

ATHLETIC FIELD TRIPS

2025-2026



TRANSPORTATION GUIDE





RIALTO UNIFIED SCHOOL DISTRICT

Transportation Services

2025-2026 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 and 8th Grade GRAD BASH TRIP REQUESTS are due by **October 24, 2025**. 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 13, 2026**. 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 **November 7, 2025**.

TRIPS OVER WINTER BREAK need to be entered in Field Trip Request by **December 5, 2025**.

TRIPS OVER SPRING BREAK need to be entered in Field Trip Request by **February 27, 2026**.

TRIPS OVER SUMMER BREAK need to be entered in Field Trip Request by **May 22, 2026**.

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.



Hot Topics

Meal Stops: If there is ANY chance your group is going to ask for a meal stop, just put YES on the request. It is difficult to get last minute meal stops approved.

Destination Changes: Make sure coaches are aware they need to notify you prior to the driver arriving that there has been a destination change. You will need to send an email that includes: your Principal, your Site Support Provider, and ALL TRANSPORTATION OFFICE STAFF. You will need to specify the new location and ask for approvals. If it is VERY LAST MINUTE, please get verbal approvals from your Site Principal and your Site Support Provider and call me. You will need to follow up with an email for record keeping purposes.

Prompt Pick up/Return times: While return times are harder to abide by with athletics, please make sure if you have requested a 1:30PM pick up, your group is outside ready to board the bus at 1:30PM. We apologize when our drivers are running behind, but if they are late it is due to an unforeseen circumstance or they were delayed on route. We do strive for prompt pick up times. Due to having to cover routes and numerous trips, most trips are set at a drop/return. When students are late to board the bus, the driver becomes late in returning to cover their route.

Late Entries: While we know with athletics we cannot control some of the last minute changes, please do your best to limit them. Late entries and requests are extremely hard to accommodate.

Shuttles: If you need our drivers to “shuttle” your teams, please enter it as one request and note the way you need the shuttle ran in the Special Comments area of the trip request.

Accurate Passenger Counts: Please do your best to provide honest and accurate passenger counts. We assign buses based on the numbers you give us. Example: If you enter on the request 15 passengers, there is a very high likelihood I’m going to send a smaller bus. If the driver shows up and there are 30 passengers waiting to board, they are not going to fit on the bus and it may be a while before I can pull a second driver to assist.



Hot Topics

Multiple-Day Trips: We need at least 8 weeks notice when you intend to do a multiple day trip. Examples are: trips to Las Vegas, Arizona, Northern California, etc. We typically have to contract these trips out and our vendors book up quickly. As soon as you know about the possibility of a multiday trip, let me know so I can at least call and reserve a bus. We can handle details later. **ALSO:** The site is responsible for booking and paying for the driver's hotel room. The hotel room(s) reserved **MUST** have room for bus parking. A detailed daily itinerary is **REQUIRED** and **MUST** be sent to our department ASAP for review.

Parking Fees/Toll Roads: Please know the site/group is responsible for paying all parking and toll road fees.

Seatbelts: ALL passengers **MUST** wear a seatbelt if the school bus is equipped with them. This includes coaches/chaperones. No exceptions. The driver will not pull until all passengers have their seatbelt on. Safety **ALWAYS** comes first.

Students Leaving from Destination: Students that are transported on a bus, should return on the bus. If students are not being transported back on the bus, please make sure the appropriate paperwork is filled out to release liability from the district.

Vans: If you wish to have your group ride in a van, but would like one of our RUSD drivers to transport, please submit a request through Field Trip Request. If you or a staff member from your site plans on driving the van, you must submit a B-15 Form. When said member arrives, they **MUST** have a valid California Driver's License and we must have the fully approved B-15 Form in hand. If either of these are not received, we will not be able to hand over keys. **NOTE: If a group cannot fit in two vans, you must request a bus.**

Changing on the bus: Please **do not** allow students to change on the bus. Every bus is equipped with cameras.



Hot Topics

Remove equipment from bus: Make sure teams always make sure to double check the bus before exiting that they've taken all of their belongings and equipment. Transportation is not responsible for lost items. If drivers do find items that were left behind, they bring them into the office in the hope that someone will call to claim them.

Championships/Playoffs: Enter trip requests with TBA info as soon as you have the week playoffs/championships will occur. It is easier to cancel buses than it is to add them last minute.

Charter buses: They can only be requested for CIF Championship, State Championship and/or National Championship Games. They can also be requested when the distance is over 80 miles one way and when weather conditions are over 100 degrees. If you are requesting a charter bus, you must give us advance notice, because if requested late, we cannot guarantee we will be able to book with a charter company.

Teams get done earlier than anticipated: Please ask groups to be patient when they finish early, but do notify our office that they are ready to be picked up. A lot of trips are set up as drop and return, so our drivers have to clear their routes prior to heading out to pick up a team.

Athletic Trips over Break: Please enter in Field Trip Request at least one month prior. Trips over a break are not assigned, but are scheduled by calling drivers in by seniority. Drivers select the trips they would like to cover. If trips get added late, the assigning/scheduling process has to start all over again.

Multiple Teams Traveling on Bus: Note this information in the comments section of your trip request so this gets approved and our drivers know they are picking up more than one group.



Hot Topics

Wrestling Trips: Wrestling trips commonly cause drivers to break their hours of service. These trips will typically be assigned to two drivers. You will have a drop driver and a return driver so the assigned drivers do not break hours of service.

Field Trip Phone: Please use the transportation office number 909.820.7862 Monday-Friday 5:00AM to 5:00PM. If you need assistance with a field trip after hours, including weekends and holidays, please call 909.586.8208.

Field Trip Approvals: If you see that your Site Principal and/or your Site Support Provider have not approved your trips, please flag him/her that they need to be reviewed and approved PRIOR to the date of the trip. Trips are not supposed to depart until they are FULLY approved.



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:

Login

>> [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 5.11 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: *

Send Email

>> [Return to Login](#)

Field Trip Request version 5.11 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: Rialto USD
User: Lindsey Grawe

[Logout](#)

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	Depart Date: * 06/08/2016
Bus Trip Destination: * SAN BERNARDINO COUNTY MUSE	Depart Time From School: * 8:30 AM
Destination, If Not Listed Above: 2024 Orange Tree Ln, Redlands, CA 923	Return Date: * 06/08/2016
Budget Code: * 000000000000000000000000	Return To School By: * 12:30 PM
Adults: * 3	Education Purpose: * Museum trip
Children: * 21	Lunch Stop: * ☐ Yes ☒ No
Wheelchairs: 1	Special Comments: Will need a W/C bus
Grade(s): 3	
Name of Supervising Adult(s): * John Smith	
Emergency Contact Info (Name/Number): * John Smith 909-555-5555	
Pickup Location (Site Name): * Rialto High School -Eucalyptus Side	
Drop Off Location (Destination): * San Bernardino County Museum	
Vehicle Type: * Wheelchair 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
R504273	NEW TRIP	SAN BERNARDINO COUNTY MUSEUM	7/6/2016 8:30 AM	7/6/2016 12:30 PM	Waiting for Transportation	Lindsey Grawe

Message from webpage

 The Trip has been submitted successfully.
Trip ID: R504273
Depart Date: 7/6/2016
Destination: SAN BERNARDINO COUNTY MUSEUM

OK

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

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
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.

Home
New Request
Favorites
History
Settings
Help

Favorites
No favorites have been saved.
New Favorite:

Create Favorite

History

- Approved on 6/21/2016 by Lindsey Grawe
- Requested on 6/21/2016 by Lindsey Grawe

Show Details

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

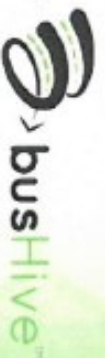
Return To School By: *

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

powered by



Organization: Rialto USD
User: Lindsey Grawe

[Logout](#)

[Home](#)

[New Request](#)

[Favorites](#)

[History](#)

[Settings](#)

[Help](#)

Favorites

No favorites have been saved.

Trip Request

New Trip (TRANSPORTATION ENTRY)

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

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

The account you would like to charge the trip to. (26 digit budget code)

Confirm with Elementary/Secondary instruction regarding the chaperone 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 this trip.

The lead adult(s) on this trip

Please include admin'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 side/area you want the group to be picked up at, provide here (ex. North Lot, Linden side, etc.)

Provide the destination **INCLUDING** the accurate address

Select school bus or wheelchair bus

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.

Activity: *
NEW TRIP

Bus Trip Destination: *

Destination, If Not Listed Above:

Budget Code: *

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: *

Depart Date: *
Date of your trip

Depart Time From School: *
The time provided is 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: *

Purpose/Type of trip

Lunch Stop: *
Yes No
If you would like a lunch stop added, you **MUST** check this box. Drivers cannot make additional stops unless they have prior approval.

Special Comments:

Any additional comments that will assist us with providing better service. Specifics such as: multiple teams on board (JV and Var), multiple destinations, shuttle needed, itinerary to follow note, etc.

Approval

Send To: * **IMPORT**

Comment:

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
BRIDGING FUTURES THROUGH INNOVATION



To: All Employees

Bulletin No. RM-25-005

(Original Bulletin No RM-16-002 dated 08/20/15)

From: Derek Harris
Lead Risk Mgmt. &
Transportation Agent

August 12, 2024

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

Joanne T. Gilbert
President

Joseph Ayala
Vice President

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





Consent to Participate & Transport student
from School Study Trip/Activity
Rialto Unified School District
[redacted] School

EXAMPLE

Activity/Event: [redacted]

Date(s): [redacted]

Transportation will be provided by:

☐ District VAN/BUS to [redacted] and by Parent/Guardian from [redacted]

If other: Volunteer/Parent/Guardian Name

(Please Print)

Participants will leave from (location) [redacted]

Leave time [redacted]. Parent/Guardian will sign participant out with teacher before transporting home.

To be completed by Parent/Legal Guardian:

I hereby give my permission for (student's name) [redacted] (hereinafter, "dependent") to participate in the above described activity. I fully understand that he/she is to abide by all rules and regulations governing conduct while in the activity/event. It is understood that anyone determined to be in violation of these behavior standards may be subject to further disciplinary action. I will provide transportation from the activity/event and take full responsibility for my dependent.

I understand and acknowledge that, as provided in Education Code Section 35330, by consenting to allow my dependent to participate in this activity, I shall, by law, be deemed to have waived all claims against the Rialto Unified School District, each of its officers, employees and agents (hereinafter, "District") for any injury, accident, illness or death occurring during or by reason of the study trip. I also agree to relieve the District of any responsibility for damage to or loss of my dependent's property occurring during or by reason of the activity.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for the safety and welfare of my dependent. It is understood that the District has no insurance covering such medical costs and therefore, resulting expenses will be the responsibility of the parent(s), or participant. (Whenever possible, attempts will be made to contact the parent/guardian prior to taking any medical action.)

Signature of Parent/Legal Guardian _____ () _____ Date : _____
Home Phone

Mother's Work Phone: () _____ Father's Work Phone: () _____
(Contact number must be available at all times during the trip)

Health Insurance/Student Accident Insurance* _____ Policy Number _____

Emergency Contact Person (If unable to reach above) _____ Phone Number _____

SPECIAL NOTE TO PARENTS/GUARDIANS:

All medications must be pre-registered with the school following the District's Health Services procedures. Contact your school office for specific procedures.

☐ Check here if your dependent has a special medical problem or requires medication during the trip. Describe any special problems or medications, along with the reason to be taken:

☐ Check here if there are no special problems that the staff should be aware of and no medications are required on the trip.

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

Form #B-15 (Rev. 7-02)

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.

Regulation
approved: September 22, 1999
revised: January 24, 2017
revised: February 22, 2017

RIALTO UNIFIED SCHOOL DISTRICT
Rialto, California