E. Snow, chain requirements) |
| 1D | Special Request | Special Request Charter Bus CIF/Payoffs | Charter bus company must have more than 4 weeks notice to reserve a vehicle. CONTACT TRANSPORTATION ASAP |
| 1E | Special Request | Planned Meal Stop | All field trips with meal stops must be pre-approved by Administrators. |
| 1F | Special Accommodation | Air Conditioning | Not all buses are equipped with air conditioning. Contractors must have a minimum of 4 weeks notice for reservation. |
| 1G | Special Accommodation | Safety Vest, Buckle Guard, Seat Belts, Car Seat, etc. | Buses requiring Special Equipment for student transport may cost higher than buses without Special Equipment |
| 1H | Special Accommodation | Wheel Chair | Contact Transportation immediately to confirm reservations on a ADA compliant bus for the field trip. |
| 2A | Grade | | From the drop down menu choice which grade will be transported on the bus. |
| | | <i>Pre-K-3</i> | 3 students per seat |
| | | <i>"4-5"</i> | 2 students per seat |
| | | <i>MIXED ELEMENTARY</i> | |
| | | <i>"5-12"</i> | 2 students per seat |

SURVEY - Data Entry

| | | |
|---|---------------------------------|--|
| 2B | Number of Adults | Enter the number of adults attending the field trip |
| 2C | Number of Students | Enter the estimated number of students attending the field trip |
| 2D | Miles Roundtrip | Enter the estimated miles to your destination |
| 2E | Depart from School | Enter the time the bus will pick-up the passengers |
| 2F | Return to School | Enter the time the bus will drop-off all passengers back at the school |
| 3A | Number of Buses Required | This cell will automatically populate |
| Total Cost - Automatically Populated | | |
| 3B | TOTAL COST PER BUS = | This cell will automatically update to provide the cost of each bus |
| 3C | GRAND TOTAL = | This cell will automatically update to provide the total cost for the field trip |

CONFLICTING TRIP CALCULATOR (CONTRACT)

| SURVEY - Drop-down menu | | | |
|-------------------------|-----------------------|---|----|
| 1A | Day of the Week | Weekend or Holiday | No |
| 1B | Special Request | Multiple Day Trip | No |
| 1C | Special Request | Mountain Trip | No |
| 1D | Special Request | Special Request Charter Bus | No |
| 1E | Special Request | Planned Meal Stop | No |
| 1F | Special Accommodation | Air Conditioning | No |
| 1G | Special Accommodation | Safety Vest, Buckle Guard, Seat Belts, Car Seat, etc. | No |
| 1H | Special Accommodation | Wheel Chair | No |

*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.**

| # of Buses Calculator | | | |
|-----------------------|---|----------|----------------|
| 2A | Grade | 6-12 | Drop down menu |
| 2B | Number of Adults | 2 | |
| 2C | Number of Students | 50 | |
| 2D | Miles (Roundtrip) | 50 | |
| 2E | Depart from School (Time you want the bus to arrive at your site) | 6:00 AM | |
| 2F | Arrival to School (Return time) | 11:00 AM | |

| | | |
|----|--------------------------|---|
| 3A | Number of Buses Required | 1 |
|----|--------------------------|---|

| | | |
|----|--------------------------------|--|
| 3B | TOTAL COST PER BUS = \$ 625.00 | This is an estimate only. The actual cost will be billed after the trip is completed. |
| 3C | GRAND TOTAL = \$ 625.00 | |



CONFLICTING TRIP CALCULATOR

Use this calculator if the trip you are entering conflicts with our AM (home to school) or PM (school to home) routes.

CONFLICTING TRIP CALCULATOR (CONTRACT)

| SURVEY - Drop-down menu | | |
|-------------------------|-----------------------|---|
| 1A | Day of the Week | Weekend or Holiday |
| 1B | Special Request | Multiple Day Trip |
| 1C | Special Request | Mountain Trip |
| 1D | Special Request | Special Request Charter Bus |
| 1E | Special Request | Planned Meal Stop |
| 1F | Special Accommodation | Air Conditioning |
| 1G | Special Accommodation | Safety Vest, Buckle Guard, Seat Belts, Car Seat, etc. |
| 1H | Special Accommodation | Wheel Chair |

Answer these questions. If you answer yes to any of them, please contact the Transportation Services Office.

| # of Buses Calculator | |
|-----------------------|---|
| 2A | Grade |
| 2B | Number of Adults |
| 2C | Number of Students |
| 2D | Miles (Roundtrip) |
| 2E | Depart from School (Time you want the bus to arrive at your site) |
| 2F | Arrival to School (Return time) |

Grade level of students participating in trip.

Number of adults/chaperones. Make sure to have the appropriate chaperone to student ratio based on grade level of students traveling.

Roundtrip miles (Use Google Maps)

Time you want to be back at the school site.

Number of students

Time you want the bus to be at the school site.

| | | |
|----|--------------------------|---|
| 3A | Number of Buses Required | 1 |
|----|--------------------------|---|

| | | | |
|----|-------------------------|--------|---|
| 3B | TOTAL COST PER BUS = \$ | 625.00 | This is an estimate only. The actual cost will be billed after the trip is completed. |
| 3C | GRAND TOTAL = \$ | 625.00 | |

The trip calculator will tell you how many buses are needed for your trip, the estimated cost per bus, and the estimated total cost for transportation for your trip. The actual cost will be billed after the trip is completed. It is best to overestimate in case your trip runs later than expected. (Traffic, boarding late, detours, etc.)



NON-CONFLICTING TRIP CALCULATOR



NOTE: The Trip Calculator can be found on the district website:

Kec.rialto.k12.ca.us

DEPARTMENTS → Business Services →
Transportation → Site/Staff Resources



RUSD TRIP CALCULATOR (NON-CONFLICTING)

This calculator is used only when scheduled trip times are between 8:30 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 | 76 | 26 | 5 |
| # 4TH and up | 106 | 46 | |
| MIXED Elementary | 60 | 24 | |

WEEKDAY RATE 1 (Mon-Friday) - This is an estimate only
 Please add 45 minutes prior to Pick-up time at School and 30 minutes after Return time at School (drop-off).

| | Pick-up & drop-off from school | Return students to school | Hours | | |
|--------------------------------|--------------------------------|-----------------------------------|----------------------------------|---------------|------------|
| (drop-off time) | 9:00 AM | 7:00 PM | 10 | | |
| Hours | 10.00 | at \$29.37/hr 8.00 \$234.96 | at \$45.25/hr 2.00 \$90.50 | Total Hourly | \$325.46 |
| Roundtrip Mileage | 100 | at \$2.79/mi 100 \$279.00 | | Total Mileage | \$279.00 |
| # Buses (total buses required) | 5 | | | Total Per Bus | \$604.46 |
| | | | | Grand Total | \$3,022.39 |

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

WEEKEND RATE 1 (Saturday - Sunday, Holidays, Breaks) - This is an estimate only
 Please add 1 hour prior to Pick-up time at School and 45 minutes after Return time at School (drop-off).

| | Begin Time | End Time | Hours | | |
|-------------------|------------|-----------------------------------|----------------------------------|---------------|------------|
| (drop-off time) | 5:00 AM | 2:00 PM | 9 | | |
| Hours | 9.00 | at \$45.25/hr 8.00 \$362.00 | at \$60.33/hr 1.00 \$60.33 | Total Hourly | \$422.33 |
| Roundtrip Mileage | 1 | at \$2.79/mi 1 \$2.79 | | Total Mileage | \$2.79 |
| # Buses | 5 | | | Total Per Bus | \$425.12 |
| | | | | Grand Total | \$2,125.60 |

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

NOTE: THE CALCULATOR GIVES THE BEST ESTIMATE OF TRIP COST.
 NOTE: USE THE TRIP CALENDAR FOR THE CORRECT SCHOOL LEAVE TO DETERMINE THE NON-CONFLICTING DATES FOR THE OUTSIDE 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 FEE IF THE BUSES LEFT UNOCCUPIED (FEES, SPILLS, ETC.)



RUSD/NON-CONFLICTING TRIP CALCULATOR

Use this calculator if the trip you are entering does not conflict with our routes. Refer to the current year's Trip Calendar to verify your trip is a non-conflicting trip.

This calculator is used only when scheduled trip times are between 8:30 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 | 108 | 49 | |
| MIXED - Elementary | 60 | 24 | |

Enter number of passengers, include chaperones/adults.

Add 45 minutes prior to the time you want the bus at your site for pre-tripping and driving to your site.

WEEKDAY RATES (Mon-Friday) - This is an estimate only
Please add 45 minutes prior to Pick-up time at School and 30 minutes after Return time at School (drop-off).

| | Pick-up students from school | Return students to school | Hours | |
|-------------------|------------------------------|---------------------------|---------------------------|---------------------------|
| drop-off time | 9:00 AM | 7:00 PM | 10 | |
| Hours | 10.00 | at \$25.37/hr \$253.70 | at \$45.25/hr \$452.50 | Total Hourly \$706.20 |
| Roundtrip Mileage | 100 | at \$2.79/mi \$279.00 | | Total Mileage \$279.00 |
| # Buses | 5 | | Total Per Bus \$604.46 | Grand Total \$3,022.30 |

Add 30 minutes after your return time to allow for unloading and driving back to the yard.

Type in ROUNDTRIP mileage for your trip. Use google maps and use the highest mileage provided. Its always better to over estimate than to underestimate. Drivers take the route that takes less time, not less distance. They route themselves according to traffic, detours, etc.

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

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 Return time at School (drop-off).

| | Begin Time | End Time | Hours | |
|-------------------|------------|---------------------------|---------------------------|---------------------------|
| drop-off time | 5:00 AM | 2:00 PM | 9 | |
| Hours | 9.00 | at \$45.25/hr \$407.25 | at \$60.33/hr \$542.97 | Total Hourly \$950.22 |
| Roundtrip Mileage | 1 | at \$2.79/mi \$2.79 | | Total Mileage \$2.79 |
| # Buses | 5 | | Total Per Bus \$425.12 | Grand Total \$2,125.60 |

The calculator will tell you how many buses are needed, the estimated cost per bus, as well as the estimated grand total.

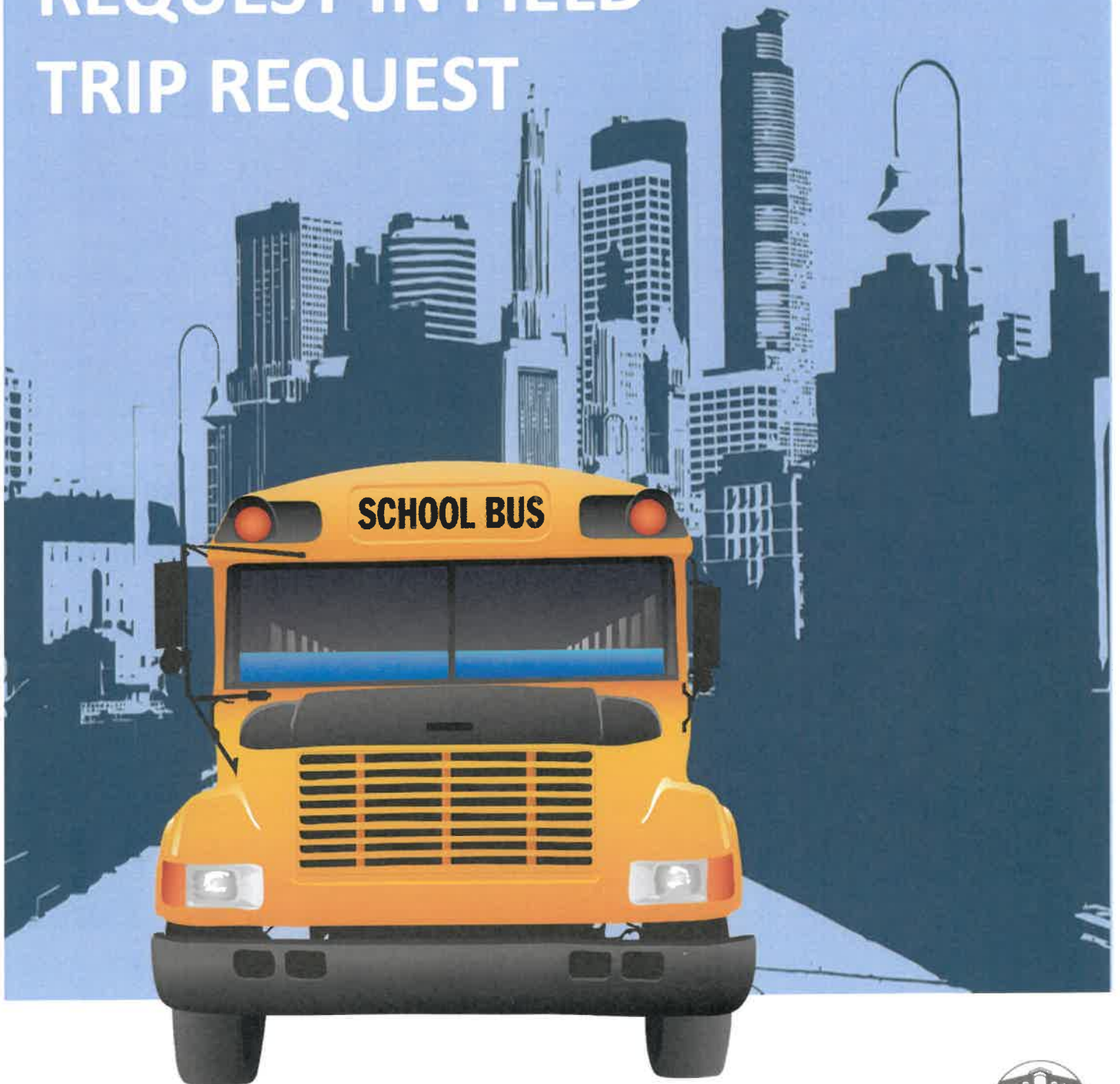
This is an estimate. Actual cost is billed after the trip is completed

Use the same instructions as above for the weekend rate calculator.

The trip calculator will tell you how many buses are needed for your trip, the amount per bus and the estimated total cost of your trip. The actual cost will be billed after the trip is completed. It is best to overestimate in case your trip runs later than expected. (Traffic, boarding the bus late, etc.)



HOW TO FILL OUT A TRANSPORTATION REQUEST IN FIELD TRIP REQUEST



1. Use your internet browser and type in:

<https://www.FieldTripRequest.com>

FIELD TRIP REQUEST powered by busHive

Field Trip Request Login

Email: Email is required.

Password:

>> [Create new user](#)
>> [I forgot my password](#)

New to Field Trip Request?
Click [here](#) to learn how to create a user account.

Field Trip Request version 2.1.1 powered by busHive

2. Type in your Login Information:

USERNAME: YOUR DISTRICT EMAIL ADDRESS

PASSWORD: THE PASSWORD THAT WAS SENT TO YOU VIA EMAIL

(To change your password: Log in, click Settings, then click Change Password)

*If you forgot your password, click I forgot my password. Enter your email

FIELD TRIP REQUEST powered by busHive

Password Recovery

Please enter your email to have your password sent to you.

Email: *

>> [Return to Login](#)

Field Trip Request version 2.1.1 powered by busHive

3. Once logged in, click on New Request, select the Trip Type, and click continue.

FIELD TRIP REQUEST powered by busHive

Organization: Falls USD
Open Lindsay Grube

Home New Request Favorites History Settings Help

4. Fill out the trip request referencing the information supplied by the teacher/staff member. After it is filled out completely, click submit.

Trip Request

New Trip (TRANSPORTATION ENTRY)

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

Activity: *
NEW TRIP

Bus Trip Destination: *
SAN BERNARDINO COUNTY MUSEUM

Destination, If Not Listed Above:
2024 Orange Tree Ln, Redlands, CA 923

Budget Code: *
00000000000000000000

Adults: * Children: * Wheelchairs:
3 21 1

Grade(s):
3

Name of Supervising Adult(s): *
John Smith

Emergency Contact Info (Name/Number): *
John Smith 909-855-5555

Pickup Location (Site Name): *
Rialto High School - Eucalyptus Side

Drop Off Location (Destination): *
San Bernardino County Museum

Vehicle Type: *
Wheelchair Bus

Depart Date: *
06/08/2016

Depart Time From School: *
8:30 AM

Return Date: *
06/08/2016

Return To School By: *
12:30 PM

Education Purpose: *
Museum trip

Lunch Stop: * Yes No

Special Comments:
Will need a WIC bus

Approval

Send To: * IMPORT

Comment:

Submit

5. After clicking submit, you should get a message from the webpage saying: The trip has been submitted successfully.

Home New Request Favorites History Settings Help

Favorites
No favorites have been saved.

Home


Trips Not Ordered (7 days)
There are no upcoming trips that have not been Ordered.

Trips Needing Approval
There are no trips waiting for your approval.

My Trips

| Trip ID | Activity | Destination | Depart | Return | Status | Requested By |
|---------|----------|------------------------------|------------------|-------------------|----------------------------|---------------|
| 8504273 | NEW TRIP | SAN BERNARDINO COUNTY MUSEUM | 7/6/2016 8:30 AM | 7/6/2016 12:30 PM | Waiting for Transportation | Lindsey Grant |

Message from webpage

 The Trip has been submitted successfully.

Trip ID: 8504273
 Depart Date: 7/6/2016
 Destination: SAN BERNARDINO COUNTY MUSEUM

OK

6. After clicking ok, the trip will save under My Trips.

Home

Trips Not Ordered (7 days)
There are no upcoming trips that have not been Ordered.

Trips Needing Approval
There are no trips waiting for your approval.

My Trips

| Trip ID | Activity | Destination | Depart | Return | Status | Requested By |
|-------------------------|----------|------------------------------|------------------|-------------------|----------------------------|---------------|
| R504273 | NEW TRIP | SAN BERNARDINO COUNTY MUSEUM | 7/6/2016 8:30 AM | 7/6/2016 12:30 PM | Waiting for Transportation | Lindsey Grawe |

7. When you need to see where your trip request is at regarding approvals or you need to make changes, click on the trip ID number. It will bring up the details, including who has already approved it. If changes are made after it's been submitted, please also follow up with an email to ALL TRANSPORTATION OFFICE STAFF so we are aware of the changes and we can notify the drivers assigned.

Trip Request

Trip ID #R504273 (TRANSPORTATION ENTRY) - Waiting for Transportation
Requested by Lindsey Grawe on 6/21/2016 at 11:11 AM

Comment: This is just a sample (Lindsey Grawe on 6/21/2016)

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

Activity: *
NEW TRIP

Bus Trip Destination: *
SAN BERNARDINO COUNTY MUSE

Destination, If Not Listed Above:
2024 Orange Tree Ln, Redlands, CA 923

Budget Code: *

Depart Date: *
7/6/2016

Depart Time From School: *
8:30 AM

Return Date: *
7/6/2016

Return To School By: *

8. If at any point in the process you receive an error message or you are not able to submit the request, contact the Transportation Services.

EXAMPLE

FIELD TRIP REQUEST



Organization: Rialto USD
 User: Lindsay Crave
 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: NEW TRIP

Bus Trip Destination:

Destination, If Not Listed Above:

Budget Codes:

Adults:

Children:

Wheelchairs:

Grade(s):

Name of Supervising Adult(s):

Emergency Contact Info (Name/Number):

Pickup Location (Site Name):

Drop Off Location (Destination):

Vehicle Type:

Select school bus or wheelchair bus

Depart Date:



Date of your trip

Depart Time From School:



the time the bus will arrive at the site

Return Date:



Date the group returns from their trip (for overnight/multiple day trips, our office needs to be contacted and an itinerary needs to be provided ASAP)

Return To School By:

Please be as accurate as possible. Make sure to leave your destination in a timely manner to prevent a delayed return

Education Purpose:

Person/Type of trip

Lunch Stop:

Yes

No

Special Comments:

If you would like a lunch stop added, you MUST check the box. Driver's cannot make additional stops unless they have prior approval.

Any additional comments that will assist us with providing the service. Specifics such as multiple teams on board (if any), multiple destinations, shuttle needed, itinerary to follow, note, etc.

Approval

Send To: IMPORT

Comment:

Use this area if you need the next approvers to know something before approving the trip. Any note you put in this box, will appear at the top of the request.

Please include adult's number as well as a working number for a supervising adult on the trip. We must have an after hours emergency contact number.

The school name/pick up location. If there is a particular site/area you want the group to be picked up at, provide here (Ex: North lot, Linden site, etc.)

Provide the destination INCLUDING the accurate address.

If destination is not provided, click "DESTINATION NOT USED" before filling in the box below.

The account you would like to charge the trip to (28 digit budget code)

Confirm with Elementary/Secondary institution regarding the charge to student ratio. Please be sure to include the number of students that need W/C access (if any).

The grade(s) of the students on the trip.

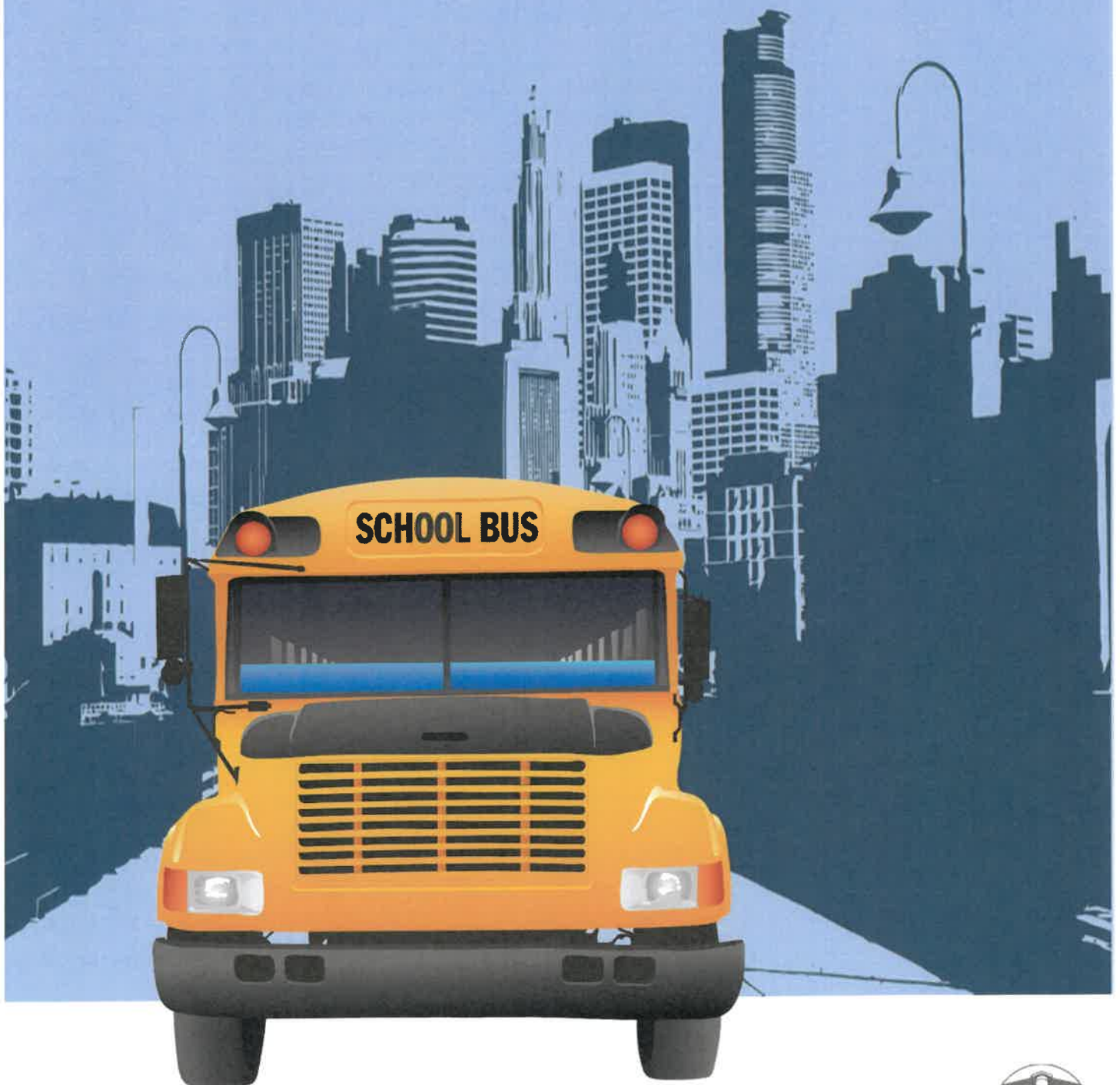
The lead adult(s) on the trip

Billing Note

Field Trip Request auto-populates budget codes based on the “Activity” you select. However, should you need to use a budget code other than what auto-populates, please change the code in the area marked “Budget Code” **AND** note in the “Special Comments” section of your trip request: “I adjusted the code because (give your reason).” This ensures that the account number will not be adjusted and the correct account number will be charged.



YOUR TRIP'S BACK UP STATEMENT



THE BACK UP STATEMENT

(Not an invoice)

After a trip is completed, the information regarding the details of the trip as it actually happened will be gathered and a back up document for each trip will be created.

- Expect an email from Transportation **by the 9th business day of the following month** showing all back up documents regarding your prior month's educational trips.
- While the back up statement may look like an invoice, it is not an invoice. It is created for you to review your trip's details before the Transportation Services Department sends it off to Fiscal Services.
- You have a **maximum of two business days to review the billing information** on these forms. If you have any questions/concerns regarding the amount you're being billed for a trip, call Raven Cleveland and she will be able to assist you.
- If there are no inquiries or discrepancies regarding the back up statement, it will be forwarded on to Fiscal Services. **Fiscal Services will invoice the school.**

EXAMPLE OF A BACK UP STATEMENT FOR A NON-CONTRACTED TRIP

BACK-UP STATEMENT

**Rialto Unified School District
Transportation Department**
623 West Rialto Ave
Rialto, CA 92376
Phone: 951-820-7562

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: | ROMONA FAIRPLAY 101 W McKinley Ave, Romona, CA 91268 | | |
| # of Pupils/Children | 85 | GRADES | LUNCH |
| # of Adults | 10 | Kindergarten | NO |
| Name of Supervising Adult: | Ward/Wardora Dietz | | |
| Education Purpose/Activity | STEAM | | |
| Budget Acct #: | 01-0000-0-7155-1004SR10-230-0541 | | |
| Driver: | WAGGNER, V | | |
| Vehicle/Bus: | 238 | | |

| HOURS | | | HOURS COST | | |
|------------|-------------|------|------------|---------|----------|
| Start Time | 8:00:00 AM | 4.25 | 4.25 | \$25.00 | \$106.25 |
| End Time | 12:30:00 PM | | | | |
| Start Time | | 0 | 0 | \$37.50 | \$0 |
| End Time | | | | | |

| MILEAGE | | | MILEAGE COST | | |
|---------------|------|----|--------------|--------|----------|
| Start Mileage | 5824 | 54 | 54 | \$2.79 | \$150.66 |
| End Mileage | 5878 | | | | |
| Start Mileage | | 0 | | | |
| End Mileage | | | | | |

| | |
|------------------------|-----------------|
| 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 

EXAMPLE OF A BACK UP STATEMENT FOR A CONTRACTED TRIP

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: | 1/6/2020 | |
| Pick up Time: | 7:30:00 AM | Return Date: | 3/5/2020 | |
| Site/School: | 324 N Palm Avenue, Rialto 92376 (Parent Center) | | Drop Time: | 2:00 PM |
| Destination: | MUSEUM OF TOLERANCE 9786 W Pico Blvd, Los Angeles, CA 90035 | | | |
| # of Students: | 0 | GRADES: | | |
| # of Adults: | 56 | Adults: | NO | |
| LUNCH STOP: | NO | | | |
| Name of Supervising Adults: | Amie 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 | 0 | | |
| End Mileage | | | | |
| Start Mileage | | | | |
| End Mileage | 0 | | | |

| | |
|------------------------|-----------------|
| TOTAL TRIP COST | \$696.00 |
|------------------------|-----------------|

COMMENTS:

For more information, please contact the Rialto Unified School District Office at (909) 820-7862.

Thank you for your cooperation.

 E-MAILED MAY 21 2020

REFERENCE



Field Trip Contacts

FIELD TRIP PHONE (AFTER HOURS)

909-586-8208

NOTE: This number is only to be used if there is a question, a change or a concern regarding trips that are out after hours. This includes trips on weekends, holidays, and trips that are out after 5:00PM on school days. This number is NOT to be used to plan or ask questions regarding trips in the past/future. If the phone is not answered immediately, please leave a message or follow up with a text message.

Monday-Friday 5AM-5PM 909.820.7862 (office)



Transportation can be reached at:

Mon-Friday 5AM-5PM

909.820.7862 (Lindsey ext. 2202)

After Hours/Weekends/Holidays

909.586.8208 (If not answered immediately,
leave a message or send a text message)



RIALTO UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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Vice President

Dina Walker
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Joseph Ayala
Member

Joseph W. Martinez
Member

Superintendent
Dr. Cuauhtémoc Avila

Dr. John R. Kazalunas
Education Center
182 East Walnut Ave.
Rialto, CA 92376-3598

RISK MANAGEMENT AND TRANSPORTATION

Derek K. Harris
Senior Director

Employee Benefits
Risk Management
Transportation

Tel: (909) 820-7700

Extension 2110

Fax: (909) 879-8610

PLEASE POST

To: All Employees

Bulletin No. RM-16-002

From: Derek Harris, Senior Director
Risk Management

August 20, 2015

Subject: **Minor Children in the Workplace**

The presence of minor children of District employees on school campuses or at District departments causes additional liability due to the added risk exposure of non-student children, in the event of a catastrophic event, such as earthquake or fire. There is an increase in the risk of personal injury to non-student children, students or staff members. Furthermore, there is a lack of adequate supervision, disruption to the educational program and disruption of departmental operations.

As a reminder, the District does not allow employees to bring their minor children to work for the purpose of day care. Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session (BP 1250, 2012). The District extends these policies to the entire work place, including employee break rooms, lounges and other places where employees gather.

Visitors and volunteers on school campuses must comply with existing District policy, local, state, and federal regulations for K-12 educational programs. Board Policies 1240, 1250, 3530 and 6116 indicate that visits during school hours should be pre-arranged with the teacher and principal or designee. The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community (BP 1240, 2010). Finally, classroom interruptions, which are not related to the educational program, should be kept at an absolute minimum (BP 6116, 1999).

The following information will assist you in ensuring that you adhere to District policy:

1. Employees are *not* to bring minor children to their worksite during their work day for the purposes of day care.
2. Volunteers/Parent chaperones are encouraged to leave their non-student children at home while participating in volunteer work.
3. Adults, who do not fit the volunteer description, and bring their children to the school in order to conduct school business, are to supervise their children at all times.
4. Student volunteers are not to be assigned to their parent and may not be students of other districts. They are to follow the student volunteer process.
5. Adult children are not allowed to be on campus without following the volunteer process.
6. In all cases, prior authorization to volunteer must be obtained from the site administrator, and approved by Personnel Services.

Please feel free to contact my office at (909) 820-7700 Ext 2110, should you have any questions. A copy of the Parent Volunteer Handbook can be obtained from the District website.



RIALTO UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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President

Joseph Ayala
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Joseph W. Martinez
Clerk

Edgar Montes
Member

Nancy G. O'Kelley
Member

Interim Superintendent
Mohammad Z. Islam

RISK MANAGEMENT

DEREK K. HARRIS
DIRECTOR

RISK MANAGEMENT
EMPLOYEE BENEFITS

Dr. John R. Kazalunas
Education Center
182 East Walnut Ave.
Rialto, CA 92376-3598

Tel: (909) 820-7700
Extension 2110
Fax: (909) 879-8611

To: All Principals, Athletic Directors

Bulletin No. RM-14-012

From: Derek Harris, Senior Director
Risk Mgmt. /Transportation

November 5, 2014

Subject: Van Usage – District Field Trips

The purpose of this bulletin is to clarify appropriate usage of District vans and to provide guidelines for the need for a school bus/charter bus, when applicable. Risk Management is aware of the efforts it takes to raise funds and the need to provide cost effective means of transportation. Additionally, we have the responsibility to ensure that students are transported in a manner that mitigates our liability and ensures a safe and responsible method of transportation.

Use of District Vans:

The District's van fleet is aging and depreciating at an accelerated rate. The probability of mechanical failure is becoming more probable with each mile driven. Additionally, the further they are driven increases the difficulty of the District's mechanical staff to reach the vehicle in the event of a breakdown. Use of District vans will be limited to the following counties: Los Angeles, Orange, Riverside, San Bernardino, and Ventura. Additionally, the limit also includes portions of Imperial, Kern, San Diego, San Luis Obispo and Santa Barbara counties. If traveling outside of these counties, a rental van will need to be secured. Drivers may be assigned additional defensive driving training courses.

Use of District Bus/Charter Bus:

The need for a bus shall arise when your transportation needs require the use of more than two (2) vans. The Transportation Department will assist you through the process.

Please feel free to contact the Risk Management at (909) 820-7700 ext. 2111 or the Transportation Department at (909) 820-7862, should you have questions or need additional information.

CC: Mohammad Z. Islam, Interim Superintendent
Edward D'Souza, Associate Superintendent, Secondary Instruction
Jasmin Valenzuela, Associate Superintendent, Elementary Instruction
Dora Parham, Transportation/Garage Manager
Craig Staten, Transportation Supervisor
Risk Management Staff
Transportation Staff



REQUEST FOR USE OF DISTRICT AUTOMOBILE

Date: _____

I hereby request the use of a District-owned automobile on: _____

for: _____ to: _____
(Be specific: Math conference, athletic contest, etc.) *Day / Date* *Destination*

Approximate time of use: _____ to _____ Passengers: No. of Adults _____ No. of Students _____ Self _____

District Gas Card Yes _____ No _____ Charge to: Account Number _____
(Circle: Field Trip, Athletic, Special Program (be specific))

Affirmation:

I am an employee of the District and presently hold a valid California Driver's License, I have read and will follow the Administrative Procedures and Conditions stated on the reverse side of this form, I also authorize the District to obtain a Department of Motor Vehicle report prior to my scheduled trip.

Employee's Signature: _____ Work Site: _____

Employee's name printed or typed: _____

Employee's California Driver's License Number: _____ Exp. Date: _____

Approval:

Approved *(Please initial)*: Principal _____ Asst. Superintendent _____ *(Circle: Inst., Personnel, Bus.)* Superintendent _____

Risk Management: Department of Motor Vehicles Print-Out _____

Complete prior to departure:

Vehicle Make/Model _____ Date: Out _____ In _____

Vehicle No. _____ License No. _____ Vehicle Condition: *(Note pre-existing damage)*

Mileage: Beg. _____ End _____ Interior _____

Total Mileage: _____ Exterior _____

Complete if applicable:

Trip Report *(Check)*: _____ Citation _____ Mechanical Malfunction _____

Brief Explanation:

Accidents or damage to the vehicle must be reported on an Accident Report Form and submitted to Risk Management within 24 hours.

Please fill in all requested information and forward five (5) copies to the Instruction Office, retain goldenrod. Transportation will return one copy for confirmation.

White - Transportation Blue - Fiscal Green - School Canary - School Confirmation Pink - Nutrition Goldenrod - Initial School Copy

Rialto Unified School District
Transportation Services Department
B-15 Request Procedures

1. All B-15's process for requests must be first submitted through Risk Management
 - A. DMV driving records for the Pull Notice program
 - B. All district employees requesting to be put on the list for use of district vehicles must first complete the Keenan and Associates Safety training videos as follows:
 - City Driving (Transportation Portal)
 - Van Safety (Transportation Portal)
 - Distracted Driving (Transportation Portal)
 - Defensive Driving (Transportation Portal)

Note: Once videos are completed the certificates must be printed and submitted to Risk Management or Transportation when the training is scheduled.

2. Once the videos have been completed, then the district employee must contact Juan Hernandez at Transportation to receive training in the use of district vehicles.

3. Once district employees are certified to drive the district vehicles they must ensure that all the information on the B-15 is accurate as follows

- A. Date B-15 was submitted* (first come first serve)
- B. Dates(s) vehicle will be used Note: if it will be for the whole school year dates should be from start of the school year to the end of the school year.
- C. Which school or department will be using the district vehicle
- D. Destination of use *
- E. The approximate time of use of the vehicle *
- F. The number of passengers (can-not exceed 7) * # of adults (driver)
- G. District gas card / account number* to be charged for the use of the district vehicle
- H. Employees name / signature/ work site / License Information & (contact number)
- I. All approved signatures are on the B-15
 - Principal or Site Administrator
 - Site Support Provider
 - Risk Management Approval

4. Once the district employee has been approved and assigned a vehicle, the Transportation Department needs to contact the district employee (please provide a contact number) in case there are changes. (Provide a contact number by employees name)

5. When the district employee picks up the vehicle they must ensure that there are no damages to the district vehicle and they make notations on the B-15 request that the vehicle was not clean example: papers, food items, gear left behind. It is important that the vehicles are kept clean of any trash so to provide a clean and safe environment for our district students.

6. Fueling the vehicles is the responsibility of the district employee that uses the vehicle, we have a fuel station on site and it will be part of the training to learn the fueling procedures.

7. At the completion of the trip all paperwork must be submitted to the transportation office, if the transportation office is closed there is a mail slot where the keys and paper work can be dropped off.

8. If a district vehicle is not available for use the transportation department will do its best to provide a rental vehicle for the use of the district employee. The employee will be responsible to pick up and drop off the vehicle at the rental place (Americas Express)

Note: All destinations that are over 100 miles in distance will be provided a rental van no exceptions

* - very important must be completed



RIALTO UNIFIED SCHOOL DISTRICT

Instruction

AR 6153(a)

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Supervision

Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District and school rules and regulations.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

1. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
2. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
3. All chaperones, employees (including spouses of employees), and volunteers accompanying students are required to have clearance by the District Personnel office that includes both fingerprint and TB clearance; this also includes spouses of staff members that are chaperones.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. The ratio of chaperones to students shall be the following:
 - a. One chaperone for every 10 students in grades pre K-4
 - b. One chaperone for every 20 students in grades 5-12
 - c. If the field trip is overnight, the ratio shall be one chaperone for every 10 students, and the ratio of the gender of the chaperones shall be the same as the gender of the students they accompany

SCHOOL-SPONSORED TRIPS (continued)

7. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
8. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as the docent.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parent/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

Safety Issues

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

2. The District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

SCHOOL-SPONSORED TRIPS (continued)

3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff, which includes either canceling or rescheduling the trip.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

(cf. 3530 - Risk Management/Insurance)

(cf. 5141.7 - Sun Safety)

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least 10 days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

SCHOOL-SPONSORED TRIPS (continued)

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. **Swimming Activities**
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
 - e. The ratio of adult chaperones to students shall be at least one to ten in grades 7-12. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
 - f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
 - g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
 - h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.

SCHOOL-SPONSORED TRIPS (continued)

- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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RIALTO UNIFIED SCHOOL DISTRICT
Rialto, California