



# RIALTO UNIFIED SCHOOL DISTRICT

## *Transportation Services*

### 2023-2024 IMPORTANT DEADLINES TO REMEMBER:

**ALL TRIP REQUESTS** need to be requested and entered in Field Trip Request **at least 20 business days prior** to the date of the field trip.

**MULTI-DAY/OVERNIGHT TRIPS** need to be entered **at least eight (8) weeks prior** to the date of the trip. However, the sooner you get us the information the better. Always send an email to "ALL TRANSPORTATION OFFICE STAFF" when looking into booking an overnight trip. **NOTE: FOR ALL MULTI-DAY TRIPS, ITINERARIES ARE REQUIRED. THE SITE IS RESPONSIBLE FOR PROVIDING THE ITINERARY AND FOR BOOKING A HOTEL ROOM FOR THE DRIVER. HOTELS USED MUST BE ABLE TO ACCOMMODATE BUS PARKING.**

**GRAD NIGHT TRIP REQUESTS** are due by **October 30, 2023**. Grad night dates book up quickly so we need your grad night info ASAP. NOTE: Please keep in mind, if you choose a date after the last day of school we will be able to have our RUSD drivers cover your Grad Night trip which will lower the cost immensely. If you book your grad night while school is still in session, there is a very high likelihood it will be contracted out.

**END OF THE YEAR FIELD TRIPS (MARCH-MAY)** need to be entered in Field Trip Request by **February 16, 2024**. Late transportation requests may need to be declined depending on bus/driver availability.

**TRIPS OVER FALL BREAK** need to be entered in Field Trip Request by **October 20, 2023**.

**TRIPS OVER WINTER BREAK** need to be entered in Field Trip Request by **December 1, 2023**.

**TRIPS OVER SPRING BREAK** need to be entered in Field Trip Request by **February 16, 2024**.

**TRIPS OVER SUMMER BREAK** need to be entered in Field Trip Request by **May 17, 2024**.

**ATHLETICS-PLAYOFFS/CHAMPIONSHIPS** Enter requests **as soon as the schedule is released**. You can enter requests with TBA info. It is easier for our department to cancel buses than it is to try to reserve them last minute.

