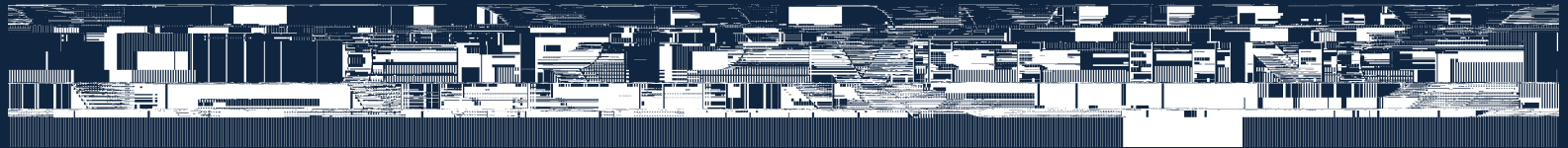




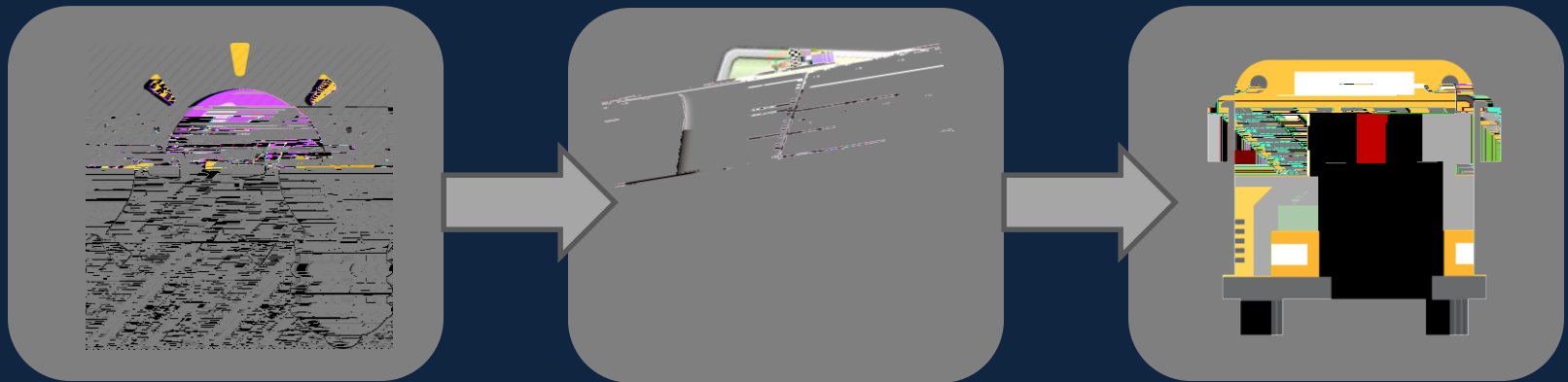
# Rialto Unified School District



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

# OR FECTIVE

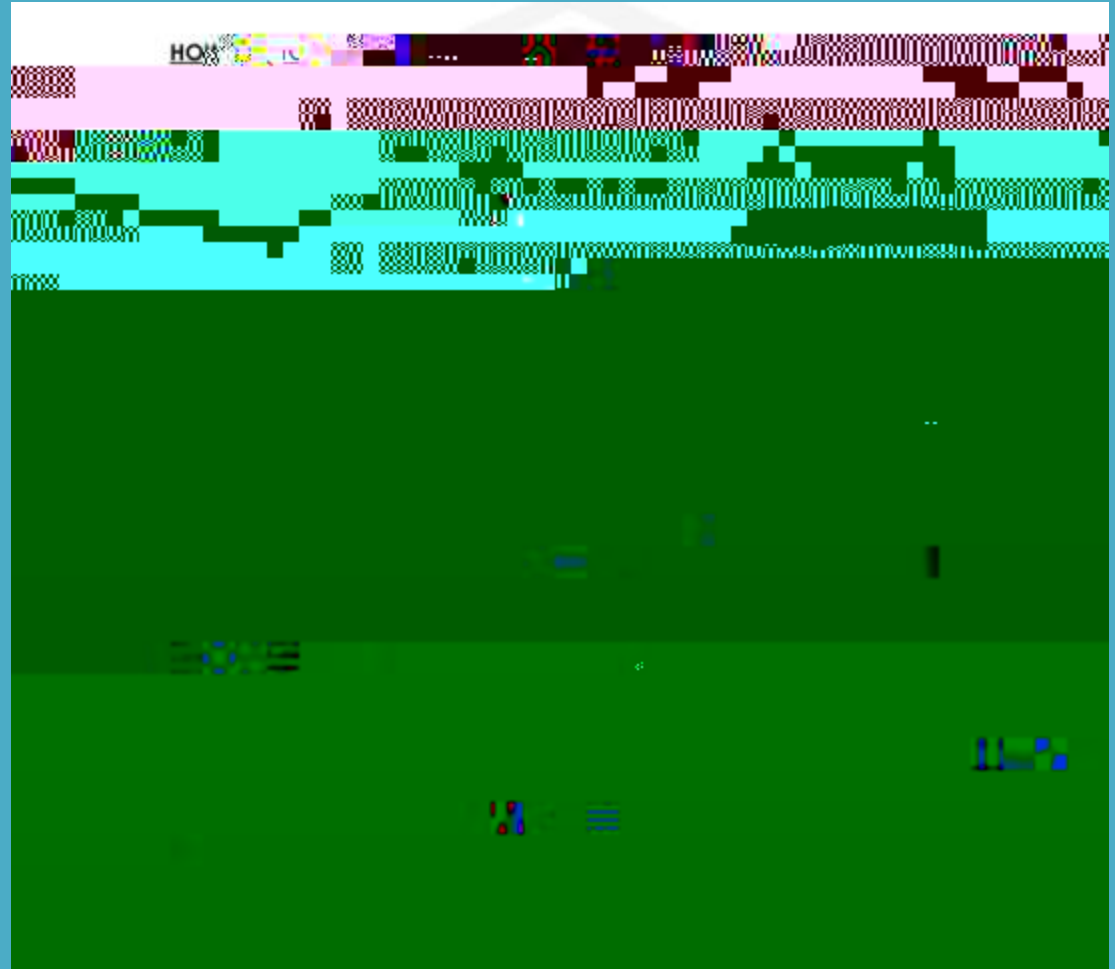
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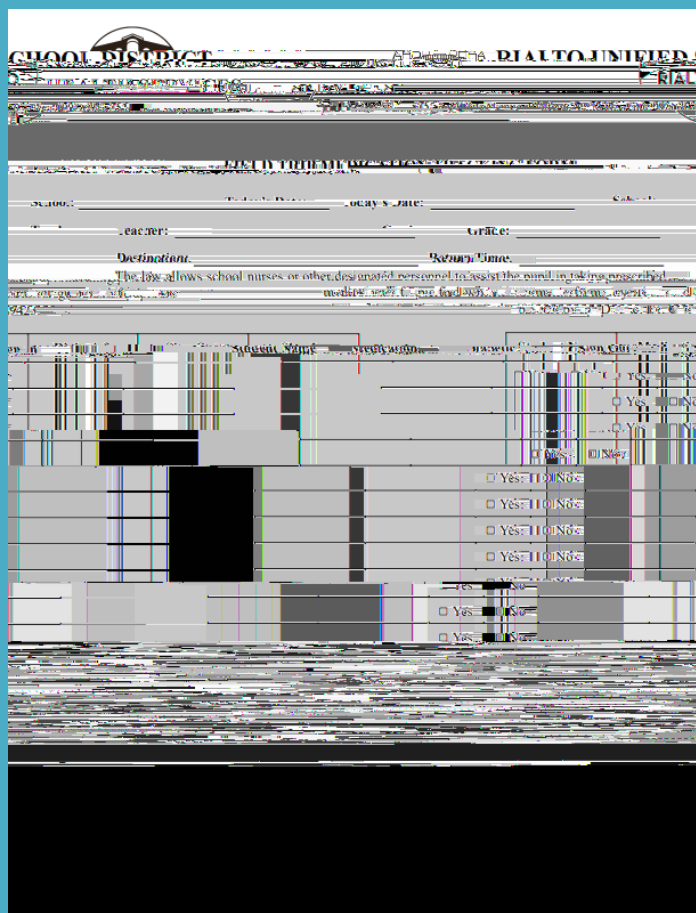
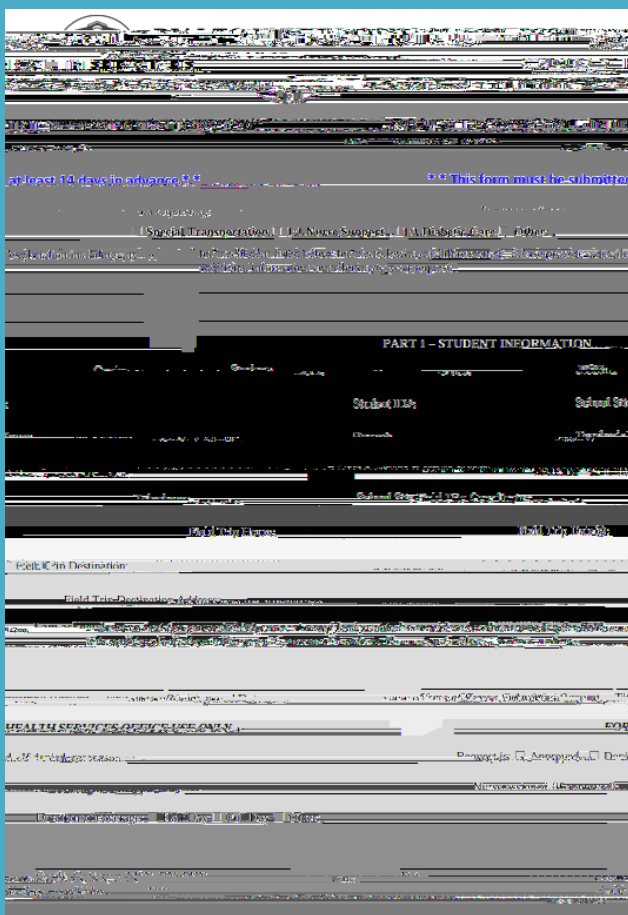






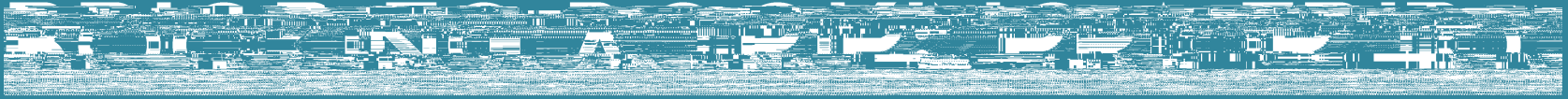
# HOW TO REQUEST FIELD TRIP SUPPORT FOR STUDENTS WITH HEALTH NEEDS







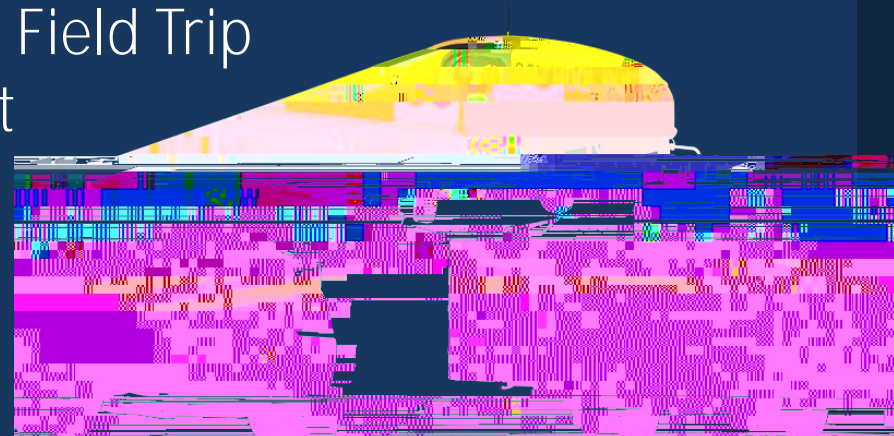
- 
- 
- At this time, we and our vendors continue to be short staffed. Because of this, trips we used to be able to accommodate are more frequently being outsourced and in some cases denied. If you are planning a trip, it is best to email me so I can confirm we or our vendors have availability to cover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



Email us at our Transportation Services email address:

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

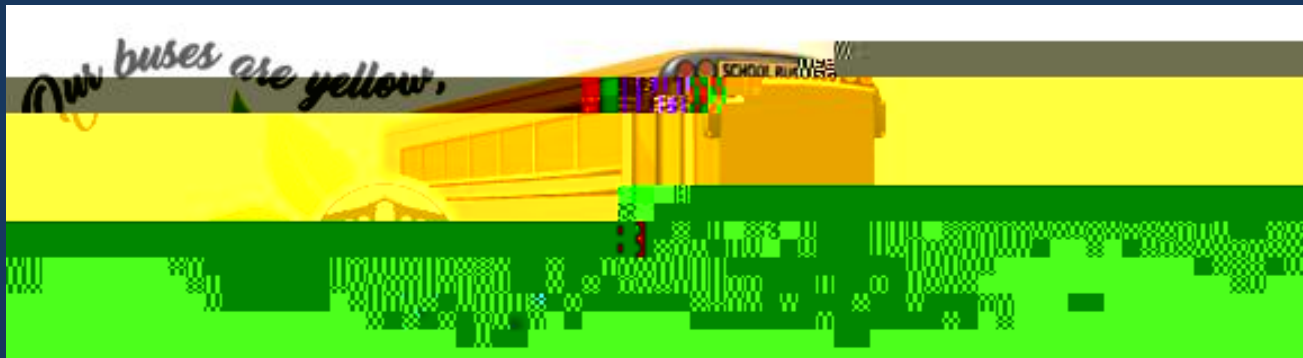
to provide us with the date and details of your trip so we can confirm we can provide transportation for the date(s) you wish to travel. This must be done for ALL trips, PRIOR to submitting a request in Field Trip Request. Even when a date is not listed as a blackout date, there is always the possibility we cannot cover your trip .





# UPDATES:

- ALL TRANSPORTATION REQUESTS MUST BE SENT TO OUR SERVICE AREA FOR REVIEW OTHER VENDORS OR STAFF AT AN OUTSIDE LOCATION OR SERVICE AREA CANNOT BOOK BUS OR VAN TRANSPORTATION FOR YOUR GROUP (UNLESS IT IS APPROVED BY OUR SERVICE AREA AND RISK MANAGEMENT).





# UPDATES

- **BLACKOUT DATES** A BLACKOUT DATE IS A DATE THAT WE AND/OR OUR VENDORS ARE SOLD OUT FOR NON-CONFLICTING AND/OR CONFLICTING TRIPS. ON THESE DATES WE CANNOT ACCOMMODATE ANY MORE TRIPS. YOU ARE WELCOME TO PROVIDE THE DETAILS FOR A BLACKOUT DATE TO SEE IF WE CAN SQUEEZE IT IN, HOWEVER THERE IS A 90% CHANCE WE WILL NOT BE ABLE TO ACCOMMODATE THE REQUEST. PLEASE KNOW IF I NEED TO DECLINE YOUR REQUEST FOR A PARTICULAR DATE, I

# UPDATES:

- MULTIDAY TRIPS





- FIRST, review the date(s) of your trip and refer to the [2024-2025 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.

# 2025



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 SCHOOL DISTRICT  
2025 FIELD TRIP CALENDAR  
INFO SUBJECT TO CHANGE

July 24 August 24  
September 24 October 24  
November 24 December 24  
January 24 February 24  
March 24 April 24 May 24 June 24

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





## NON-CONFLICTING

## CONFLICTING VS.

USE THE NON-CONFLICTING/USED TRIP

USE THE CONFLICTING TRIP CALC IE:  
CALC IE:

YOUR TRIP'S HOURS COUNT WITH OURS

IN THE SCHOOL YEAR

IN THE SCHOOL YEAR

TRIP DATES: 10/15/2023 - 10/16/2023

TRIP HOURS: 16 HOURS

TRIP DATES: 10/15/2023 - 10/16/2023

TRIP HOURS: 16 HOURS

TRIP DATES: 10/15/2023 - 10/16/2023

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TRIP DATES: 10/15/2023 - 10/16/2023

TRIP HOURS: 16 HOURS

TRIP DATES: 10/15/2023 - 10/16/2023

TRIP HOURS: 16 HOURS

A 16-HOUR WORK DAY

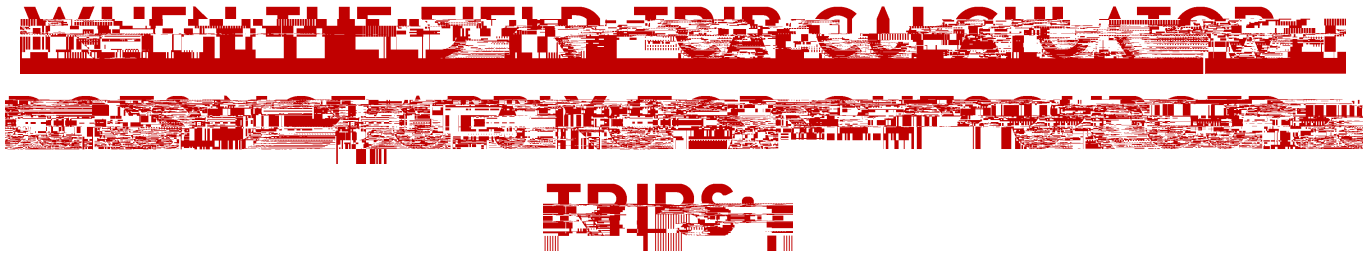
TRIPS THAT ARE NOT BACK TO THE SITE

TRIP DATES: 10/15/2023 - 10/16/2023

TRIP HOURS: 16 HOURS

FEDRAX

\* 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.

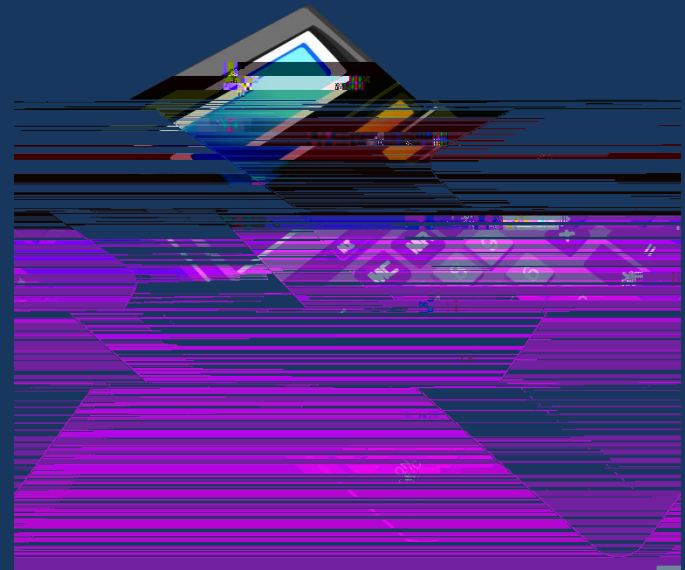


- Grad Night Trips
- Multiday Trips
- Trips over 100 miles May require unleaded buses instead of CNG which could increase the number of buses needed for your trip
- All Adult Trips
- When the site requests a charter bus (special circumstances)
- Athletic, Band, Choir, Speech/Debate, and ROTC trips
- 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 [Calculator](#). This calculator will give you the estimate should we need to contract your trip out. If it stays within that time, use the [Calculator](#).

- [View Scenarios](#)  
multiple scenarios so you can become more familiar with determining which calculator to use and how to use it.



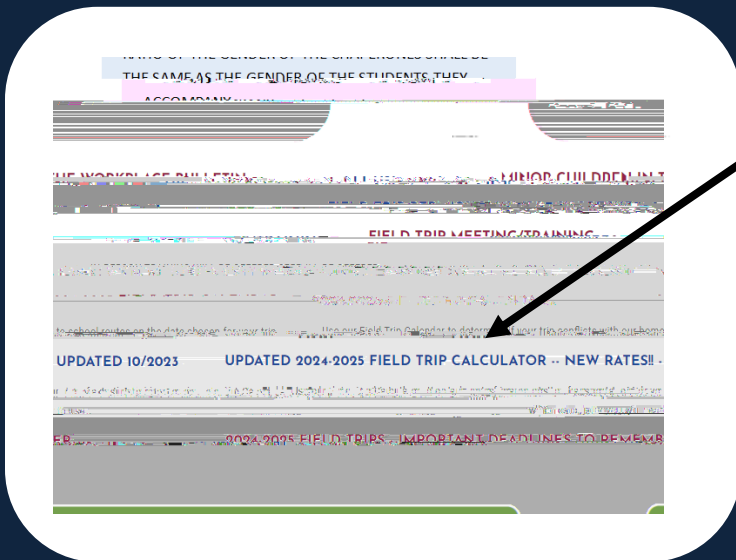
# HANDS ON TRAINING

u 7 u #

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

Once on the district website, click on Service Areas    Business Services  
Transportation    Site/Staff Resources

Find the location on the page that says Field Trip Resources and locate the file that says **2024-2025 FIELD TRIP CALCULATOR    NEW RATES!!**



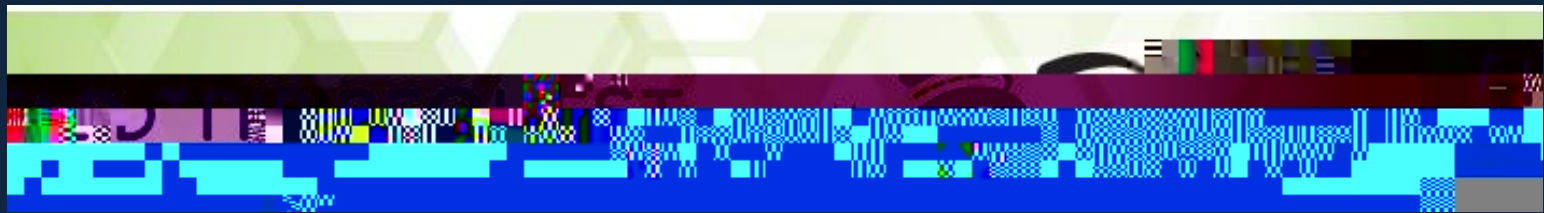
Click on the file that says:  
**2024-2025 FIELD TRIP CALCULATOR    NEW RATES!!**

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

# SCENARIOS

1. Trip on November 1, 2024 to Lewis Family Playhouse. 150 students, 15 adults, 2<sup>nd</sup>

- After confirming bus availability and determining the estimate for

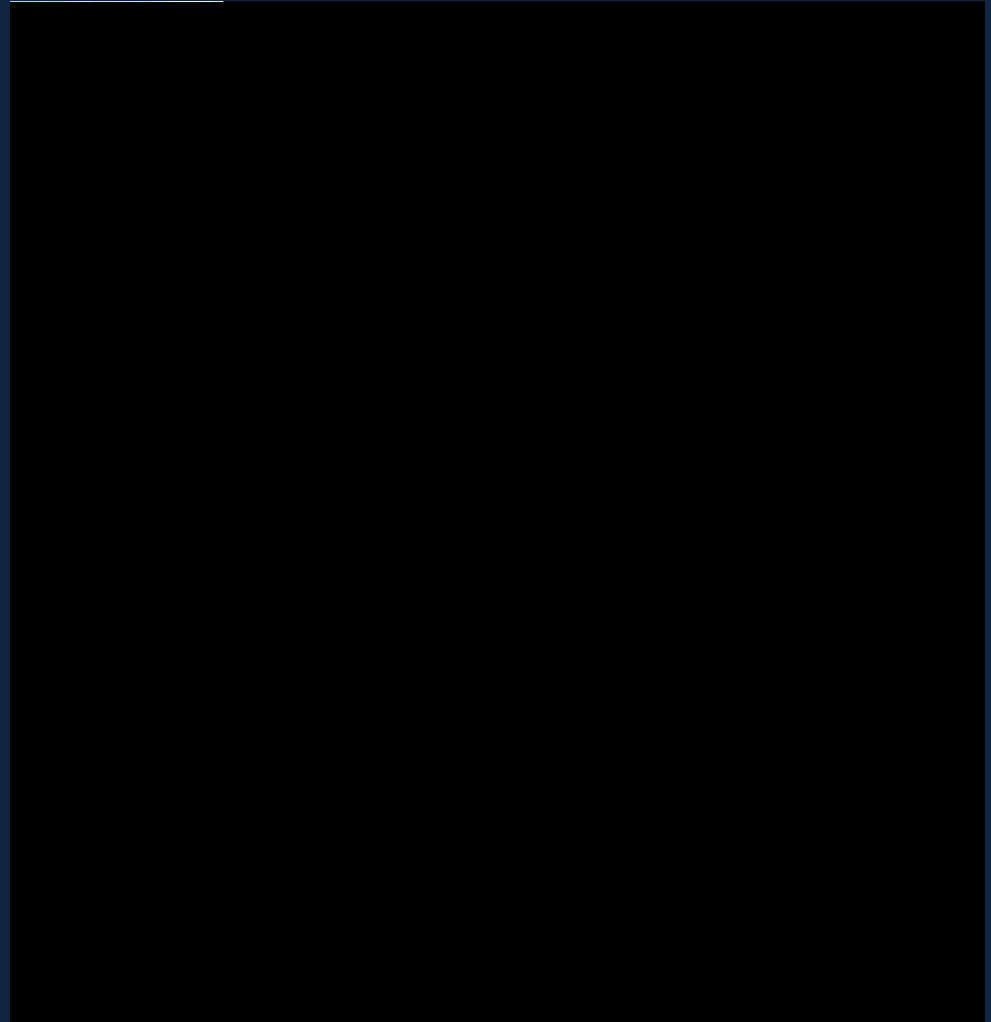


<https://www.fieldtriprequest.com/>



\*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.





### Support Providers List 2024-2025

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 @

everything is approved, Transportation for your trip will be arranged.

**Trip Request**

Activity: \*

Depart Date: \*

Return Date: \*

Destination: \*

Grade(s): \*

Submitted by: Frank Camacho

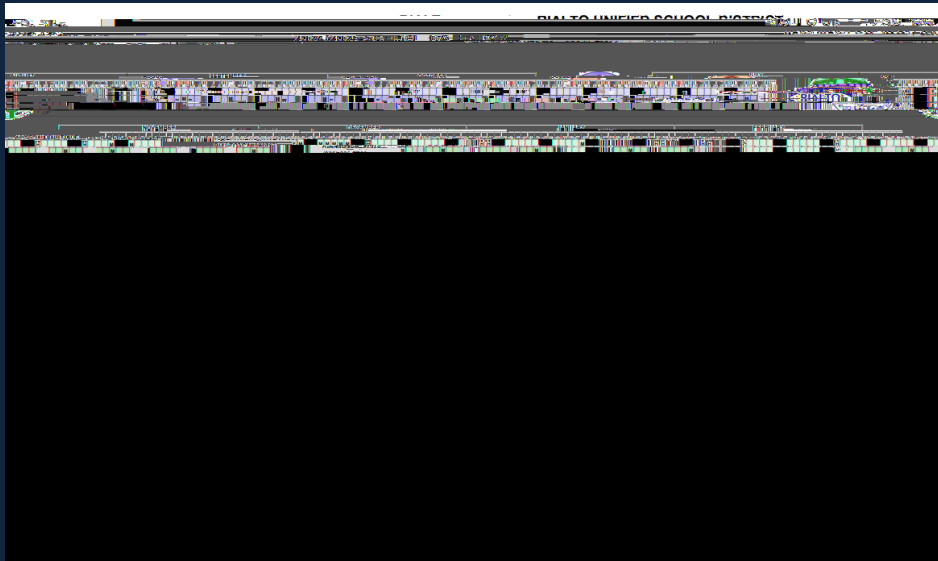
Submitted on: 01/09/2021 10:40 AM

Approved by: [Name]

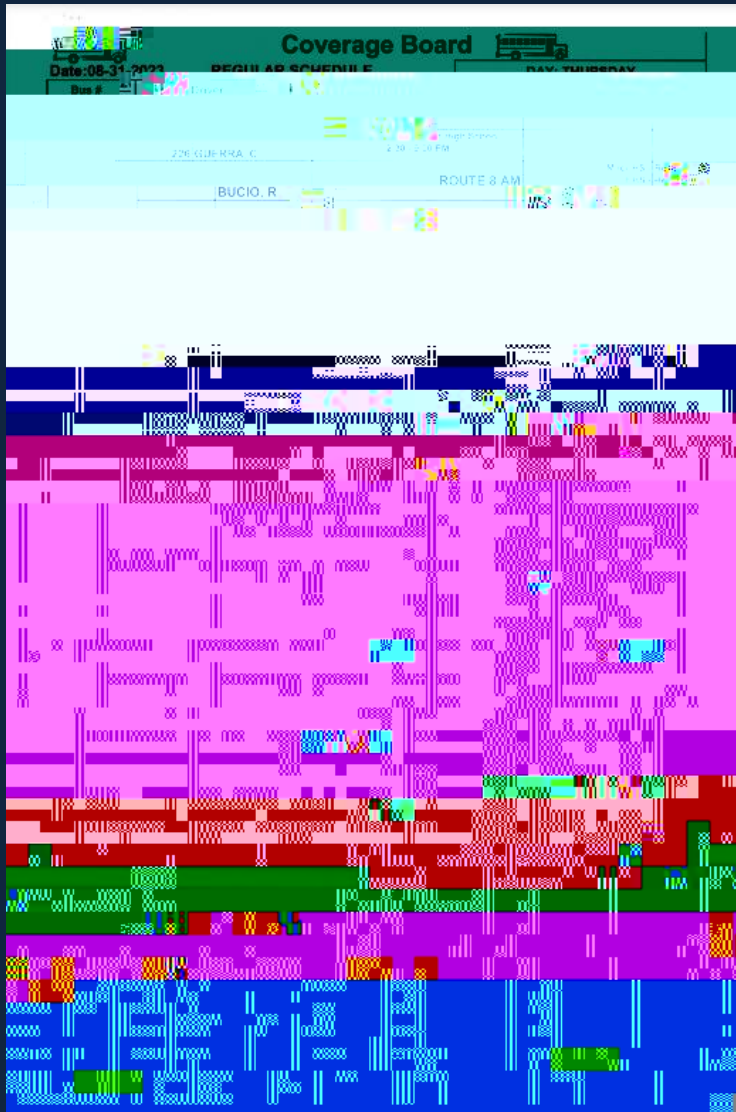
Approved on: [Date]

Buttons: Create Favorite, Show Details

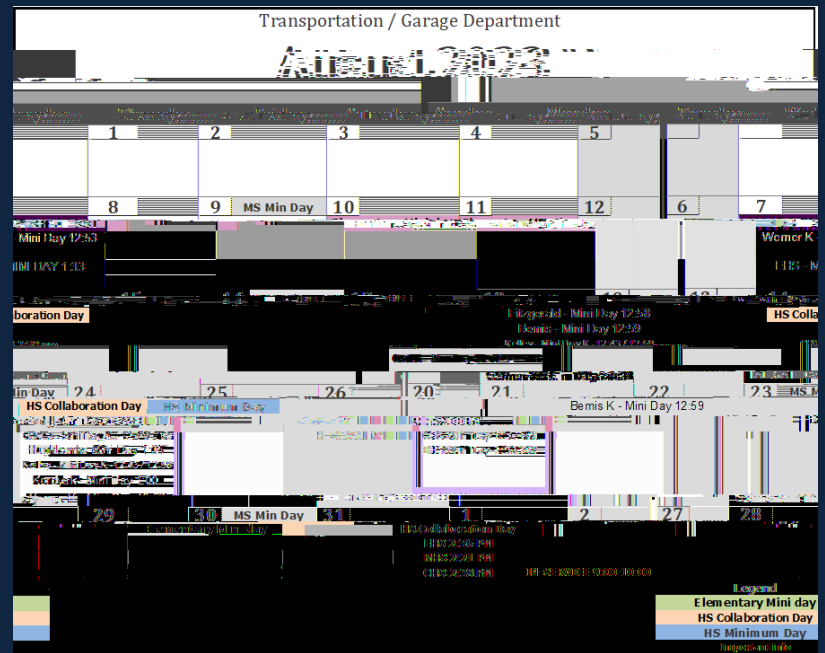




The Field Trip Coordinator will work on setting up transportation for your field trip. The details of your trip will be reviewed in relation to our Route Flowchart, the district calendar, bell times/schedule for that given day, RUSD and vendor driver availability, and bus availability.



## Our Monthly Calendar Diff Bell Times



Example of Daily Dispatch/Coverage Board

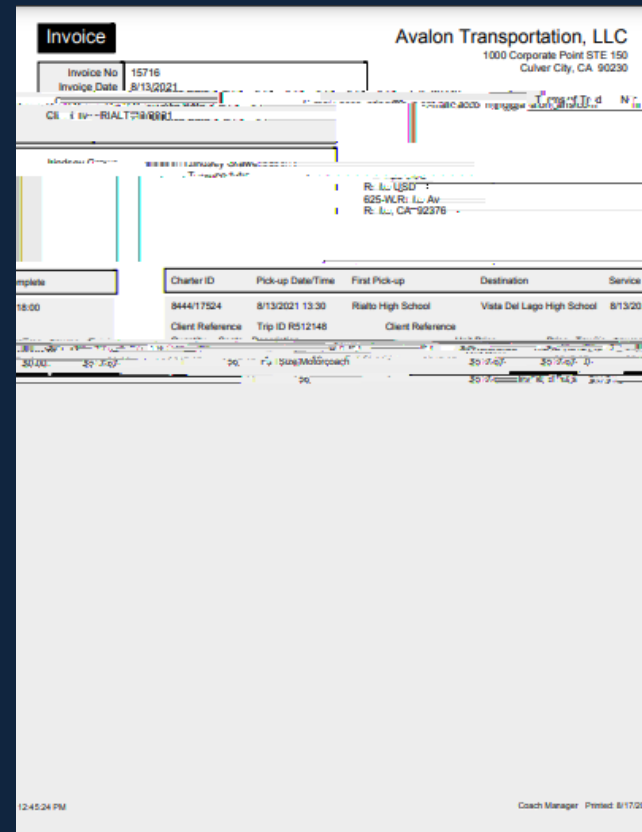
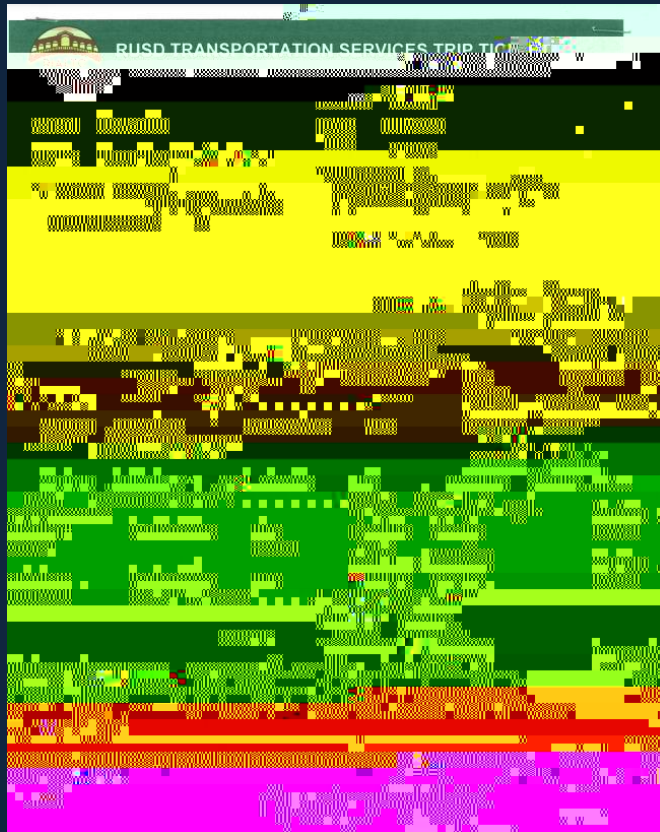


The week before a trip you have requested, I will send the FINAL master weekly trip log for review. This file includes the most recent info we have on file, including the names, buses and vendors assigned to each trip. If you receive this file, please open it and review all trips for your site/service area.



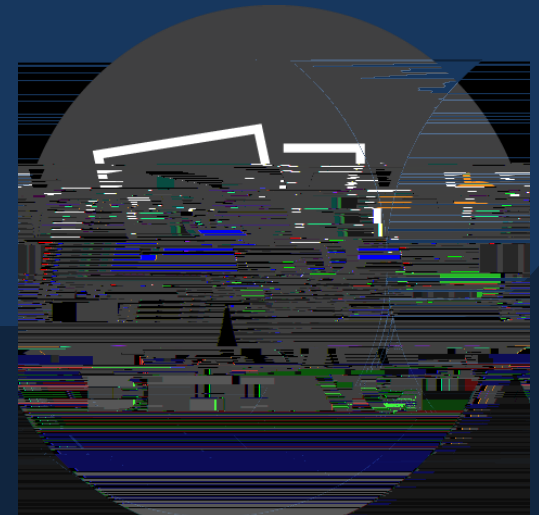


Our RUSD driver will turn in a completed Trip Ticket. If your trip was outsourced, the vendor will supply us with an invoice. These documents are what are used to calculate the cost of your trip.





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.



# BACK-UP



## CONTRACTED EDUCATIONAL TRIP BACK-UP STATEMENT

Rialto Unified School District  
Transportation Department  
625 West Rialto Ave

Trip #: R510607  
Statement Date: 05/27/2022

Adults	NO	Name of Supervising Adults:	Arnie Ayala, Principal on Assignment
Activity:	Study trip for parents	Education Purpose:	
Acct. #:	2495, 720-785-0264	Budget:	
Contractor:	CA BUS SVC		
Hours:	MSG	Start Time:	7:00
[Detailed trip schedule table with columns for Date, Time, Location, and Status]			
[Summary section with fields for Total Hours, Total Cost, and Other Information]			

# BACKLOG



## BACK-UP MILEAGE

Transportation Department

1010 1st St, Suite 400  
Phone: 707-424-7007

Date Submitted: 1/29/2020

Depart Date: 3/6/20

Start Time	End Time	Start Mileage	End Mileage	MILEAGE	Rate	Amount
07:00	07:30	0	0	0	\$37.50	\$0
07:30	08:00	0	0	0	\$37.50	\$0
08:00	08:30	0	0	0	\$37.50	\$0
08:30	09:00	0	0	0	\$37.50	\$0
09:00	09:30	0	0	0	\$37.50	\$0
09:30	10:00	0	0	0	\$37.50	\$0
10:00	10:30	0	0	0	\$37.50	\$0
10:30	11:00	0	0	0	\$37.50	\$0
11:00	11:30	0	0	0	\$37.50	\$0
11:30	12:00	0	0	0	\$37.50	\$0
12:00	12:30	0	0	0	\$37.50	\$0
12:30	13:00	0	0	0	\$37.50	\$0
13:00	13:30	0	0	0	\$37.50	\$0
13:30	14:00	0	0	0	\$37.50	\$0
14:00	14:30	0	0	0	\$37.50	\$0
14:30	15:00	0	0	0	\$37.50	\$0
15:00	15:30	0	0	0	\$37.50	\$0
15:30	16:00	0	0	0	\$37.50	\$0
16:00	16:30	0	0	0	\$37.50	\$0
16:30	17:00	0	0	0	\$37.50	\$0
17:00	17:30	0	0	0	\$37.50	\$0
17:30	18:00	0	0	0	\$37.50	\$0
18:00	18:30	0	0	0	\$37.50	\$0
18:30	19:00	0	0	0	\$37.50	\$0
19:00	19:30	0	0	0	\$37.50	\$0
19:30	20:00	0	0	0	\$37.50	\$0
20:00	20:30	0	0	0	\$37.50	\$0
20:30	21:00	0	0	0	\$37.50	\$0
21:00	21:30	0	0	0	\$37.50	\$0
21:30	22:00	0	0	0	\$37.50	\$0
22:00	22:30	0	0	0	\$37.50	\$0
22:30	23:00	0	0	0	\$37.50	\$0
23:00	23:30	0	0	0	\$37.50	\$0
23:30	00:00	0	0	0	\$37.50	\$0

Start Mileage: 0

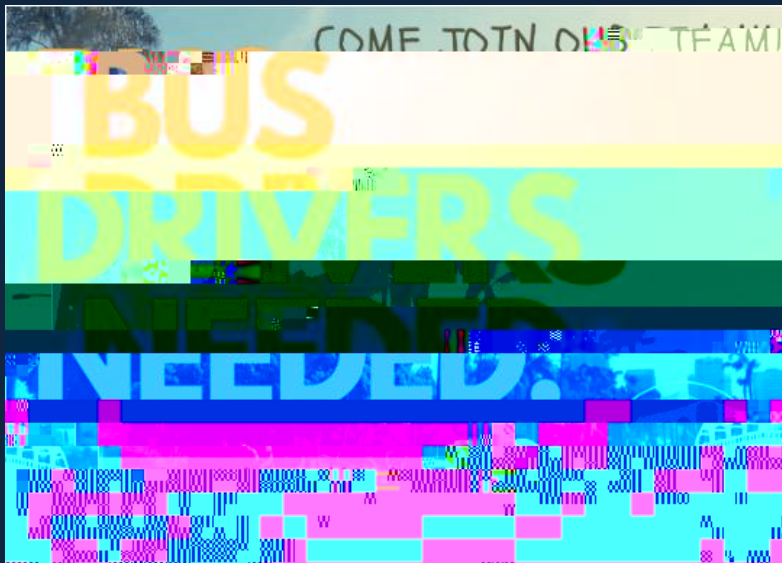
End Mileage: 0

COMMENTS:





# WE ARE HIRING!



We are looking for BOTH permanent and substitute bus drivers. We also have a School Bus Driver Trainee Program. If you know anyone who may be interested, please let them know we are hiring! Links to the position details are on Edjoin. Please visit our Transportation Webpage to click on a direct link to the positions.

