



## Kings Canyon Unified School District Transportation Department

Jason Flores – Transportation Director    Andrea Serrano – Transportation Supervisor

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### **Requests for Transportation Guidelines**

Here are a few guidelines and tips to follow when requesting transportation for field trips and district business:

#### **School Buses**

When requesting a school bus for a field trip please be sure to have the site administrator put in the request on TransTraks at least 10 working days in advance. If you do not know the location and/or times in advance, please send the request with TBA listed. It is easier to cancel a trip than it is to add a trip last minute. There are blackout times, in which we cannot accommodate the trip on a school bus. Those are any time before 8:30 a.m. and any time from 1:45 p.m. to 4:30 p.m. on regular schedule days and 12:00 p.m. to 2:45 p.m. on minimum days. These times are when the drivers are transporting students to and from school sites. If your trip must run during these blackout times, and if you choose, we will try to set up the trip on a charter. Keep in mind that we need to set up charter buses quite a bit further in advance.

If you have any questions or concerns regarding scheduling school buses, please contact Ana Garcia at Transportation.

#### **Charter Buses**

When requesting a charter bus for a field trip it is best to send the Request to Transportation as early as possible. This can be done through our Department website under “School Pupil Activity Bus”. We need, at the very least, 6 weeks in advance. Charter buses can book fast. Thursdays and Fridays are the most popular and May is the busiest month all year. Our suggestion for any site wanting to take a trip on a charter bus during is to send the request at the beginning of the school year in order to ensure that there will be a bus available. Please make sure that the online form is completely filled out. As soon as Transportation receives the request we will make contact to the charter companies. If there are no charter buses available from any of the charter companies we will contact you to discuss alternate transportation options or dates for the trip.

**Please make sure to print out the “Charter Child Check” form prior to boarding the bus. This MUST be filled out with the driver, signed and sent back to Transportation after the trip has ended.**

If you have any questions or concerns regarding charter buses, please contact Jason Flores at Transportation.

