



## 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

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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**

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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

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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.

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- 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.

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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.



**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**