



Rialto Unified School District
FIELD TRIP MEETING

2024-2025 SCHOOL YEAR

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



HEALTH SERVICES

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

**WHO DO I NEED TO NOTIFY?
WHAT DO I NEED TO FILL OUT?**



BEFORE WE BEGIN...

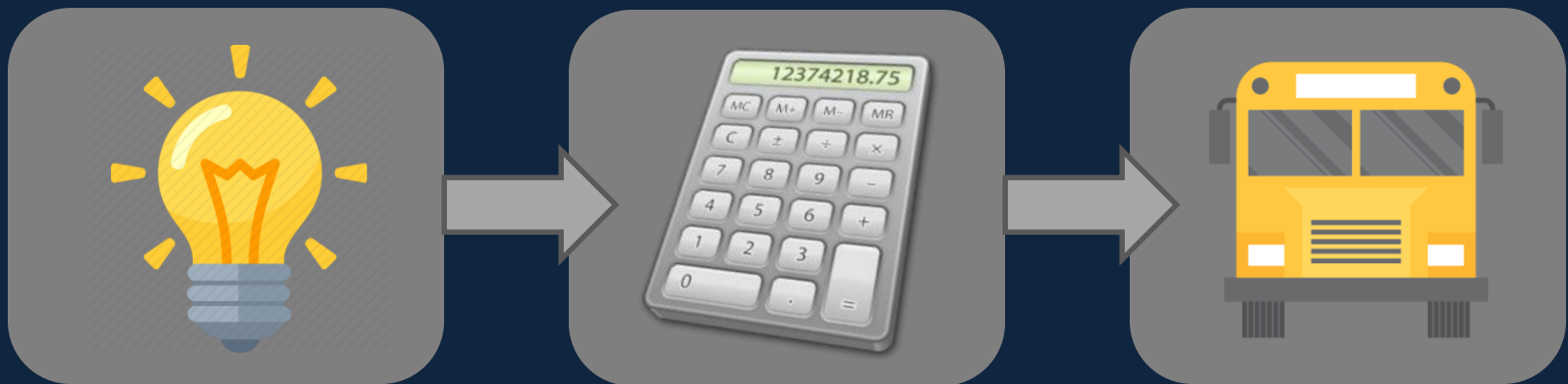
PLEASE VISIT OUR TRANSPORTATION
SERVICES WEBPAGE AT:

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

DEPARTMENTS → BUSINESS SERVICES → TRANSPORTATION →
SITE/STAFF RESOURCES → FIELD TRIP RESOURCES

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.



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:

We suggest emailing us at our Transportation email address:

ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org

to provide us with the details and dates of your trip so we can confirm we can provide transportation for the date(s) you wish to travel.



UPDATES:

- **NEW DEADLINE** - 20 BUSINESS DAYS PRIOR TO DATE OF TRIP
- **NEW TRIP CALCULATOR WITH NEW RATES** – BOTH CONFLICTING AND NON-CONFLICTING RATES HAVE CHANGED
- **NEW 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.
- **BLACKOUT DATES**

HOW TO GET AN ESTIMATE:

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



2024-2025 TRIP CALENDAR

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



RIALTO UNIFIED TRANSPORTATION SERVICES 2024-2025 FIELD TRIP CALENDAR

*INFO SUBJECT TO CHANGE

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

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

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

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

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

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

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




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




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

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

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

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

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

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

REFERENCE ONLY TO ASSIST IN SCHEDULING A FIELD TRIP

TWO FIELD TRIP CALCULATORS

CONFLICTING CALCULATOR & NON-CONFLICTING CALCULATOR

CONFLICTING TRIP CALCULATOR (CONTRACT)

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

Drop down menu

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

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

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

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

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

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

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

RUSD TRIP CALCULATOR (NON-CONFLICTING)

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

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

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

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

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

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

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

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

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



TRIP CALCULATOR

TRIP CALCULATOR

WHICH TO USE???

CONFLICTING VS. NON-CONFLICTING

USE THE CONFLICTING TRIP CALC IF:

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

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

USE THE NON-CONFLICTING/RUSD TRIP CALC IF:

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

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

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

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

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

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

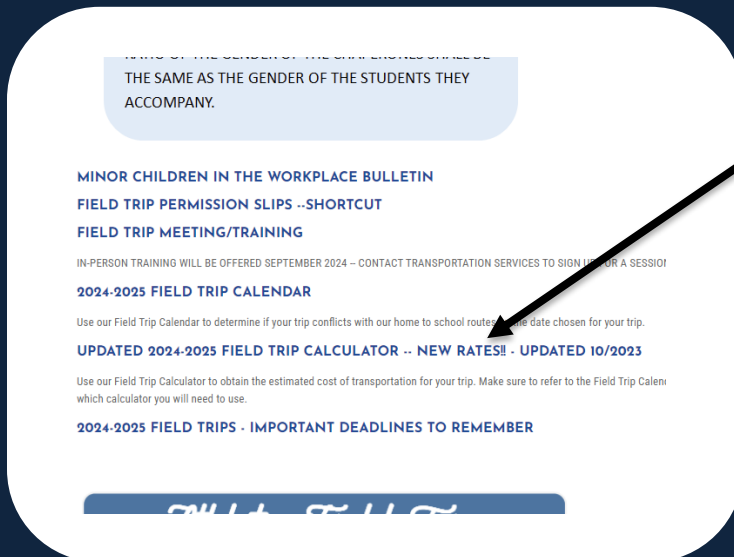
FIELD TRIP CALCULATOR HANDS ON TRAINING

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

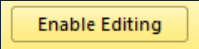
<https://kec.rialto.k12.ca.us/kec>

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

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



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

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

SCENARIOS

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

SUBMITTING A REQUEST

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

FIELD TRIP REQUEST

powered by



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


FIELD TRIP REQUEST

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

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

Organization: Rialto USD
User: Lindsey Grawe

Logout

FIELD TRIP REQUEST powered by  busHive™

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: *
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:

AFTER YOU SUBMIT YOUR TRIP...

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

Support Providers List 2024-2025

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

Favorites

No favorites have been saved.

New Favorite:

History

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

Trip Request

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

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

Activity: *

Bus Trip Destination: *

Destination, If Not Listed Above:

Budget Code: *

Adults: * Children: * Wheelchairs:

Grade(s):

Depart Date: *

Pick up time From School: *

Return Date: *

Return time to School: *

Education Purpose: *

Lunch Stop: * Yes No

AFTER YOUR TRIP IS APPROVED...

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

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

| Bus # | Start | ROUTE HOURS | A.M. Routes | Middle Routes | P.M. Routes |
|-------|----------|---------------------|---------------------|---------------------|---------------------|
| 001 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 002 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 003 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 004 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 005 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 006 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 007 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 008 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 009 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 010 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 011 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 012 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 013 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 014 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 015 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 016 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 017 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 018 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 019 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 020 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 021 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 022 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 023 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 024 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 025 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 026 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 027 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 028 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 029 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 030 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 031 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 032 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 033 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 034 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 035 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 036 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 037 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 038 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 039 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 040 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 041 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 042 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 043 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 044 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 045 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 046 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 047 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 048 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 049 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |
| 050 | 08:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM | 08:00 AM - 11:00 AM |

RIALTO UNIFIED SCHOOL DISTRICT 2024/2025 SCHOOL CALENDAR

ALL SCHOOLS:

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

ELEMENTARY SCHOOLS:

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

MIDDLE SCHOOLS:

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

HIGH SCHOOLS:

- August 22 - Back to School Night

LEGEND:

- M = Minimum Day for Students
- W = Weekend
- T = Teacher Preparation Day
- H = Holiday
- E = Elementary Schools
- M = Middle Schools
- H = High Schools

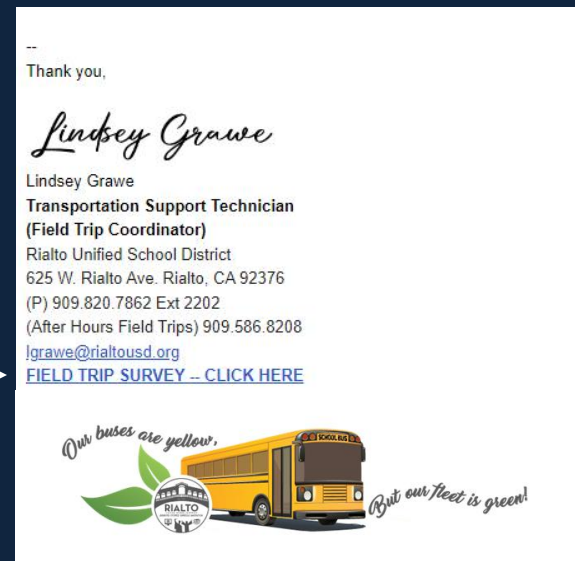
Board of Education meeting dates can be found on the District's website

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 →



AFTER YOUR FIELD TRIP...

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

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

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

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

LUNCH STOP: TRUE

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

SIGN ON: 8:40 72197
SIGN OFF: 2:45 72237

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

Driver Signature: _____

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

Printed On: 4/13/2023

425-15 = 3000

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

Invoice No: 15716
Invoice Date: 8/13/2021
Terms of Trade: Net 30
Client ID: RIALTD1

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

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

| Client Reference | Trip ID | Client Reference | Unit Price | Price | Tax % | Tax | Total |
|-----------------------|---------|----------------------|------------|----------|-------|--------|----------|
| Quantity | Seats | Description | \$517.67 | \$517.67 | 0 | \$0.00 | \$517.67 |
| 1 | 56 | Full Size Motorcoach | | | | | |
| 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.



BILLING

BACK UP STATEMENT

CONTRACTED EDUCATIONAL TRIP BACK- UP STATEMENT

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

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

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

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

| MILEAGE | | MILEAGE COST | | |
|---------------|--|------------------------|-----------------|--|
| Start Mileage | | 0 | | |
| End Mileage | | | | |
| Start Mileage | | | | |
| End Mileage | | | | |
| | | TOTAL TRIP COST | \$696.00 | |

COMMENTS:

CONTRACTED EDUCATIONAL TRIP BACK UP STATEMENT 

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

Fiscal will provide final invoice.

 E-MAILED MAY 21 2020

BACK UP STATEMENT

RUSD (IN-HOUSE) EDUCATIONAL TRIP BACK UP STATEMENT



BACK- UP STATEMENT

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

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

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

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

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

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

| MILEAGE COST | | |
|--------------|--------|----------|
| 54 | \$2.79 | \$150.66 |

| TOTAL TRIP COST | |
|-----------------|----------|
| | \$256.91 |

COMMENTS:

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

Fiscal will provide final invoice.

E-MAILED MAY 21 2020 



QUESTIONS?



THANK YOU FOR ATTENDING!