



*Rialto Unified School District*  
**FIELD TRIP MEETING**

**SEPTEMBER 5, 2023 & SEPTEMBER 6, 2023**

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



# HEALTH SERVICES

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

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



# BEFORE WE BEGIN...

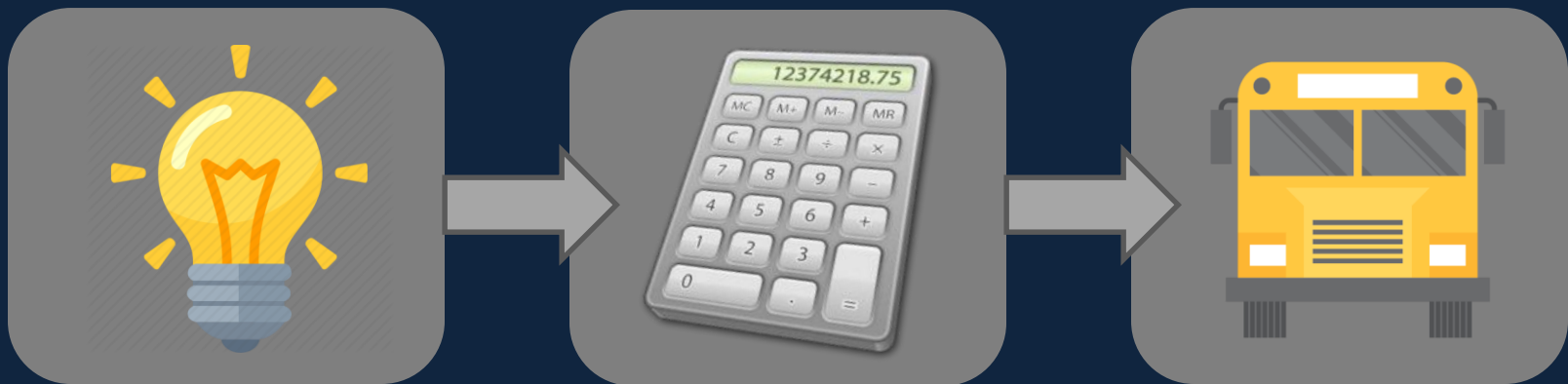
PLEASE VISIT OUR TRANSPORTATION  
SERVICES WEBPAGE AT:

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

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

# OBJECTIVE

- You will learn how to effectively plan and submit transportation requests for your site's field trips. You will also learn how to use the Field Trip Calculator to obtain estimates for trips your site would like to take. You will walk away with an understanding as to which calculator is the appropriate one to use based on different scenarios/trip details.



# FIELD TRIPS & OUR CURRENT STATE



- At this time, we and our vendors continue to be short staffed. Because of this, trips we used to be able to accommodate are more frequently being outsourced and in some cases denied. If you are planning a trip, it is best to email me so I can confirm we or our vendors have availability to cover your trip on the date(s) you are looking into.

# PRIOR TO BOOKING A TRIP:

We suggest emailing us at our Transportation email address:

[ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org](mailto:ALLTRANSPORTATIONOFFICESTAFF2@rialtousd.org)

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



# UPDATES:

- **NEW DEADLINE** - 20 BUSINESS DAYS PRIOR TO DATE OF TRIP
- **NEW TRIP CALCULATOR WITH NEW RATES** – BOTH CONFLICTING AND NON-CONFLICTING RATES HAVE CHANGED
- **NEW CANCELLATION POLICY** – MUST NOTIFY US OF A CANCELLATION AT LEAST SEVEN (7) DAYS PRIOR TO THE DATE OF THE TRIP IN ORDER TO AVOID A CANCELLATION FEE.
- **BLACKOUT DATES**

# HOW TO GET AN ESTIMATE:

- FIRST, review the date(s) of your trip and refer to the **2023-2024 Trip Calendar** to see if the conflicting hours are different for that day. This will better allow you to determine which Field Trip Calculator to use.





# 2023-2024 TRIP CALENDAR

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



## RIALTO UNIFIED TRANSPORTATION SERVICES

### 2023-2024 FIELD TRIP CALENDAR

\*INFO SUBJECT TO CHANGE

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

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

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

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

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

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

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




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




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

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

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

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

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

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

\*\*\*REFERENCE ONLY TO ASSIST IN SCHEDULING A FIELD TRIP\*\*\*

# TWO FIELD TRIP CALCULATORS

## CONFLICTING CALCULATOR & NON-CONFLICTING CALCULATOR

### CONFLICTING TRIP CALCULATOR (CONTRACT)

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

Drop down menu

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

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

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

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

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

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

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

### RUSD TRIP CALCULATOR (NON-CONFLICTING)

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

WEEKDAY RATES (Mon-Friday) - This is an estimate only.				
Please add 45 minutes prior to Pick-up time at School and 30 minutes after Returns time at School (drop-off).				
	students from school	Returns students to school	Hours	
	3:00 AM	8:00 PM	10	
Hours	10.00	at \$29.37/hr	at \$45.25/hr	Total Hourly \$325.46
		8.00	2.00	
		\$234.96	\$90.50	
Roadtrip Mileage	100	at \$2.79/mi		Total Mileage \$279.00
		100		
		\$279.00		
# Buses (total buses required)	5		Total Per Bus \$64.46	Grand Total \$3,022.30

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

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

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

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

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

WEEKEND RATES (Saturday-Sunday, Holidays, Breaks) - This is an estimate only.				
Please add 1 hour prior to Pick-up time at School and 45 minutes after Returns time at School (drop-off).				
	Beg Time	End Time	Hours	
	5:00 AM	2:00 PM	9	
Hours	3.00	at \$45.25/hr	at \$60.33/hr	Total Hourly \$422.33
		8.00	1.00	
		\$136.00	\$60.33	
Roadtrip Mileage	1	at \$2.79/mi		Total Mileage \$2.79
		1		
		\$2.79		
# Buses	5		Total Per Bus \$425.12	Grand Total \$2,125.60

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



TRIP CALCULATOR

TRIP CALCULATOR

# WHICH TO USE???

## CONFLICTING VS. NON-CONFLICTING

### USE THE CONFLICTING TRIP CALC IF:

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

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

### USE THE NON-CONFLICTING/RUSD TRIP CALC IF:

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

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

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

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

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

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

- After determining the non-conflicting times for the date of your trip, determine if your trip lies within the non-conflicting time. If your trip does not stay within that time, you will need to use the **Conflicting Calculator**. This calculator will give you the estimate should we need to contract your trip out. If it stays within that time, use the **RUSD Non-Conflicting Calculator**.
- NEXT, we're going to go over multiple scenarios so you can become more familiar with determining which calculator to use and how to use it.



# FIELD TRIP CALCULATOR HANDS ON TRAINING

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

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

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

Find the location on the page that says Field Trip Resources and locate the file that says **2023-2024 FIELD TRIP CALCULATOR—NEW RATES!!**

RATIO OF THE GENDER OF THE CHAPERONES SHALL BE THE SAME AS THE GENDER OF THE STUDENTS THEY ACCOMPANY.

MINOR CHILDREN IN THE WORKPLACE BULLETIN ▼▲  
FIELD TRIP PERMISSION SLIPS --SHORTCUT

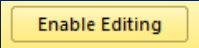
FIELD TRIP MEETING/TRAINING  
IN-PERSON TRAINING WILL BE OFFERED SEPTEMBER 2023 -- CONTACT TRANSPORTATION

**2023-2024 FIELD TRIP CALENDAR ▼▲**  
**2023-2024 FIELD TRIP CALCULATOR -- NEW RATES!!**  
2023-2024 FIELD TRIPS - IMPORTANT DEADLINES TO REMEMBER

RIALTO UNIFIED SCHOOL DISTRICT  
*Transportation Services*

2023-2024 **IMPORTANT DEADLINES TO REMEMBER:**

Click on the file that says:  
**2023-2024 FIELD TRIP CALCULATOR—NEW RATES!!**

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

# SCENARIOS

1. Trip on November 2, 2023 to Lewis Family Playhouse. 150 students, 15 adults, 2<sup>nd</sup> graders, Pick up: 8:30 AM, Return time: 1:30 PM (Regular Day)
2. Trip on September 13, 2023 to Lewis Family Playhouse. 150 students, 15 adults, 2<sup>nd</sup> graders, Pick up: 8:30 AM, Return time: 1:30 PM (Wednesday, Early Release for all Middle Schools and High Schools)
3. Trip on December 9, 2023 to Disneyland. 80 students, 4 adults, 8<sup>th</sup> Graders, Pick up: 8:00 AM Return time: 9:00 PM (Saturday)
4. Trip on December 8, 2023 to Moreno Valley HS. 42 students, 3 adults, 10<sup>th</sup> graders, Pick up: 4:30 PM Return time: 11:00 PM (Late Trip)
5. Trip December 1 – December 3, 2023 to San Francisco (Itinerary needed- Multiple Day Trip-Field Trip Calculator DOES NOT apply)
6. Trip on December 15, 2023 to San Bernardino County Museum 90 students, 9 adults, 5<sup>th</sup> graders, Pick up: 8:30 AM, Return time: 12:30 PM (Early release for all schools)
7. Trip on January 15, 2024 to Etiwanda National Preserve. 30 students, 2 adults, 12<sup>th</sup> Graders, Pick up 7:30 AM, Return time: 3:00 PM (Holiday)
8. Trip on February 14, 2024 to Aquarium of the Pacific. 76 students, 4 adults, 11<sup>th</sup> graders, Pick up: 9AM, Return time: 6:00PM (Too far for Drop/Return)

# SUBMITTING A REQUEST

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

FIELD TRIP REQUEST powered by  busHive™


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



# FIELD TRIP REQUEST

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

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

FIELD TRIP REQUEST powered by  busHive™

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

Activity: *	<input type="text"/>	Depart Date: *	<input type="text"/>
Bus Trip Destination: *	<input type="text"/>	Pick up time From School: *	<input type="text"/>
Destination, If Not Listed Above:	<input type="text"/>	Return Date: *	<input type="text"/>
Budget Code: *	<input type="text"/>	Return time to School: *	<input type="text"/>
Adults: *	<input type="text"/>	Education Purpose: *	<input type="text"/>
Children: *	<input type="text"/>	Lunch Stop: * <input type="radio"/> Yes <input type="radio"/> No	
Wheelchairs:	<input type="text"/>	Special Comments:	<input type="text"/>
Grade(s):	<input type="text"/>		
Name of Supervising Adult(s): *	<input type="text"/>		
Emergency Contact (Chaperone, Coach on trip): *	<input type="text"/>		
Pickup Location (at your school site): *	<input type="text"/>		
Drop Off Location (Destination): *	<input type="text"/>		
Vehicle Type: *	<input type="text"/>		

By approving the field trip request you are agreeing to the following:

1. Sites are responsible for all parking fees at the destinations and lunch stops.
2. Sites are responsible for all toll road fees.
3. Cancellation fees are charged according to the timeliness of the notification from the site. Minimum of 48 hours notice, unless the cancellation is due to weather.

**Approval**

Send To: \*

Comment:

# AFTER YOU SUBMIT YOUR TRIP...

	Principal	Education Support Provider
Levi Bemis	Dr. Monte Stewart	Dr. Marina Madrid
J. Calvin Boyd	Diocelina Van Belle	Dr. Ingrid Lin
Merle S Casey	Emily Dominguez	Dr. Ingrid Lin
Sam Curtis	Owen Ross	Dr. Marina Madrid
Helen L Dollahan	Daniel Husbands	Dr. Marina Madrid
George H Dunn	Mario Carranza	Dr. Marina Madrid
Dr. Edward M Fitzgerald	Dr. Adam Bailey	Dr. Ingrid Lin
Dr. Ernest Garcia	Gilbert Pulido	Dr. Ingrid Lin
Lida M Henry	Dr. Natasha Jones	Dr. Kevin Hodgson
Elizabeth T Hughbanks	Danielle Osonduagwuik	Dr. Marina Madrid
J. P. Kelley	Dr. Vince Rollins	Dr. Ingrid Lin
Nancy R Kordyak	Dr. Mitzi Moreland	Dr. Kevin Hodgson
A.H. Morgan	Jeremiah De La Cruz	Dr. Manuel Burciaga
Georgia F Morris	Karla Guzman	Dr. Kevin Hodgson
Winn A Myers	Alberto Camarena	Dr. Ray Delgado
Lena M Preston	Dr. Mak Gaines	Dr. Ray Delgado
Samuel W Simpson	Ramona Rodriguez	Dr. Ray Delgado
W.J.C. Trapp	Berenice Gutierrez	Dr. Ray Delgado
Charlotte N Werner	Tami Butler	Dr. Manuel Burciaga
Warren H Frisbie MS	Alex Vara	Dr. Ray Delgado
William G Jehue MS	Carolyn Eide	Norberto Perez
Ben F Kolb MS	Tina Lingenfelter	Dr. Kevin Hodgson
Ethel Kucera MS	Jennifer Cuevas	Dr. Manuel Burciaga
Rialto MS	Ricardo Garcia	Norberto Perez
Wilmer Amina Carter HS	Dr. Robin McMillon	Dr. Manuel Burciaga
Dwight D Eisenhower HS	Krystal Henriquez-Pulic	Dr. Kevin Hodgson
Rialto HS	Dr. Caroline Sweeney	Dr. Manuel Burciaga
Dr. John H Milor HS	Dr. Kyla Griffin	Norberto Perez
Zupanic Virtual Academy	Dr. Kyla Griffin	Norberto Perez
Rialto Adult School	Kimberly Watson	Norberto Perez
Center		
Early Education	Alexis Bogarin, Admin.	Dr. Patricia Chavez

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

### Favorites

No favorites have been saved.

New Favorite:

Create Favorite

### History

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

Show Details

### Trip Request

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

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

Activity: \*

Bus Trip Destination: \*

Destination, If Not Listed Above:

Budget Code: \*

Adults: \*  Children: \*  Wheelchairs:

Grade(s):

Depart Date: \*

Pick up time From School: \*

Return Date: \*

Return time to School: \*

Education Purpose: \*

Lunch Stop: \*  Yes  No

# WAS YOUR TRIP IS APPROVED...

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

Rialto Unified School District Transportation Department												
Morning/Afternoon/Evening												
Bus #	Driver Name	Driver Information	A.M. Runs				Middle Runs				PM Runs	
001	001	001	001	001	001	001	001	001	001	001	001	001
002	002	002	002	002	002	002	002	002	002	002	002	002
003	003	003	003	003	003	003	003	003	003	003	003	003
004	004	004	004	004	004	004	004	004	004	004	004	004
005	005	005	005	005	005	005	005	005	005	005	005	005
006	006	006	006	006	006	006	006	006	006	006	006	006
007	007	007	007	007	007	007	007	007	007	007	007	007
008	008	008	008	008	008	008	008	008	008	008	008	008
009	009	009	009	009	009	009	009	009	009	009	009	009
010	010	010	010	010	010	010	010	010	010	010	010	010
011	011	011	011	011	011	011	011	011	011	011	011	011
012	012	012	012	012	012	012	012	012	012	012	012	012
013	013	013	013	013	013	013	013	013	013	013	013	013
014	014	014	014	014	014	014	014	014	014	014	014	014
015	015	015	015	015	015	015	015	015	015	015	015	015
016	016	016	016	016	016	016	016	016	016	016	016	016
017	017	017	017	017	017	017	017	017	017	017	017	017
018	018	018	018	018	018	018	018	018	018	018	018	018
019	019	019	019	019	019	019	019	019	019	019	019	019
020	020	020	020	020	020	020	020	020	020	020	020	020
021	021	021	021	021	021	021	021	021	021	021	021	021
022	022	022	022	022	022	022	022	022	022	022	022	022
023	023	023	023	023	023	023	023	023	023	023	023	023
024	024	024	024	024	024	024	024	024	024	024	024	024
025	025	025	025	025	025	025	025	025	025	025	025	025
026	026	026	026	026	026	026	026	026	026	026	026	026
027	027	027	027	027	027	027	027	027	027	027	027	027
028	028	028	028	028	028	028	028	028	028	028	028	028
029	029	029	029	029	029	029	029	029	029	029	029	029
030	030	030	030	030	030	030	030	030	030	030	030	030
031	031	031	031	031	031	031	031	031	031	031	031	031
032	032	032	032	032	032	032	032	032	032	032	032	032
033	033	033	033	033	033	033	033	033	033	033	033	033
034	034	034	034	034	034	034	034	034	034	034	034	034
035	035	035	035	035	035	035	035	035	035	035	035	035
036	036	036	036	036	036	036	036	036	036	036	036	036
037	037	037	037	037	037	037	037	037	037	037	037	037
038	038	038	038	038	038	038	038	038	038	038	038	038
039	039	039	039	039	039	039	039	039	039	039	039	039
040	040	040	040	040	040	040	040	040	040	040	040	040
041	041	041	041	041	041	041	041	041	041	041	041	041
042	042	042	042	042	042	042	042	042	042	042	042	042
043	043	043	043	043	043	043	043	043	043	043	043	043
044	044	044	044	044	044	044	044	044	044	044	044	044
045	045	045	045	045	045	045	045	045	045	045	045	045
046	046	046	046	046	046	046	046	046	046	046	046	046
047	047	047	047	047	047	047	047	047	047	047	047	047
048	048	048	048	048	048	048	048	048	048	048	048	048
049	049	049	049	049	049	049	049	049	049	049	049	049
050	050	050	050	050	050	050	050	050	050	050	050	050

### RIALTO UNIFIED SCHOOL DISTRICT 2023/2024 SCHOOL CALENDAR

**ALL SCHOOLS:**

- First day of school for All students - August 7
- Fall Break - November 20-24
- Winter Break - December 18 - January 8
- Spring Break - March 21-25
- Last Day of School for all K-12 students - May 10

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

**ELEMENTARY SCHOOLS:**

- August 10 - Back to School Night
- March 12 - Open House
- Minimum Days:** 182
- August 10, 11, 28
- September 11
- September 11 - September 22 Parent Conferences
- October 2, 7
- November 19 Parent Conferences
- December 15

**MIDDLE SCHOOLS:**

- August 10 - Back to School Night
- March 12 - Open House
- Minimum Days:** 182
- August 8, 16, 23, 30
- September 11
- September 11, 20, 27
- October 4, 11, 18, 25
- November 15, 22
- December 6, 15

**HIGH SCHOOLS:**

- August 10 - Back to School Night
- March 12 - Open House
- Minimum Days:** 182
- Refer to your individual high school calendar for minimum/collaboration days.
- All High School:**
  - October 6 - End of First Quarter
  - December 15 - End of Second Quarter
  - March 20 - End of Third Quarter
  - May 30 - End of Fourth Quarter
- All High Schools Graduation Dates:**
  - Date: TBD Location: TBD
  - May 2, 8, 15, 22, 29, 30

**LEGEND:**

- Minimum Day for Students
- Weekend
- Teacher Preparation Day
- Elementary
- Middle Schools
- High Schools

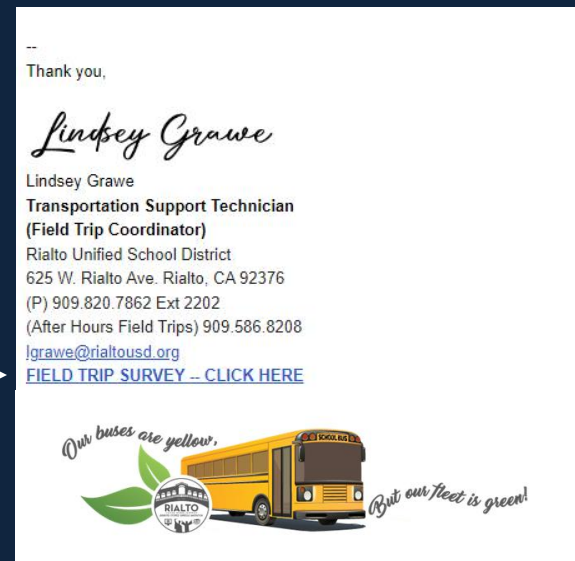


# AFTER YOUR FIELD TRIP

Please take our **FIELD TRIP SURVEY**. We would like to hear your feedback on the service you received. Take our field trip survey by visiting our webpage. You will see the image below:



You can also find a link to the survey in the signature section of my emails →



# AFTER YOUR FIELD TRIP...

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

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

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

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

**LUNCH STOP:** TRUE

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Rialto Bus Yard	625 W. Rialto Ave		8:40	72197	
Pick Up	Morgan ES		9:00 AM	8:40	72197	
Drop Off	Citrus Plaza in Redlands	27320 W. Lugonia Avenue, Redlands, CA		9:50	72216	
Pick Up	Citrus Plaza in Redlands	27320 W. Lugonia Avenue, Redlands, CA		1:33	72217	51
Drop Off	Morgan ES		1:00 PM	2:19	72233	
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.		2:44	72237	
				2:45	72237	

**Comments/Post Trip Report:** Driving around in the mall for students purchase 72216 - 72217, breakfast 10:30 - 11:00 am 2nd Bus Student came on 1st Bus

**Driver Signature:** \_\_\_\_\_

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

Printed On: 4/13/2023

425-15 = 3115 of 2023

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

Invoice No: 15716  
 Invoice Date: 8/13/2021  
 Terms of Trade: Net 30  
 Client ID: RIALTO1

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

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

Client Reference	Trip ID	Client Reference	Unit Price	Price	Tax %	Tax	Total
Quantity	Seats	Description	\$517.67	\$517.67	0	\$0.00	\$517.67
1	56	Full Size Motorcoach					
<b>Invoice Totals</b>				\$517.67		\$0.00	\$517.67

Coach Manager Printed: 8/17/2021 12:45:24 PM

# FIELD TRIP BILLING

A back up document will be sent to you by the 7<sup>th</sup> business day of the following month. You will have 48 hours to review this document and dispute any charges if you need to. After 48 hours, we send all information to Fiscal. They take care of the billing and they will send you an invoice.



**BILLING**



# BACK UP STATEMENT

## CONTRACTED EDUCATIONAL TRIP BACK- UP STATEMENT

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

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

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

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

MILEAGE		MILEAGE COST		
Start Mileage		0		
End Mileage				
Start Mileage				
End Mileage				
		<b>TOTAL TRIP COST</b>	<b>\$696.00</b>	

COMMENTS:

CONTRACTED EDUCATIONAL TRIP BACK UP STATEMENT 

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

Fiscal will provide final invoice.

 E-MAILED MAY 21 2020



# BACK UP STATEMENT

## RUSD (IN-HOUSE) EDUCATIONAL TRIP BACK UP STATEMENT



### BACK- UP STATEMENT

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

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

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

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

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

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

MILEAGE COST		
54	\$2.79	\$150.66

TOTAL TRIP COST	
	\$256.91

COMMENTS:

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

Fiscal will provide final invoice.

E-MAILED MAY 21 2020 



**QUESTIONS?**



**THANK YOU FOR ATTENDING!**