

# Field Trips

2024-2025



**RIALTO UNIFIED**



**SCHOOL DISTRICT**

*Let's Ride This Out Together!*

# Field Trip Drivers



## RIALTO UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES 2024-2025 FIELD TRIP SIGN UP SHEET

**Date:**

NAME	SIGNATURE	DATE
Herd, Devon		
Hall, Ilka		
Ybarra, Andrea		
Bucio, Rocio		
Briseno, Marielos		
Herd, Kijana		
Rios, Liana		
Ballesteros, Juan		
Aguilar, Juana		
Stephenson, Eric		
Villanueva, Irma		
Aguila, Tina		
Garfias, Alma		
Villa, Matilde		
McCrorry, Judene		
Findlay, Inthia		
Alcaraz, Luz		
Sheppard, Cynthia		
Flournoy, Venita		
Magana, Stacey		
Velasco, Josephine		
Curtis, Myisha		
Cervantes, Gisselle		
Guerra, Carol		
Campos, Elizabeth		
Gomez, Maria		
Valencia, Josie		
Diaz, Araceli		
Alizzi, Leticia		
Covington, Renee		
Sandoval, Jocelyn		
Huesca Turcios, Rachel		
Torres, Mark		
Silva, Amalia		
Pastrana, Evelyn		
Guzman, Rocio		
Leon, Melissa		

**\*\*Sign up today if you are interested\*\***

# *Forms*

# Trip Ticket

**Special Instructions:**



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**STAY ON SITE**

**CLIENT:** EISENHOWER HS

**GROUP:** EHS Boys Var Football

**CONTACT:** Cameron Caldwell

**TOTAL PASSENGERS:** 26

**DRIVER:**

**DATE:** Saturday, June 22, 2024

**TRIP:** R516960

**VEHICLE:** \_\_\_\_\_ or \_\_\_\_\_

Did you pretrip this bus specifically for this trip? YES/NO

If YES, the bus was pretripped from : \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

**LUNCH STOP:** YES

What route were you assigned today? Route# \_\_\_\_\_  
 Did you utilize Toll Roads? YES or NO

**SIGN ON:**

Actual Time    Odometer

\_\_\_\_\_

**DROP**

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.			

Pick Up	EISENHOWER HS		7:00 AM		
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Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	West Covina HS				

Drop Off	EISENHOWER HS		4:00 PM		
----------	---------------	--	---------	--	--

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.			

Drop Off	EISENHOWER HS		4:00 PM		
----------	---------------	--	---------	--	--

**RETURN**

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Pick Up	West Covina HS				

Pick Up	EISENHOWER HS		4:00 PM		
---------	---------------	--	---------	--	--

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.			

Drop Off	EISENHOWER HS		4:00 PM		
----------	---------------	--	---------	--	--

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.			

Drop Off	EISENHOWER HS		4:00 PM		
----------	---------------	--	---------	--	--

**DRIVER'S LUNCH :** \_\_\_\_\_ TO \_\_\_\_\_

**FUELED BUS :** YES OR NO

**TRIP CANCELLED :** YES OR NO

**SIGN OFF:**

Actual Time    Odometer

\_\_\_\_\_

**Comments/Post Trip Report:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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.**

# Trip Ticket

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is \_\_\_\_\_. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Chaperone's Signature \_\_\_\_\_ Date \_\_\_\_\_

Duration of Speech \_\_\_\_\_ Trip # \_\_\_\_\_

# Trip Refusal Form



## FIELD TRIP REFUSAL FORM 2024-2025

I, \_\_\_\_\_, do not wish to accept the trip that I was assigned.

Date of Trip \_\_\_\_\_ Trip # \_\_\_\_\_

I realize that I will be charged for the hours that I would have received for this trip.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Trip Start Time:

WORK AREA:

Trip End Time:

Total Time Charged to Driver:



## FIELD TRIP REFUSAL FORM 2024-2025

I, \_\_\_\_\_, do not wish to accept the trip that I was assigned.

Date of Trip \_\_\_\_\_ Trip # \_\_\_\_\_

I realize that I will be charged for the hours that I would have received for this trip.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Trip Start Time:

WORK AREA:

Trip End Time:

Total Time Charged to Driver:



## FIELD TRIP REFUSAL FORM 2024-2025

I, \_\_\_\_\_, do not wish to accept the trip that I was assigned.

Date of Trip \_\_\_\_\_ Trip # \_\_\_\_\_

I realize that I will be charged for the hours that I would have received for this trip.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Trip Start Time:

WORK AREA:

Trip End Time:

Total Time Charged to Driver:

# Trip List Form



## TRIP LIST 2024-2025

I, \_\_\_\_\_, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Hours the driver will return with:

WORK AREA:

Number of Saturday Trips:

Time Charged to Driver:



## TRIP LIST 2024-2025

I, \_\_\_\_\_, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Hours the driver will return with:

WORK AREA:

Number of Saturday Trips:

Time Charged to Driver:



## TRIP LIST 2024-2025

I, \_\_\_\_\_, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Hours the driver will return with:

WORK AREA:

Number of Saturday Trips:

Time Charged to Driver:

# Missing Trip Ticket

## MISSING TRIP TICKET

DRIVER: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DETAILS:

\_\_\_\_\_

\_\_\_\_\_

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.



## MISSING TRIP TICKET

DRIVER: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DETAILS:

\_\_\_\_\_

\_\_\_\_\_

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.



## MISSING TRIP TICKET

DRIVER: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DETAILS:

\_\_\_\_\_

\_\_\_\_\_

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.





# Incomplete Trip Ticket



## INCOMPLETE TRIP TICKET

DRIVER: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ TRIP NUMBER: \_\_\_\_\_

DETAILS:

\_\_\_\_\_

\_\_\_\_\_

The attached trip ticket was not completed. It is extremely important every trip ticket is filled out accurately AND completely. School sites rely on us to bill appropriately.

Please complete filling out the trip ticket and resubmit to the Transportation Services Office by the end of the day.

Thank you.



## INCOMPLETE TRIP TICKET

DRIVER: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ TRIP NUMBER: \_\_\_\_\_

DETAILS:

\_\_\_\_\_

\_\_\_\_\_

The attached trip ticket was not completed. It is extremely important every trip ticket is filled out accurately AND completely. School sites rely on us to bill appropriately.

Please complete filling out the trip ticket and resubmit to the Transportation Services Office by the end of the day.

Thank you.

# *Trip Tickets*

# EXAMPLE 1

Special Instructions:



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**DROP AND RETURN**

**CLIENT:** RIALTO MS  
**GROUP:** MS Sports Trip  
**CONTACT:** Troy Holland  
**TOTAL PASSENGERS:** 54

**DRIVER:** RIOS, L  
**DATE:** Tuesday, May 14, 2024  
**TRIP:** R516909  
**VEHICLE:** TBA or #229 or #318  
 Did you pretrip this bus specifically for this trip? YES/NO  
 If YES, the bus was pretripped from: 11:45 to 12:15

**LUNCH STOP:** FALSE

What route were you assigned today? Route# 11  
 Did you utilize Toll Roads? YES or NO

**DROP**

Stop Type Location Name Location Address  
 Pick Up Rialto Bus Yard 625 W. Rialto Ave.

Stop Type Location Name Location Address  
 Pick Up RIALTO MS

Stop Type Location Name Location Address  
 Drop Off Woodcrest Christian School  
 18401 Van Buren Blvd

Stop Type Location Name Location Address  
 Drop Off Rialto Bus Yard 625 W. Rialto Ave.

**RETURN**

Stop Type Location Name Location Address  
 Pick Up Rialto Bus Yard 625 W. Rialto Ave.

Stop Type Location Name Location Address  
 Pick Up Woodcrest Christian School  
 18401 Van Buren Blvd

Stop Type Location Name Location Address  
 Drop Off RIALTO MS *Jehue*

Stop Type Location Name Location Address  
 Drop Off Rialto Bus Yard 625 W. Rialto Ave.

DRIVER'S LUNCH: 5:13 TO 5:30

FUELED BUS: YES OR NO

TRIP CANCELLED: YES OR NO

Comments/Post Trip Report:

*Drop in bus #229 / Return in bus #318 (14 only passengers)  
 Returned Jehue Middle group per Jason.*

Driver Signature: LHOS

SIGN ON:	Actual Time	Odometer	PASSENGERS
	<u>12:15</u>	<u>53634</u>	
Time	<u>11:15</u>	<u>53634</u>	
Time	<u>12:30</u>	<u>53635</u>	<u>12+2=14</u>
Time	<u>1:30</u>	<u>53662</u>	
Time	<u>2:30</u>	<u>53691</u>	
Time	<u>4:30</u>	<u>31928</u>	
Time	<u>5:00</u>	<u>31952</u>	<u>22</u>
Time	<u>8:30 PM</u>	<u>31975</u>	<u>Jehue students</u>
Time	<u>10:15</u>	<u>31977</u>	
SIGN OFF:			

\*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:

5/13/2024

ENTERED MAY 23 2024

1 + 5.75 = 6.75 - .50 = 6.25

*(6.25) [Signature]*

# EXAMPLE 1

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is Liana Rios. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature \_\_\_\_\_ Date 5-14-2024

Teacher/Chaperone's Signature \_\_\_\_\_ Date 5-14-2024

Duration of Speech 2 min Trip # 2516909

# EXAMPLE 2

**Special Instructions:**



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

STAY ON SITE

CLIENT: Bemis ES

GROUP: Bemis Step Up

CONTACT: AMANDA LEYVA, MARIA  
909.630.2418

TOTAL PASSENGERS: 100

DRIVER: HERD, D

DATE: Friday, May 3, 2024

TRIP: R516489

VEHICLE: 243 or \_\_\_\_\_

Did you pretrip this bus specifically for this trip? YES  NO  
If YES, the bus was pretripped from \_\_\_\_\_ to \_\_\_\_\_

LUNCH STOP: FALSE

What route were you assigned today? Route# 3840  
Did you utilize Toll Roads? YES or  NO

**DROP**

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.		<u>815</u>	<u>21631</u>	
Pick Up	Bemis ES		8:30 AM	<u>830</u>	<u>21633</u>	<u>57</u>
Drop Off	Mt San Antonio College			<u>945</u>	<u>21672</u>	

**RETURN**

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Mt San Antonio College			<u>1225</u>	<u>21682</u>	<u>57</u>
Drop Off	Bemis ES		12:45 PM	<u>120</u>	<u>21720</u>	
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.		<u>130</u>	<u>21722</u>	

DRIVER'S LUNCH: 945 TO 1015

FUELED BUS: YES OR  NO

TRIP CANCELLED: YES OR  NO

Comments/Post Trip Report: Lunch miles 21672-21682

Driver Signature: [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.

ENTERED MAY 15 2024 76.5 = 3.35

# EXAMPLE 2

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is Ms Dee. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is no eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature [Signature] Date 5.3.2024

Teacher/Chaperone's Signature [Signature] Date 5.3.2024

Duration of Speech 3 mins Trip # 516489

# EXAMPLE 3

Special Instructions:



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**DROP AND RETURN**

**CLIENT:** JEHUE MSRIALTO MS  
Expanded Learning Programs  
**GROUP:** Trip

**DRIVER:** FLOURNOY, V  
**DATE:** Wednesday, March 6, 2024  
**TRIP:** R516462

**CONTACT:** Jailene Paniagua

**VEHICLE:** 232 or \_\_\_\_\_  
Did you pretrip this bus specifically for this trip? YES/NO   
If YES, the bus was pretripped from : \_\_\_\_\_ to \_\_\_\_\_

**TOTAL PASSENGERS:** 55

**LUNCH STOP:** FALSE

What route were you assigned today? Route# 28  
Did you utilize Toll Roads? YES or  NO

**DROP**

Grade  
LAUNCH  
**Stop Type** Location Name Location Address  
Pick Up ~~Rialto Bus Yard~~ 625 W. Rialto Ave.

**Stop Type** Location Name Location Address  
Pick Up JEHUE MS  
RIALTO MS

**Stop Type** Location Name Location Address  
Drop Off FRISBIE MS

Humbanks  
**Stop Type** Location Name Location Address  
Drop Off ~~Rialto Bus Yard~~ 625 W. Rialto Ave.

**RETURN**

**Stop Type** Location Name Location Address  
Pick Up Rialto Bus Yard 625 W. Rialto Ave.

**Stop Type** Location Name Location Address  
Pick Up FRISBIE MS

**Stop Type** Location Name Location Address  
Drop Off JEHUE MS  
RIALTO MS

**Stop Type** Location Name Location Address  
Drop Off Rialto Bus Yard 625 W. Rialto Ave.

DRIVER'S LUNCH: \_\_\_\_\_ TO \_\_\_\_\_  
FUELED BUS: YES OR  NO  
TRIP CANCELLED: YES OR  NO

Comments/Post Trip Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Driver Signature: [Signature]

	Actual Time	Odometer	PASSENGERS
<b>SIGN ON:</b>	<u>1:00</u>	<u>52943</u>	
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
	<u>1:00</u>	<u>52943</u>	
1:15 PM	<u>1:15</u>	<u>52948</u>	<u>33</u>
1:30 PM			
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
	<u>2:00</u>	<u>52955</u>	
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
	<u>2:10</u>	<u>52958</u>	
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
	<u>3:15</u>	<u>52968</u>	
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	<b>PASSENGERS</b>
	<u>4:15</u>	<u>52972</u>	<u>33</u>
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
5:15 PM	<u>4:55</u>	<u>52977</u>	
5:30 PM			
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
	<u>5:00</u>	<u>52978</u>	
<b>Time</b>	<b>Actual Time</b>	<b>Odometer</b>	
<b>SIGN OFF:</b>	<u>5:15</u>	<u>52978</u>	

\*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.

ENTERED MAR 12 2024

0.75 + 0.75 + 1.5 Done

# EXAMPLE 3

Printed On:

3/5/2024

Page: 1 of 1

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is MS. FLO. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature [Signature] Date 03-06-24

Teacher/Chaperone's Signature [Signature] Date 03-06-24

Duration of Speech 3 minutes / 2 minutes Trip # 576462



# EXAMPLE 4

Special Instructions:



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**DROP AND RETURN**

CLIENT: Eisenhower HS

GROUP: EHS Boys Var Volleyball  
#JV

CONTACT: Giselle Ponce  
909.365.8215

TOTAL PASSENGERS: 37

DRIVER: SILVA, A

DATE: Tuesday, April 2, 2024

TRIP: R516547

VEHICLE: TBA or 238

Did you pretrip this bus specifically for this trip? YES/NO  
If YES, the bus was pretripped from:

LUNCH STOP: TRUE  
False

What route were you assigned today? Route# 37  
Did you utilize Toll Roads? YES or NO

SIGN ON: Actual Time 2:30 Odometer 32780

**DROP**  
Stop Type Location Name Location Address Time  
Pick Up Rialto Bus Yard 625 W. Rialto Ave. 2:30

Stop Type Location Name Location Address Time  
Pick Up Eisenhower HS North Lot 2:40 PM

Stop Type Location Name Location Address Time  
Drop Off Rialto HS 3:10

Stop Type Location Name Location Address Time  
Drop Off ~~Rialto Bus Yard~~ Carter High 625 W. Rialto Ave. 3:30

**RETURN**  
Stop Type Location Name Location Address Time  
Pick Up Rialto Bus Yard 625 W. Rialto Ave. 4:00

Stop Type Location Name Location Address Time  
Pick Up Rialto HS 5:30

Stop Type Location Name Location Address Time  
Drop Off Eisenhower HS 8:00 PM

Stop Type Location Name Location Address Time  
Drop Off Rialto Bus Yard 625 W. Rialto Ave. 6:03

Stop Type Location Name Location Address Time  
Drop Off Rialto Bus Yard 625 W. Rialto Ave. 6:15

DRIVER'S LUNCH: 1 TO  
FUELED BUS: YES OR NO  
TRIP CANCELLED: YES OR NO

Time	Actual Time	Odometer	PASSENGERS
	2:30	32780	
2:40 PM	2:40	32783	14
	3:10	32789	
	3:30	32795	
	4:00	32800	
	5:30	32803	14
	5:38	32806	
	6:03	32809	
	6:15	32809	

Comments/Post Trip Report: Rialto parking lot gate was closed arrived at 3 had to circle around fuel at 5:47

Driver Signature: Amalia Silva

\*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.

ENTERED APR 09 2024

# EXAMPLE 4

Printed On:

4/1/2024

Page: 1 of 1

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is Amelia Silva. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature Amelia Silva Date 4-2-24

Teacher/Chaperone's Signature [Signature] Date 4-2-24

Duration of Speech 2 min Trip # R5110547

# EXAMPLE 5

Special Instructions:



## RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

**STAY ON SITE**

**CLIENT:** RIALTO HS  
**GROUP:** Rialto High Site Discretionary  
**CONTACT:** Michelle Howell  
**TOTAL PASSENGERS:** 72

**DRIVER:** CURTIS, M  
**DATE:** Monday, April 8, 2024  
**TRIP:** R516733  
**VEHICLE:** 224 or \_\_\_\_\_  
 Did you pretrip this bus specifically for this trip? YES/NO  NO  
 If YES, the bus was pretripped from \_\_\_\_\_ to \_\_\_\_\_  
**LUNCH STOP:** FALSE

What route were you assigned today? Route# 34  
 Did you utilize Toll Roads? YES or  NO

**DROP**

Stop Type Location Name Location Address Time  
 Pick Up ~~Rialto Bus Yard~~ Carter 625 W. Rialto Ave.

Stop Type Location Name Location Address Time  
 Pick Up RIALTO HS - Eucalyptos in circle

Stop Type Location Name Location Address Time  
 Drop Off Prospect Park, Redlands

**RETURN**

Stop Type Location Name Location Address Time  
 Pick Up Prospect Park, Redlands

Stop Type Location Name Location Address Time  
 Drop Off RIALTO HS 2:45 PM

Stop Type Location Name Location Address Time  
 Drop Off ~~Rialto Bus Yard~~ Rialto HS 625 W. Rialto Ave.

DRIVER'S LUNCH: 1055 TO 1100

FUELED BUS: YES OR  NO

TRIP CANCELLED: YES OR  NO

Comments/Post Trip Report:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Driver Signature: [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.

4.5 - 5 = 4 [Signature]

SIGN ON:	Actual Time	Odometer
	<u>8:20</u>	<u>109655</u>
SIGN OFF:	Actual Time	Odometer
	<u>8:40</u>	<u>109655</u>
	<u>8:40</u>	<u>109655 / 30</u>
	<u>9:00</u>	<u>109675</u>
	<u>2:10</u>	<u>109681 / 29</u>
	<u>2:40</u>	<u>109687</u>
	<u>2:40</u>	<u>109687</u>
	<u>2:45</u>	<u>109687</u>

# EXAMPLE 5

## Rialto Unified School District Transportation Services Activity Trip

*EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"*

Hi. My name is Debbie. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is no eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature Debbie Date 4-8-24

Teacher/Chaperone's Signature [Signature] Date 4/8/24

Duration of Speech 2 Trip # 2516733

# *Assigning Trips*

# How are Trips Assigned?

1. By **Seniority**, until all drivers have been assigned a trip.
2. By **Accumulated Hours**

	<u>Drivers</u>	<u>Hire Date</u>
1	Herd, Devon	12/04/02
2	Hall, Ilka (1)	11/30/04
3	Ybarra, Andrea (2)	11/30/04
4	Bucio, Rocio	02/18/05
5	Briseno, Marielos	02/22/05
6	Herd, Kijana (1)	10/27/05
7	Rios, Liana (2)	10/27/05
8	Ballesteros, Juan	01/04/06
9	Aguilar, Juana (1)	08/28/06
10	Stephenson, Eric (2)	08/28/06
11	Villanueva, Irma	07/24/08
12	Aguila, Tina	12/01/09
13	Garfias, Alma	09/09/10
14	Villa, Matilde	09/23/10
15	McCrorry, Judene	03/13/14
16	Findlay, Inthia	11/13/14
17	Alcaraz, Luz	11/19/15
18	Sheppard, Cynthia	02/25/16
19	Flournoy, Venita	04/21/16
20	Magana, Stacy	08/07/17
21	Velasco, Josephine	11/26/18
22	Curtis, Myisha (1)	08/05/19
23	Cervantes, Gisselle (2)	08/05/19
24	Guerra, Carol (3)	08/05/19
25	Campos, Elizabeth (4)	08/05/19
26	Gomez, Maria (1)	03/23/20
27	Valenica, Josie (2)	03/23/20
28	Diaz, Araceli	05/11/21
29	Alizzi, Letitia	05/26/21
30	Covington, Renee	11/15/21
31	Sandoval, Jocelin	09/20/22
32	Huesca-Turcios, Rachel	01/10/23
33	Camberos, Esteven	02/16/23

# How are Trips Assigned?

1. By **Seniority**, until all drivers have been assigned a trip.
2. By **Accumulated Hours**

DRIVERS	DRIVERS	SATURDAY TRIPS	BALANCE	TOTAL	SENIORITY
Herd, Devon	<a href="#">D.Herd</a>	0	0	0	1
Hall, Ilka	<a href="#">I.Hall</a>	0	0	0	2
Ybarra, Andrea	<a href="#">A.Ybarra</a>	0	0	0	3
Bucio, Rocio	<a href="#">R.Bucio</a>	0	0	0	4
Briseno, Marielos	<a href="#">M.Briseno</a>	0	0	0	5
Herd, Kijana	<a href="#">K.Herd</a>	0	0	0	6
Rios, Liana	<a href="#">L.Rios</a>	0	0	0	7
Ballesteros, Juan	<a href="#">J.Ballesteros</a>	0	0	0	8
Aguilar, Juana	<a href="#">J.Aguilar</a>	0	0	0	9
Stephenson, Eric	<a href="#">E.Stephenson</a>	0	0	0	10
Villanueva, Irma	<a href="#">I.Villanueva</a>	0	0	0	11
Aguila, Tina	<a href="#">T.Aguila</a>	0	0	0	12
Garfias, Alma	<a href="#">A.Garfias</a>	0	0	0	13
Villa, Matilde	<a href="#">M.Villa</a>	0	0	0	14
McCrorry, Judene	<a href="#">J.McCrorry</a>	0	0	0	15
Findlay, Inthia	<a href="#">I.Findlay</a>	0	0	0	16
Alcaraz, Luz	<a href="#">L.Alcaraz</a>	0	0	0	17
Sheppard, Cynthia	<a href="#">C.Sheppard</a>	0	0	0	18
Flournoy, Yenita	<a href="#">Y.Flournoy</a>	0	0	0	19
Magana, Stacy	<a href="#">S.Magana</a>	0	0	0	20
Yelasco, Josephine	<a href="#">J.Yelasco</a>	0	0	0	21
Curtis, Mjisha	<a href="#">M.Curtis</a>	0	0	0	22
Cervantes, Gisselle	<a href="#">G.Cervantes</a>	0	0	0	23
Guerra, Carol	<a href="#">C.Guerra</a>	0	0	0	24
Campos, Elizabeth	<a href="#">E.Campos</a>	0	0	0	25
Gomez, Maria	<a href="#">M.Gomez</a>	0	0	0	26
Valencia, Josie	<a href="#">J.Valencia</a>	0	0	0	27
Diaz, Araceli	<a href="#">A.Diaz</a>	0	0	0	29
Alizzi, Leticia	<a href="#">L.Alizzi</a>	0	0	0	30
Covington, Renee	<a href="#">R.Covington</a>	0	0	0	31
Sandoval, Jocelin	<a href="#">J.Sandoval</a>	0	0	0	32
Huesca Turcios, Rachel	<a href="#">R.HuescaTurcios</a>	0	0	0	33
Camberos, Estevan	<a href="#">E.Camberos</a>	0	0	0	34

# How are Trips Charged?

The accumulated time one accrues is the time they accumulate OUTSIDE of their contracted time. Your accumulated hours are calculated by looking at the details on your trip tickets in relation to your contracted time.

## Question

If there are five drivers assigned to the same trip and they all turn in the same time on their trip tickets, do they all have the same accumulated hours?

## Answer

No, they do not. (Unless they have the same contracted time or the trip falls on a weekend or holiday) NOTE: Trips over Fall Break, Winter Recess, Spring Break and Summer Break do not apply.

## Why?

While all drivers turned in the same time according to their trip ticket, each drivers contracted time is different.



# Examples

Driver A (5) AM: 6:00-8:30AM MD: NA PM: 2:00-4:30PM

Driver B (7) AM: 5:30-8:30AM MD: 11-12:30PM PM: 2:00-4:30PM

Driver C (4) AM: 6:00-8:00AM MD: NA PM: 2:00-4:00PM

Driver D (7) AM: 6-8:30AM MD/PM: 11:45-4:15PM

Driver E (6) AM: 5:45-8:45AM MD: 10:45-11:45 PM: 2:00-4:00PM

**Example 1:** Driver A, Driver B and Driver D did a trip on a non-holiday weekday. They both signed on at 8:00AM and signed off at 2:00PM. This trip was not a drop and return. What is each drivers accumulated time?

**Answer: Driver A: 5.5 HOURS**

**Driver B:  $2.5 + 1.5 = 4$  HOURS**

**Driver D: 3.25 HOURS**

**Example 2:** Driver C and Driver E went on a trip to Knott's Berry Farm on a non-holiday weekday. Driver C had to sign on 30 minutes earlier in the AM to pre-trip a large bus. Each driver signed on at 8:15AM and signed off my 7:30PM. What is each driver's accumulated time?

**Answer: Driver C:  $.5$  (pre-trip) +  $5.75$  +  $3.5 = 9.75$**

**Driver E:  $2 + 2.25 + 3.5 = 7.75$**

**Example 3:** Driver A, B and C went on a trip on a Saturday to Disneyland. Each driver signed on at 8:00AM and signed off at 8:00PM. This was not a drop and return. What is each driver's accumulated time?

**Answer: Driver A, B and C each will be charged 12 hours and one Weekend/Holiday Trip (Saturday)**

# Reminders

- ALL trip tickets MUST be filled out completely and must be accurate. Do not leave anything blank.
- If you had to pre-trip a bus specifically for your trip, whether it was right before or earlier in the day, you MUST note it on your trip ticket. We charge the site for your pre-trip.
- Always remember after giving your safety speech to have your teacher/chaperone sign your trip ticket.
- If you take additional time for your pre-trip/post trip, you must account for your time by putting a reason in the comments field on your trip ticket.
- If you take a meal stop, note the time as well as your mileage used in the Comments/Post Trip Report. (Ex. 10-10:30AM Mileage: 534-537) I will deduct the time from your accumulated hours if it is outside of your contracted time.
- You are ultimately responsible for being prepared for your trip. You are responsible for getting directions and finding locations for parking. NOTE: In some areas parking is limited (Beach, Los Angeles, San Diego, etc.) Exchange numbers with your supervising adult and ask them to call you when they are 30 minutes from finishing in the event you had to travel farther to find parking. Make notes on your trip ticket.

# Drivers Log Key

RIALTO UNIFIED



SCHOOL DISTRICT

## Field Trip Drivers Log Key



INFORMATION IS TBA



DRIVER NEEDS TO BE OFF IN THE AM OR PM



THIS TRIP NEEDS MULTIPLE BUSES; OTHER DRIVERS  
WILL BE ACCOMPANYING YOU TO THE DESTINATION



THIS TRIP DOES NOT RETURN UNTIL 9PM OR LATER



THIS TRIP HAS AN APPROVED MEAL STOP



THIS TRIP HAS BEEN CONTRACTED OUT



THIS TRIP HAS A DIFFERENT DRIVER FOR THE DROP  
AND RETURN



THIS IS A TRIP THAT FALLS ON A WEEKEND, HOLIDAY,  
OR NON-WORK DAY.



*Drivers  
Procedures &  
Responsibilities*



## RIALTO UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES 2024/2025 Field Trip Driver Procedures/Responsibilities

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- District Policy and Education Policy apply on all activity/field trips. The driver shall ensure the accompanying teachers and/or chaperones understand the procedures for handling discipline. Teachers/chaperones are required to maintain order among the students. For students who display unacceptable behavior and/or create an unsafe environment for other passengers, the driver has the responsibility and authority to correct the situation. (5 CCR 14103 (a))
- Prior to departure on a school activity trip, **all pupils riding on a school bus or school pupil activity bus (SPAB) shall receive safety instructions.** This includes, but is not limited to, the location of emergency exits, and the location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit. (EC 39831.5(4) Emergency Procedures) **Upon completion of instruction, the driver will issue the emergency information/rules form to the teacher/chaperone and REQUIRE their signature that the instructions were issued.**
- Children, family members, adults/students from our district, adults/students from other districts, and/or additional **people in general that do not have prior approval to be transported on the bus are prohibited from riding on the school bus or school pupil activity bus (SPAB).** If transported, this becomes a liability. This can be confirmed by calling Risk Management. If there are any problems, please notify the transportation office.
- **Sports Field Trips** – Only members of the team are allowed to ride the bus. Children or relatives of the coaches or players are NOT allowed to ride the school bus. Please remind passengers that shoes must be worn, no bare feet. Cleats are not allowed to be worn on the bus at any time.
- Drivers are responsible for confirming the bus they are assigned to take on their trip is clean, has the necessary seating, storage (if necessary), is W/C accessible (if necessary), and is fueled and ready to go prior to the trip.
- **Drivers are responsible for ensuring that they have adequate directions to their trip destination prior to their departure date.** The transportation office will provide Thomas Guides for mapping directions. Internet access is also available on the staff lounge and garage

## RIALTO USD TRANSPORTATION SERVICES



house computers. Hours for the garage house are 7:30AM-4:15PM. **DO NOT USE YOUR CELL PHONE** while operating the school bus.

- **It is your responsibility as the driver to monitor your time closely while on duty; particularly with regard to field trips.** If you believe a trip is going to carry you over legal limits, contact Transportation Services during regular business hours as soon as possible. If you need assistance after business hours, please call the field trip phone number. Transportation Services will make arrangements to send a relief driver to complete the trip. You should call prior to the 14<sup>th</sup> hour depending on where your field trip is at. Field Trips that require travel time of 1 ½ hours or more should call by the 13<sup>th</sup> hour.
- **Hours of driving** – Please be mindful of the amount of hours you drive by day. If traffic is slow and you are close to the maximum of ten (10) hours of driving in a sixteen (16) hour period, contact dispatch immediately.
- Drivers will not leave the field trip site unless the site creates a hazardous environment for the vehicle, the trip is assigned as a drop/return, or the driver has authorization from the teacher/chaperone. If the teacher/chaperone gives permission to depart the field trip site, the driver shall only leave for up to an hour. **The driver must remain accessible during any time away from the location.** During extreme weather conditions, the driver is allowed to find a shaded area or an area to park and stay warm.
- Drivers are only to transport students to the destinations on the trip sheet. If the teacher and/or chaperone instruct you to go to a different destination other than what is listed on your trip ticket, you **MUST** call the transportation office immediately. **You CANNOT pull from the site until the change in destination is approved by administration and Elementary/Secondary Instruction.**
- Drivers may use their own judgment with regard to interior lighting during a night time trip. During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary. **However, at no time will a driver allow the interior lighting to interfere with his/her vision and ability to operate the bus safely.** (13CCR1217(h))
- **Drivers are responsible for communicating with the teacher and/or chaperone the time the group will need to return to the bus so they can return to their site by the scheduled return time.** The scheduled return time is on your trip ticket. When a driver remains with the trip, they must allow enough time so that the group will return as scheduled and the driver may do their assigned home to school route if they are scheduled to do so. **If you are doing a drop and**



## RIALTO USD TRANSPORTATION SERVICES

return and are not the driver picking up, make sure to communicate any special instructions that may be required to dispatch, especially if there is a different pick-up location or time change. If the group does not show up at the scheduled depart time, the driver is to immediately notify Transportation Services for instructions.

- Approved lunch stops for trip participants will be indicated on the trip ticket/trip log. **The decision of where and when to eat should be made by the chaperone(s) and the driver(s) during the trip. The decision should be based on space, availability, access for the bus and hours of service.** Chaperones who want to add a meal stop during a trip **MUST** have the School Administrator and Elementary or Secondary Instruction approval **PRIOR** to the lunch stop (if hours of service for the driver are not violated). The transportation office **MUST** be notified.
- If an out of town trip will carry past the driver's lunch period, he or she may stop for lunch while using the bus. On local trips, drivers may stop and pick up lunch, with prior approval. Extra care should be exercised when parking the bus at an eating area or establishment. **The mileage driven to accommodate an out of town meal break should be kept within three (3) miles of the destination. This mileage needs to be reflected on your trip ticket.**
- Drivers are responsible for following convoy procedures on field trips and also for maintaining a safe following distance. **A driver, if traveling in a convoy, should stay on the same route as the lead vehicle.** The driver in the rear and front buses will be considered lead people for the purpose of breakdowns and other problems. **Radio contact will always be maintained between buses.** (VC21704. (a) The driver of any motor vehicle subject to the speed restriction of Section 22406 (COMMERCIAL VEHICLE 55 MPH) that is operated outside of a business or residence district shall keep the vehicle he is driving at a distance of not less than 300 feet to the rear of any other motor vehicle subject to such speed restriction which is preceding it.)
- At the beginning of the school year, a list will be posted and those drivers wishing to participate shall sign up. The first trips of the school year will be assigned on a seniority basis (as much as possible). After that, field trips will be assigned on a rotating basis to the drivers with the least number of accumulated hours compiled weekly. **This rule will be waived if the trip interferes with the scheduling of regular home-to-school routes.** The routes and buses drivers are assigned are also taken into consideration when assigning trips. Exceptions are made when trips are declined last minute. **Our priority as office staff and drivers should always be to provide good customer service and to safely get the students to their destinations/events on time.**
- The Transportation Support Technician will **ATTEMPT** to keep field trip drivers' time within ten (10) hours of one another, as much as possible. If a field trip is set for a certain length of time, but actually goes for a different duration, the driver will be charged with the time the trip



## RIALTO USD TRANSPORTATION SERVICES

actually takes. Additionally, any driver who refused the trip will be charged for the number of hours that he/she would have received had they taken the trip.

- **Trips are assigned as is, unless you are notified otherwise.** This includes the bus assigned to the trip. The bus assigned is based on passenger needs. We will change the bus should there be a safety concern, but **by accepting a trip, you are accepting the details/instructions attached to the trip, as well as the bus assigned.** If a driver refuses to use the assigned vehicle, this will constitute a short-notice trip refusal.
- Our goal is to have the field trip board up before closing every Thursday. If a driver is absent on Friday and has not looked at the trip board for the following week, it will be the driver's responsibility to call in by the close of business Friday to get their upcoming assignments. **Drivers must check the trip board DAILY to look for changes, additions, cancelations, etc.** Time does not always allow for courtesy calls so it is important the board gets checked daily.
- Field trips may be split in order to accommodate home to school routes.
- Local weekend trips up to 20 miles may be split if there is a break of 5 (five) hours and the coach/teacher does not require the driver to stay during the entire trip. Additional consideration will be given to academic trips that are over 20 miles. In cases where weekend trips are posted as a split, but the coach/teacher requires the driver to stay, the driver shall have the coach/teacher sign off on the trip sheet and the driver shall be compensated for the entire time. Hours of service cannot be violated.
- For trips that may cause a driver to violate the hours of service regulation, it will be at the discretion of management to assign the trip as a drop and return or to split the trip between two drivers (one covering the drop and the other covering the return). We will coordinate with the site to see what their needs are. Example: Wrestling Tournaments, Disneyland trips, Magic Mountain, etc.
- Weekend and holiday trips will be assigned by seniority the first time around. After all drivers have received their first Saturday trip, they will be assigned taking into account those drivers with the lowest accumulated hours. While the first drivers to get their second Saturday trips may be the lowest in hours, a third Saturday trip will not be given out to a driver until all drivers (regardless of accumulated hours) have had/been offered their second Saturday trip. As always, if a trip is refused with less than 24 hours' notice, it becomes an emergency trip in which priority becomes getting the trip covered.





## RIALTO USD TRANSPORTATION SERVICES

- Trips assigned with less than a 24 hour notice and are turned down will not count against the drivers' hours. Trips that are assigned to a driver with 24 hours' notice or more will be charged regardless if they were the original assigned driver or not.
  - Example: Trip is assigned to be on Friday at 1:00 pm. You must be notified prior to 1:00 pm on Thursday.
- **Drivers are responsible for giving the Transportation Support Technician, Dispatcher or Management Staff as much advanced notice as possible regarding trip refusals.** We understand emergencies arise, but please know last minute refusals lead to chaos and lead to poor customer service. Management is requiring a minimum of 36 hours prior to trip departure to ensure that the field trip is distributed fairly to other drivers. Anything less than that, it becomes an "emergency" to get the trip covered. **Trip refusal forms are required for all trips that are turned down (no exceptions).**
  - Example: Trip is assigned to be at 8:00 AM on Wednesday. You must notify one of the above parties in writing by the close of business on Monday.
- If you are absent on Friday, yet are scheduled to cover a trip over the weekend, you **MUST** call the Transportation Office by 12:00 PM (Noon) on Friday to let us know if you are going to cover your weekend trip. If you do not call in by 12:00 PM, your weekend trip will be reassigned to another driver and the time will be charged to your accumulated hours.
- **Trips going out over recess (fall, winter, spring, summer) will not be assigned, but will be put up for bid.**
  1. A sign-up sheet will be posted, along with the trips that are scheduled to go out during the break.
  2. Drivers that sign up for trips will be called in by seniority for trip selection. If there are still trips remaining after calling all drivers once, drivers will be called again in order from highest to lowest in seniority.
  3. After all trips have been selected, a finalized trip log will be posted.

**NOTE:** Transportation has no control over school sites canceling trips.
- When multiple drivers are scheduled for a trip who have not already worked during the specific recess and there is a need to cancel buses:
  1. If we are notified prior to the date of the trip, seniority will be taken into consideration.



## RIALTO USD TRANSPORTATION SERVICES

2. If the date of the trip comes and there is a need to cancel a bus on site:
  - a. Seniority will be taken into consideration if the buses have not been loaded.
  - b. Every situation will be addressed differently and based on the information provided at the time of the cancellation.

**NOTE:** Priority is providing good customer service. Having students load and then unload from a bus for anything other than safety reflects poorly on our department.

- While all trips are typically assigned before calling all drivers on the trip sign up list once, there are times when we need to contact drivers a second or third time before getting all trips assigned. In this case, if a trip comes up in which a bus needs to be canceled and there are multiple drivers assigned, we will look at:
  1. Drivers that have not completed a trip yet.
  2. Seniority
  - Example: Driver A is number 55 on the seniority list and has already worked during the recess period. Driver B is number 60 on the seniority list, but she has not worked during the current recess period. Both are scheduled for a trip going to the Children's Museum on Tuesday, but the school site canceled one of the buses. While Driver A is higher in seniority, because he has already completed a trip and Driver B has not, Driver A will be canceled.
- **Drivers are responsible for ensuring that all paper work is turned in by the close of business daily.** If the driver returns after the office is closed, it is their responsibility to complete and return their paperwork the next business day. **Paperwork must be complete and legible before turning it in.** On the off chance that it is not, it will be given back for completion.
- It is the driver's responsibility to notify Transportation anytime they are not going to complete an assignment for any reason.
- Drivers are responsible for cleaning and fueling the bus they use for a trip after they complete their assignment. If a driver is unable to clean or fuel the bus used after their assignment due to the fact that they will break hours of service, please notify Dispatch. You may need to clean or fuel the bus the following day after your AM run.

RIALTO USD TRANSPORTATION SERVICES



## 2024/2025 Field Trip Driver Procedures/Responsibilities SIGNATURE PAGE

In no way will anything in this document restrict or hinder the District's right to assign a bus and/or driver to any trip which management believes is best and safest for the students and/or driver, or is in the best interest of the District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**\*RETURN THIS PAGE TO THE TRANSPORTATION SERVICES OFFICE**



**PLEASE SIGN AND RETURN THIS PAGE TO  
THE TRANSPORTATION SERVICES OFFICE**

# Transportation Webpage

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## BUSINESS SERVICES

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## TRANSPORTATION SERVICES

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(CA Certified School Bus Instructor)

### JASON SANDERS

Dispatcher  
(CA Certified School Bus Driver)

### YESENIA REINOSO

Dispatcher  
(CA Certified School Bus Driver)



## Welcome to Transportation Services!

The transportation program strives to improve student achievement by providing safe, timely, and cost-effective transportation for all eligible students in accordance with federal, state, and local laws, as well as the Rialto Unified Board of Education policies and procedures.



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# Questions?

