



Rialto Unified School District
FIELD TRIP MEETING

2025-2026 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

**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
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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
Health Services Coordinator

Date _____

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.

[illegible]

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

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 .



WHAT INFO DO I NEED TO PROVIDE?

In order for us to check on transportation availability you must provide us with the following information:

Date(s) of Trip(s):

Pick up Location:

Destination(s):

Pick Up Time:

Return Time (Time your group will be back to your site):

Number of Students:

Number of Adults:

Number of Passengers that

Require Special Accommodations:



CHAPERONE TO STUDENT RATIOS

FIELD TRIPS

- 1:10 GRADES PRESCHOOL THROUGH 4TH GRADE
- 1:20 GRADES 5TH THROUGH 12TH GRADE

WATER/SWIMMING TRIPS

- 1:4 GRADES KINDER – 3RD GRADE
- 1:8 GRADES 4TH – 6TH GRADE
- 1:10 GRADES 7TH-12TH GRADE

OVERNIGHT TRIPS

THE RATIO SHALL BE ONE (1) CHAPERONE FOR EVERY TEN (10) STUDENTS, AND THE RATIO OF THE GENDER OF THE CHAPERONES SHALL BE THE SAME AS THE GENDER OF THE STUDENTS THEY ACCOMPANY.

***PLEASE REFER TO AR 6153 (a) – SCHOOL SPONSORED TRIPS**

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– ALL WORK MUST BE OFFERED TO RUSD DRIVERS FIRST).



UPDATES:

- **DEADLINE** - 20 BUSINESS DAYS PRIOR TO DATE OF TRIP (NOTE: REFER TO 25-26 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 AND WE HAVE CREATED A CALCULATOR FOR TRIPS THAT ARE FUNDED BY AN OUTSIDE COMPANY/SOURCE (OUTSIDE BILLING).
- **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. (Special Policies apply to Grad Bash/Night Trips, Prom Trips, Multiday Trips, and trips that require 5+ buses)

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:** 8/22/2025, 8/29/2025, 9/12/2025, 9/18/2025, 9/19/2025, 9/30/2025, 10/2/2025, 10/3/2025, 10/9/2025, 10/14/2025, 10/17/2025, 10/28/2025, 10/30/2025, 10/31/2025, 11/4/2025, 11/19/2025, 3/5/2026, 4/21/2026, 4/22/2026 (trips that conflict with AM service), 4/28/2026, 4/29/2026 (trips that conflict with AM service), 5/5/2026, 5/6/2026 (trips that conflict with AM service), 5/12/2026, 5/13/2026 (trips that conflict with AM service), 5/22/2026, 5/28/2026, 5/29/2026, 6/4/2026

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 VAN REQUEST 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 OUR DRIVER TRAINER. **NOTE: THERE ARE NEW LAWS IN EFFECT FOR STAFF THAT TRANSPORTS STUDENTS IN VANS. BEGINNING JULY 1st, 2026, UNTIL THERE IS AN AGREEMENT WITH THE UNION AND UNTIL STAFF IS CLEARED AND TRAINED, BUSES WILL NEED TO BE REQUESTED IN LEAU OF VANS. (SB88)**
- **BOX TRUCK REQUESTS (TRANSPORTING LARGE EQUIPMENT) – OUR SERVICE AREA DOES NOT HAVE BOX TRUCKS. YOU MUST FILL OUT A WORK ORDER THREE (3) WEEKS IN ADVANCE WITH THE WAREHOUSE. TO EMAIL THE WAREHOUSE, USE WAREHOUSE@RIALTOUSD.ORG**

HOW TO GET AN ESTIMATE:

- FIRST, review the date(s) of your trip and refer to the **2025-2026 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.



2025-2026 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 2025-2026 FIELD TRIP CALENDAR

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					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

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					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

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	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 and/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.

NOTE: IF TRANSPORTATION FOR YOUR TRIP IS BEING FUNDED BY AN OUTSIDE SOURCE, USE THE OUTSIDE BILLING CALCULATOR IF YOUR TRIP DOES NOT CONFLICT WITH OUR ROUTES. IF IT DOES, AN ESTIMATE WILL NEED TO BE PROVIDED BY TRANSPORTATION SERVICES.

REFERENCE ONLY TO ASSIST IN SCHEDULING A FIELD TRIP

IN-HOUSE BILLING 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 Accommodation	Air Conditioning	No
Special Accommodation	Safety Vest, Buckle Guard, Seat Belt, Car Seat, etc.	No
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	
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

Drop down menu

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	

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	

*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.)

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).			
Drop time at school	3:00 AM	8:00 PM	10
Hours	10.00	at \$29.37/hr	at \$45.25/hr
		8.00	2.00
		\$234.96	\$90.50
			Total Hourly \$325.46
Roadtrip Mileage	100	at \$2.79/mi	Total Mileage \$279.00
		100	
		\$279.00	
# Buses (Total buses required)	5		
		Total Per Bus \$604.46	Grand Total \$3,022.30

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).			
Drop time at school	5:00 AM	2:00 PM	9
Hours	3.00	at \$45.25/hr	at \$60.33/hr
		8.00	1.00
		\$136.00	\$60.33
			Total Hourly \$196.33
Roadtrip Mileage	1	at \$2.79/mi	Total Mileage \$2.79
		1	
		\$2.79	
# Buses	5		
		Total Per Bus \$125.12	Grand Total \$1,251.60

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



OUTSIDE BILLING FIELD TRIP CALCULATOR

CALCULATOR FOR OUTSIDE BILLING



RUSD TRIP CALCULATOR (NON-CONFLICTING- OUTSIDE BILLING)

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	40	14	3
# 4TH and up	80	37	
MIXED - Elementary	20	8	

*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.)

TRIP CALCULATOR

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).				
	students from school	Return students to school	Hours	
Drop Off time	3:00 AM	7:00 PM	10	
Hours	10.00	at \$76.53/hr	at \$102.04/hr	Total Hourly
		\$765.30	\$1020.40	\$1785.70
Roadtrip Mileage	300	at \$2.79/mi		Total Mileage
		\$837.00		\$837.00
# Buses (Total hours required)	3		Total Per Bus	Grand Total
			\$1653.32	\$4,959.96

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	3.00	at \$76.53/hr	at \$102.04/hr	Total Hourly
		\$229.59	\$918.36	\$1147.95
Roadtrip Mileage	50	at \$2.79/mi		Total Mileage
		\$139.50		\$139.50
# Buses	3		Total Per Bus	Grand Total
			\$353.78	\$2,561.34

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

CONFLICTING TRIPS - OUTSIDE BILLING

IF YOUR TRIP CONFLICTS WITH OUR RUSD ROUTES AND YOUR TRIP WILL BE BILLED USING EXTERNAL FUNDS (OUTSIDE BILLING), PLEASE EMAIL ALL TRANSPORTATION OFFICE STAFF AT ALLTRANSPORTATIONOFFICESTAFF2@RIALTOUSD.ORG FOR AN ESTIMATE. IF THE TRIP NEEDS TO BE OUTSOURCED TO A VENDOR, WE WILL PROVIDE YOU WITH THE ESTIMATED COST FROM THE COMPANY/VENDOR WE BOOK WITH.



TRANSPORTATION SERVICES
RIALTO UNIFIED SCHOOL DISTRICT
625 W. RIALTO AVE. RIALTO, CA 92376
Phone 909 . 820 . 7862 | Fax 909 . 820 . 7862



WHICH TO USE???

TRIP IS BEING FUNDED IN HOUSE:

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.

WHICH TO USE???

TRIP IS BEING FUNDED BY AN OUTSIDE SOURCE:

REFER TO THE CALCULATOR FOR OUTSIDE BILLING CONFLICTING VS. NON-CONFLICTING

CONTACT TRANSPORTATION FOR AN ESTIMATE IF:

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

- YOUR TRIP'S HOURS LIE OUTSIDE THE 8:30AM to 1:30PM (WEDNESDAYS 8:30AM-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.

USE THE NON-CONFLICTING/RUSD TRIP CALC – OUTSIDE BILLING 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-12:30PM) 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, 8Th Grade Grad Bash and Prom 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
- Transportation is being funded by an outside source

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**. **Please remember to take into account if transportation for your trip is being funded IN HOUSE or from an OUTSIDE SOURCE.**
- 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 **NEW 2025-2026 FIELD TRIP CALCULATOR—NEW RATES and NEW OUTSIDE BILLING CALCULATOR!!!**

MINOR CHILDREN IN THE WORKPLACE BULLETIN

FIELD TRIP PERMISSION SLIPS --SHORTCUT

2025-2026 FIELD TRIP MEETING/TRAINING

IN-PERSON TRAINING WILL BE OFFERED AUGUST 2025 – CONTACT TRANSPORTATION SERVICES TO SIGN UP FOR A SESSION

2025-2026 FIELD TRIP CALENDAR

Use our Field Trip Calendar to determine if your trip conflicts with our home to school routes on the date chosen for your trip.

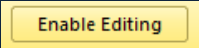
NEW 2025-2026 FIELD TRIP CALCULATOR -- NEW RATES AND NEW OUTSIDE BILLING CALCULATOR!!!

Use our Field Trip Calculator to obtain the estimated cost of transportation for your trip. Make sure to refer to the Field Trip Calendar to assist in determining which calculator you will need to use.

2025-2026 FIELD TRIPS - IMPORTANT DEADLINES TO REMEMBER

Click on the file that says:

NEW 2025-2026 FIELD TRIP CALCULATOR—NEW RATES and NEW OUTSIDE BILLING CALCULATOR!!!

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

SCENARIOS

1. Trip on November 3, 2025 to Lewis Family Playhouse. 150 students, 15 adults, 2nd graders, Pick up: 8:30 AM, Return time: 1:30 PM (Regular Day)
2. Trip on September 10, 2025 to Lewis Family Playhouse. 150 students, 15 adults, 2nd 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 13, 2025 to Disneyland. 80 students, 4 adults, 8th Graders, Pick up: 8:00 AM Return time: 9:00 PM (Saturday)
4. Trip on December 12, 2025 to Moreno Valley HS. 42 students, 3 adults, 10th graders, Pick up: 4:30 PM Return time: 11:00 PM (Late Trip)
5. Trip December 1 – December 3, 2025 to San Francisco (Itinerary needed- Multiple Day Trip-Field Trip Calculator DOES NOT apply)
6. Trip on December 19, 2025 to San Bernardino County Museum 90 students, 9 adults, 5th graders, Pick up: 8:30 AM, Return time: 12:30 PM (Early release for all schools)
7. Trip on January 19, 2026 to Etiwanda National Preserve. 30 students, 2 adults, 12th Graders, Pick up 7:30 AM, Return time: 3:00 PM (Holiday)
8. Trip on February 11, 2026 to Aquarium of the Pacific. 76 students, 4 adults, 11th graders, Pick up: 9AM, Return time: 6:00PM (Too far for Drop/Return)

FRIENDLY REMINDERS:

1. The site/service area or groups traveling are responsible for all **Toll Road fees**. If traveling to your destination requires the use of toll roads, please factor this into your estimated cost.
2. The site/service area or groups traveling are **responsible for paying for parking at their destination(s)**. Drivers are not responsible for paying to park; that is the responsibility of the group. Please factor this into your estimated cost. If you pay ahead of time for parking, you are welcome to forward ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org the parking passes so we can attach them to the driver's trip tickets. If you do not, please just make sure to bring them the day of the trip.
3. **Meal stops or traveling to additional destinations is not permitted unless the additional stops were submitted and approved** on the original trip request submitted to our service area. Drivers will not transport anywhere that is not noted on their trip ticket. Trip tickets are generated based on the info YOU provide on your

NOTE: **Meal stops should be taken enroute to the destination or back**; If you intend to take a meal stop at a specific location that is out of range of your destination please make sure to note it on your trip request so it can be approved.

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. PLEASE ALSO REFER TO OUR IMPORTANT DEADLINES TO REMEMBER.

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 

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

HomeNew RequestFavoritesHistorySettingsHelp

Favorites
No favorites have been saved.

Trip Request
New Trip (TRANSPORTATION ENTRY)

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):

Name of Supervising Adult(s): *

Emergency Contact (Chaperone, Coach on trip): *

Pickup Location (at your school site): *

Drop Off Location (Destination): *

Vehicle Type: *

Depart Date: *

Pick up time From School: *

Return Date: *

Return time to School: *

Education Purpose: *

Lunch Stop: * ☐ Yes ☐ No

Special Comments:

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:

FIELD TRIP ACCOMODATIONS

OFTEN SPECIAL ACCOMODATIONS/EQUIPMENT IS NEEDED FOR TRIPS THAT INCLUDE KIDDOS IN SPECIAL SERVICES, MCKINNEY-VENTO, AND FOSTER YOUTH PROGRAMS.

THE SITE OR SERVICE AREA THAT ENTERED THE TRIP REQUEST IS RESPONSIBLE FOR PROVIDING TRANSPORTATION WITH THOSE NEEDS VIA EMAIL 10 DAYS IN ADVANCE SO WE CAN PLAN APPROPRIATELY.

EXAMPLES:

- MCKINNEY VENTO STUDENT NEEDS AN EARLIER PICK UP FROM HOME DUE TO NEEDING TO BE AT SCHOOL EARLIER BECAUSE OF AN EARLY TRIP DEPARTURE
- SPECIAL ED OR MCKINNEY VENTO STUDENT NEEDS A RIDE HOME AFTER THE TRIP DUE TO GETTING BACK LATER THAN SCHOOL DISMISSAL.
- FOR STUDENTS THAT REQUIRE SPECIAL EQUIPMENT AND ARE ATTENDING A TRIP, WE NEED THE FOLLOWING: EACH STUDENTS ID NUMBER, FIRST AND LAST NAME, THE SPECIAL EQUIPMENT THE STUDENTS REQUIRE (Examples: W/C Lift, Buckle Guard, Harness, Star Seat, etc)

AFTER YOU SUBMIT YOUR TRIP...

2025-2026 Support Providers List

School Site	Principal	Support Provider
Bemis Elementary	Alethea Haubruge-Granados	Norberto Perez
Boyd Elementary	Alberto Camarena	Norberto Perez
Casey Elementary	Tabreshia Lang	Dr. Robin McMillon
Curtis Elementary	Owen Ross	Norberto Perez
Dollahan Elementary	Elizabeth Alegre-Punchur	Dr. Kevin Hodgson
Dunn Elementary	TBD	Dr. Kevin Hodgson
Fitzgerald Elementary	Kimberly Rosas	Dr. Robin McMillon
Garcia Elementary	Gilbert Pulido	Norberto Perez
Henry Elementary	Natasha Jones, Ed.D.	Dr. Robin McMillon
Highbanks Elementary	Danielle Osonduagwuike	Dr. Kevin Hodgson
Kelley Elementary	Aldo Velasco	Dr. Kevin Hodgson
Kordyak Elementary	Jessica Artiga	Norberto Perez
Morgan Elementary	Jeremiah De La Cruz	Dr. Robin McMillon
Morris Elementary	Karla Guzman	Norberto Perez
Myers Elementary	Diocelina Van Belle	Dr. Kevin Hodgson
Preston Elementary	Erica Bennett	Dr. Robin McMillon
Simpson Elementary	Ramona Rodriguez	Dr. Robin McMillon
Trapp Elementary	Berenice Gutierrez	Dr. Kevin Hodgson
Werner Elementary	Tami Butler	Dr. Kevin Hodgson
Frisbie Middle	George Bennett	Dr. Manuel Burciaga
Jehue Middle	Germaine Gray	Dr. Manuel Burciaga
Kolb Middle	Tina Lingenfelter, Ed.D.	Dr. Manuel Burciaga
Kucera Middle	Jennifer Cuevas	Dr. Manuel Burciaga
Rialto Middle	Cynthia Pool	Dr. Manuel Burciaga
Carter High	Kristy Streff	Dr. Manuel Burciaga
Eisenhower High	Kristal Henriquez-Pulido	Dr. Manuel Burciaga
Rialto High	Caroline Sweeney, Ed.D.	Dr. Manuel Burciaga
Milor/Zupanic Academy	Kyla Griffin, Ed.D.	Dr. Manuel Burciaga
Adult Education	TBD	Dr. Manuel Burciaga

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.

Favorites

No favorites have been saved.

New Favorite:

Create 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

Show Details

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: *

EHS Boys Fr Football

Depart Date: *

9/1/2021

Bus Trip Destination: *

Palm Springs High School 2401 E B

Pick up time From School: *

1:30 PM

Destination, If Not Listed Above:

Return Date: *

9/1/2021

Budget Code: *

01-0011-0-1500-1000-5720-410-0210

Return time to School: *

8:00 PM

Adults: *

2

Children: *

40

Wheelchairs:

Grade(s):

9-10

Education Purpose: *

Game

Lunch Stop: * ☒ Yes ☐ No

AFTER YOUR TRIP IS APPROVED...



August						
S	M	T	W	T	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						
S	M	T	W	T	F	S
		1	2	3	4	5
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						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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					

March						
S	M	T	W	T	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						
S	M	T	W	T	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					

May						
S	M	T	W	T	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						
S	M	T	W	T	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					

KEY	
○	Elementary School Minimum Day
○	Middle School Minimum Day
○	High School Minimum Day
△	Holiday
□	Instructional Break
□	Teacher Preparation Day

July	
4	Independence Day - Offices Closed
August	
7-8	Teachers Preparation Days
11	First Day of School
13	Middle School Back to School Night
14	Elementary School Back to School Night
28	High School Back to School Night
September	
1	Labor Day - Offices Closed
17-19	Elementary School Parent Conferences
October	
10	End of 1st Quarter for Middle and High Schools
13	Instructional Break
31	End of 1st Trimester for Elementary Schools
November	
4-14	Elementary School Parent Conferences
10	Instructional Break
11	Veterans Day - Offices Closed
24-28	Fall Break
27-28	Thanksgiving Holiday - Offices Closed
December	
19	End of 2nd Quarter for Middle and High Schools
22	Winter Break Starts
24	Christmas Eve - Offices Closed
25	Christmas - Offices Closed
31	New Year's Eve - Offices Closed
January	
1	New Year's Day - Offices Closed
12	Teachers Preparation Day / Last Day of Winter Break
13	Students Return from Winter Break
19	Martin Luther King, Jr. Day - Offices Closed
February	
9	Lincoln Day (Observed) - Offices Closed
16	President's Day - Offices Closed
27	End of 2nd Trimester for Elementary Schools
March	
11	Middle School Open House
18	Elementary School Open House
20	End of 3rd Quarter for Middle and High Schools
23-27	Spring Break
May	
25	Memorial Day - Offices Closed
June	
4	End of 4th Quarter for Middle and High Schools / End of 3rd Trimester for Elementary Schools
4	Last Day for Students
5	Teachers Preparation Day
TBA	Middle School Completion Ceremonies
TBA	High School Graduation Day
19	Juneteenth - Offices Closed

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 BUS ROUTES									
RUSD UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES									
SCHOOL BUS ROUTES									
Bus #	Stop #	ROUTE HOURS		MAY KAYS		MIDWAY ROUTE		MAY KAYS	
001	233	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
002	234	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
003	235	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
004	236	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
005	237	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
006	238	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
007	239	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
008	240	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
009	241	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
010	242	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
011	243	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
012	244	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
013	245	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
014	246	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
015	247	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
016	248	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
017	249	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
018	250	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
019	251	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
020	252	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
021	253	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
022	254	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
023	255	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
024	256	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
025	257	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
026	258	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
027	259	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
028	260	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
029	261	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
030	262	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
031	263	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
032	264	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
033	265	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
034	266	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
035	267	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
036	268	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
037	269	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
038	270	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
039	271	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
040	272	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
041	273	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
042	274	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
043	275	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
044	276	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
045	277	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
046	278	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
047	279	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
048	280	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
049	281	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
050	282	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
051	283	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
052	284	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
053	285	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
054	286	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
055	287	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
056	288	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
057	289	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
058	290	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
059	291	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
060	292	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
061	293	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
062	294	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
063	295	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
064	296	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
065	297	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
066	298	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
067	299	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
068	300	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
069	301	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
070	302	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
071	303	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
072	304	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
073	305	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
074	306	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
075	307	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
076	308	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
077	309	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
078	310	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
079	311	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
080	312	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
081	313	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
082	314	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
083	315	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
084	316	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
085	317	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
086	318	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
087	319	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
088	320	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
089	321	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
090	322	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
091	323	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
092	324	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
093	325	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
094	326	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
095	327	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
096	328	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
097	329	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
098	330	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
099	331	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM
100	332	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM	6:15 AM	6:45 AM

AFTER YOUR TRIP IS APPROVED...

Coverage Board

Date: 08-31-2023

REGULAR SCHEDULE

DAY: THURSDAY

Bus #	Driver	Trip-Assigned	Route #	SUBS
219	CAMPOS, L	RIALTO HIGH- FONTANA HIGH SCHOOL 2:30 - 7:00 PM		
226	GUERRA, C	CARTER HIGH- Summit High School 2:30 - 9:00 PM		
	BUCIO, R	ROUTE 8 AM	Milor HS - Route 5 EHS - Herd K	
		ROUTE 8 PM	MID-DAY - Route 11 Milor HS - Route 11 EHS - Herd K	
	GARFIAS, A	ROUTE 20 AM	CHS (LC) - Herd K	
		ROUTE 20 PM	Milor HS - Route 35 CHS (LC) - Route 35	
	DIAZ, A	ROUTE 27 AM	Kucera Kordyak CHS	
		ROUTE 27 PM	Kordyak Kucera CHS	
	EXTRA WORK	BRIAN CANTANO 1:26 PM PICK UP	(1:15 sign on) EHS - Brascha, A	
	HERD K	Called off bus 36 PM	CHS - Fueling	
	Flourish J	Called off bus 28 AM	Kucera CHS	
	MASON, S	Called off bus 3 AM	Kucera CHS	
	HERD K	Called off bus 10 PM	Kucera CHS	
	MAGALIA, S	Called off bus 36 AM	Kucera CHS	
	STEFANOWSKI	Called off bus 6 AM	Kucera CHS	
	HERD K	Called off bus 28 AM	Kucera CHS	
	CEVANTES, G	Called off bus 39 AM	Kucera CHS	

NOTES					Spare Bus #	Spare Bus #
Bus was 1/1 walk bus					301	312
					302	313
					303	317
Sub-Drivers	BUS #	SIGN-ON	AN ROUTE #	SIGN PM	ROUTE #	
ACOSTA, V	—	6:00	OFF	—	OFF	215
CHAVEZ, J	321	6:00	6	—	30	217
SILVA, A	—	6:00	OFF	1 PM	27	218
PINEDA, L	—	6:00	OFF	—	OFF	233
VINSON, M	215	6:00	27	—	OFF	238
TORRES, M	217	6:00	20	1 PM		

Our Monthly Calendar—Diff Bell Times

Transportation / Garage Services						
MAY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Rialto MS Min. Day Kucera MS Min. Day Kolb MS Min. Day	2 CSDR Early Release 1:36pm	3
4	5 CINCO DE MAYO	6	7 MS Min Day HS Collaboration Day RHS 2:35 PM Carter HS 2:35 PM	8 Rialto MS Min. Day Kucera MS Min. Day Kolb MS Min. Day	9	10
	CSDR - CLOSED	CSDR - CLOSED	CSDR - CLOSED	CSDR - CLOSED	CSDR - CLOSED	
11 	12 Elementary Min day	13	14 Middle School Min Day HS Collaboration Day EHS 2:40 pm	15	16 CSDR Early Release 1:36pm	17
18	19 Meeting with Dora 2:5-2:6 SY 09:30 to 10:45	20 Tailgate Meeting 9:00am	21 Middle School Min Day HS Collaboration Day RHS 2:35 PM EHS 2:40 pm	22 Inservice @ 9:30AM	23 CSDR Early Release 1:36pm	24
25	26 Holiday 	27	28 Middle School Min Day HIGH SCHOOL FINALS	29 Retirement Celebration ALL DISTRICT EARLY RELEASE	30  CSDR Early Release 1:36pm	31
ALL ROUTES OFF ESY (Extended School Year) June 2 through 27 (19 off) Elementary Enrichment June 2 through 13 (19 off) Hughsbanks Think Together June 2 through June 26 (19 off) Middle School Enrichment (SummerSchool) June 5 through 18 High School Summer School June 5 through 27 (19 off)			HIGH SCHOOL FINAL SCHEDULE CHS Finals 1:45PM RHS Finals 2:20 PM EHS Finals 2:16 PM Milor ATP 12:00 PM Milor HS 1:02 PM		Legend Elementary Min day HS Collaboration Day HS Minimum Day Important info	

Example of Daily Dispatch/Coverage Board

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	Vol	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, Jennifer 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

[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

SIGN ON:

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
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	72215
Pick Up	Citrus Plaza in Redlands 27320 W. Lugonia Avenue, Redlands, CA			1:33	72217
Drop Off	Morgan ES		1:00 PM	2:19	72233
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.		2:44	72237

SIGN OFF: 2:45 72237

Comments/Post Trip Report: Driving around in the mall for students purchase 72216 - 72217, breakfast 10:30 - 11:00 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

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 Grave
 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	Description	Unit Price	Price	Tax %	Tax	Total
Quantity	56	Full Size Motorcoach	\$517.67	\$517.67	0	\$0.00	\$517.67

Invoice Totals: \$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 7th 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.



BACK UP STATEMENT

CONTRACTED EDUCATIONAL TRIP BACK UP STATEMENT



BACK- UP STATEMENT

CONTRACTED EDUCATIONAL TRIP



Rialto Unified School District
Transportation Service

625 West Rialto Ave
Rialto, CA 92376
Phone: 909-820-7862

Statement Date

Trip # R517998

Date Requested 1/10/2025
at 12:29 PM

Return Date 3/13/2025
Drop Off Time 10:00:00 PM

Depart Date: 3/13/2025

Pick up Time: 8:00:00 AM

Site of Origin: Eisenhower HS

Destination: Universal Studios

of Students 20

of Adults 2

GRADES	LUNCH STOP
9-12	TRUE

Name of Supervising Adults: Vincent Ressa, Kaylah Borrowman

Requester : Stephanie Bleeker

Education Purpose/Activity: For the film students, to watch movie making in person

Budget Acct. #: 01-6770-0-1110-1000-5720-410-0661

Contractor VISSER

Start Time
End Time
Start Time
End Time

HOURS

9.75

HOURS COST

MIN HOURS
(5 hrs. or less)

5

@ RATE
(\$625.00)

\$625.

EXCESS HRS
(above 5 hrs.)

4.75

@ RATE
(\$72.00)

\$342.

Start Mileage
End Mileage
Start Mileage
End Mileage

MILEAGE

0

0

MILEAGE COST

0

\$2.79

TOTAL TRIP COST \$967

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.)

BACK UP STATEMENT

RUSD (IN-HOUSE) EDUCATIONAL TRIP BACK UP STATEMENT



Transportation Service
625 West Rialto Avenue
Rialto, CA 92376
Phone: 909.820.7862

BACK-UP STATEMENT IN-HOUSE EDUCATIONAL TRIP

Trip # R518352
Date Requested 2/13/2025
at 10:55 AM

DEPARTURE DATE	3/19/2025	RETURN DATE	3/19/2025
Pick-Up Time	11:15:00 AM	Pick-Up Time	2:45:00 PM

SITE OF ORIGIN	Eisenhower HS	# OF PUPILS	72	GRADES	12th	# OF ADULTS	4	LUNCH STOP (Y/N)	TRUE
DESTINATION	Bowlero Fontana, 17238 Foothill Blvd., Fontana, California 92335								

Name of Supervising Adult	Jessica Marasco +3
Education Purpose/Activity	12th grade students who passed 3 CAASPP Test
Budget Account Code:	01-0011-0-1110-1000-5720-410-0661
Requester :	Stephanie Bleeker
Driver(s)	HERD, D
Vehicle Bus	243

HOURS		
Start Time	10:45:00 AM	4.25
End Time	3:00:00 PM	
Start Time		0.00
End Time		
MILES		
Start Miles	30352	4
End Miles	30371	
Start Miles	30371	5
End Miles	30376	

HOURS COST		
4.25	@ RATE (\$34.02 per hour)	144.59
	@ RATE (\$51.03 per hour)	0.00
	@ RATE (\$68.04 per hour)	0.00
MILES COST		
9	@ \$2.79 per mile	25.11

TOTAL TRIP COST	169.70
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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!



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.





QUESTIONS?



THANK YOU FOR ATTENDING!