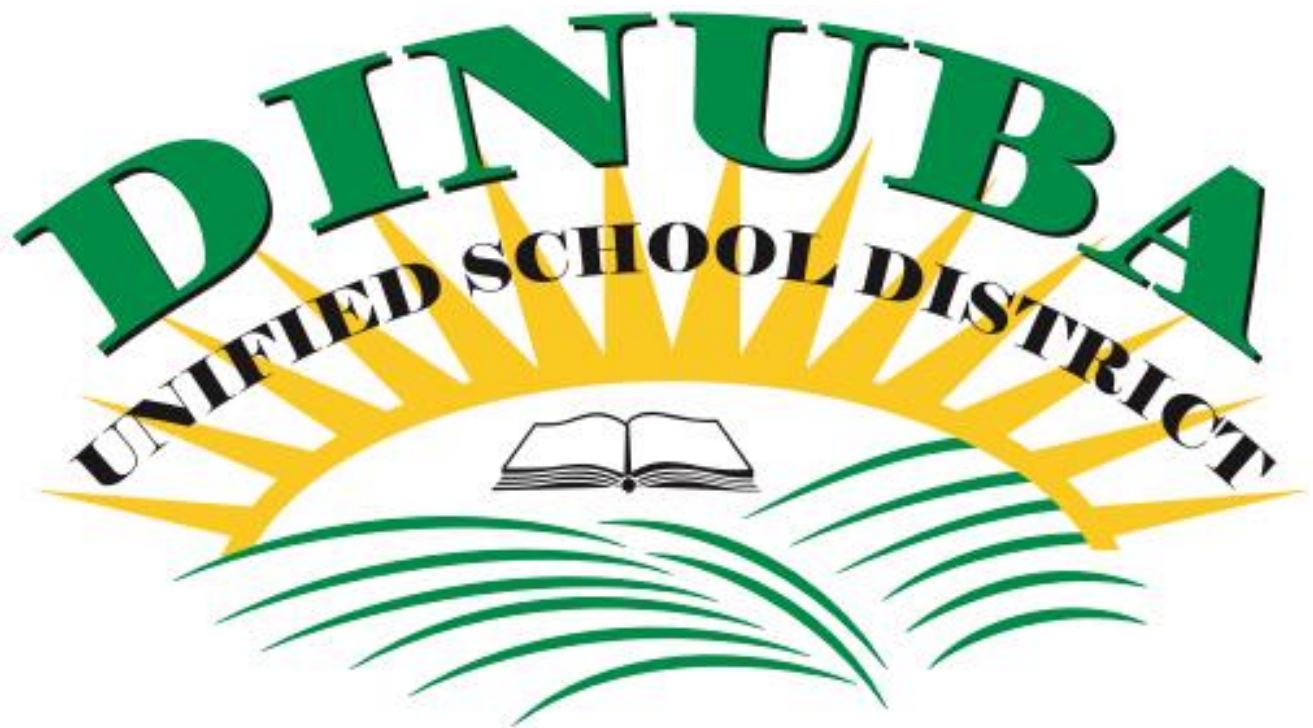


**Dinuba Unified School District**  
**Transportation Department**  
**School Site Handbook**

**Revised 03/20/23**



*Cultivating Excellence*

**2023-2024**

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# Transportation Department

## Who to call?

Transportation Department  
(559) 595-7282

Office Hours: 6:30 am – 4:30 pm  
Shop Hours: 6:00 am – 4:15 pm

Dispatch – Mike Trokey  
Intercom #2806

Office Hours: 6:30 am – 4:15 pm

Administrative Asst. – Johanna Hernandez  
Intercom #2805

Office Hours: 6:30 am – 4:15 pm

Vehicle Maintenance Shop  
Intercom #2807

Office Hours: 6:00 am – 3:30 pm

Director – Terri Serpa  
Intercom #2804  
(559) 931-3576 Cell

Office Hours: 6:30 am – 4:30 pm

\*After Hours, call 559-931-3576

## *Field Trip Planning*

Site Responsibilities –

Trip planners should be familiar with:

- Board Policy/Administrative Regulation – 3541 as they pertain to field trips
- District Guidelines for student travel as outlined in the Student Travel Task Force document available online at -  
<https://www.dinuba.k12.ca.us/site/handlers/filedownload.ashx?moduleinstanceid=2036&dataid=1960&FileName=TASK%20FORCE%20FINAL.pdf>
- The procedures to follow as specified in this handbook

### *VIP TIPS (Very Important Planning Tips)*

- **Submit trip requests early!**
- **Submit trip requests 10 days in advance!**
- September 30, 2023 is the deadline for Board Approval for all trips except sports
- All trips are assigned on a first-come, first-served basis
- When conflicts arise, trips will be scheduled on the following priority basis:
  1. Home to School Transportation
  2. League Athletic Competitions
  3. Academic and Performing Arts Trips
  4. Student Reward Trips
  5. Professional Development Activities



### *Bus Availability and Timeframes*

Home-to-school routes run from 6:30 a.m. to 8:15 a.m. and 2:00 p.m. to 4:15 p.m. District buses are not available for trips during these times.

Weekday trips are able to spot at 8:15 a.m. for an 8:30 a.m. departure. Weekend trips, anytime.

**Weekday trips must be back at school by 2:00 p.m.** to accommodate home-to-school routes, or the bus can be scheduled to pick up after routes end at 4:15 p.m. Please account for travel time from Dinuba to the location of the return pick up.

**Please notify all your staff of the time restrictions for school buses, for which it will be strictly adhered to.**

A charter bus may be requested when flexibility is needed. To book a charter bus, please submit your request by September 30, 2023. The earlier, the better. Charters are busiest in the fall and spring and are costly, please plan accordingly.

When a foggy day schedule is called on the day of a field trip, trips that are scheduled to leave at 8:30 a.m. will be delayed 1 hour. Plan for contingencies.

When there is a high demand for certain days, blackouts may be implemented. Schedule early to get the best possible dates.



### School site Trip Requester

- Each Administrator should designate an individual as their Site Trip Requester.
- Only designated Site Trip Requesters will have access to the TransTraks Field Trip Program.
- Trip Requesters will have a dedicated user name and password to access the Trip Request Center.
- Please contact Transportation to set up a Site Trip Requester and one alternate.
- Communication for field trip requests are handled through the Trip Request Center by the Site Trip Requester who has the ability to:
  - book trips
  - review trip status
  - receive cost estimates



### How to Reserve a Vehicle

- All trips are booked by the site trip requester through the web-based trip request center in the TransTraks Field Trip Program.
- Once a trip request has been submitted, changes to the trip can only be made by contacting the transportation office.
- Most trips are scheduled successfully. When a conflict arises, transportation will notify the site trip requester. Options for resolving the conflict will be discussed and may include a time/date adjustment or a change in the type of bus to be used.
- All trips entered by the requester are submitted as “Proposed”.
- Once transportation receives the trip and there are no conflicts, the trip will be “Confirmed” and an estimate will be available in the TransTraks program.
- Each site is responsible for ensuring that a trip is booked and confirmed a **minimum of 10 days in advance of the departure date.**

- When a trip must be booked less than 10 days in advance of the departure date, please contact Transportation for availability.
- All trips must be approved by Transportation before the trip will receive a confirmed status.
- Providing complete and accurate information is essential to ensure that your trip is properly planned and scheduled.
- A complete itinerary, accounting for all time, is required for all trips.



### **Submitting your Field Trip Requests**

- For the 23-24 school year, trip requests are to be in the TransTraks program by October 13, 2023.
- All trips must be scheduled **no less than 10 days in advance of the departure date.**
- It is the responsibility of the site to confirm that the trip has been scheduled.
- Scheduled trips must be within the time frames as indicated in *Bus Availability and Time Frames*, **with return to school times no later than 2 pm** or after 4:15 p.m.
- The “Leave school” box on the request form is the time the bus will depart from the school site.
- Students and chaperones shall be on the bus and ready to go at the designated departure time. Attendance taking, dismissal from class, uniform changing, etc. needs to be done prior to the departure time.
- Every effort will be made for the bus to arrive 15 minutes prior to the departure time to load passengers and supplies.
- **Meal and rest stops must be included on the trip request and itinerary but will be limited and only scheduled on a trip-by-trip basis.**
- Contact DUSD Food and Nutrition Services for meals and snacks “to go”.
- **Any stop other than the destination must be specific, requires prior approval and can be entered in the Customer Instructions field of the trip request.**
- When storage is needed for equipment or ice chests, please indicate it in the Customer Instructions field on the request.
- The “Return School” time is when the bus arrives back at the school site, not the time leaving the destination. Drivers will confirm the leave destination time with the trip chaperone.
- Accurate passenger counts are essential to determine the capacity of the vehicle(s) that will be assigned to the trip.
- Special adaptive equipment such as walkers or wheelchairs must be indicated.
- Tolls, entrance, and parking fees are the responsibility of the program.

To accommodate the needs of programs that cannot return to the site by 2:00 p.m., transportation utilizes “shuttle drop and returns”.

A shuttle is when one bus takes passengers to the destination, drops them off and another bus returns to pick passengers up. This allows bus drivers to cover their afternoon routes and then return to pick up passengers after 4:15 p.m. The actual time for the return will be determined by the distance from Dinuba to the pick-up location.

When a trip is proposed to return to the site between 2:00 pm and 4:30 pm and a shuttle will not work, please be prepared to use a Charter bus or revise the time of the trip.

The more information a requester can provide in trip instructions or customer instructions, the better. For example: Students need to be transported between different sites, storage is needed for ice chests, etc.



### **Rates and Fees**

School bus rates: \$42 per hour & \$2.50 per mile

White fleet rates \$2.50 per mile

School bus and white fleet fees:

- No show fee (vehicle is not picked up/used or group does not show up) = \$200 each
- Lost key replacement fee = Actual cost of the replacement key
- Interior deep cleaning fee = \$35 each occurrence/vehicle (white fleet)

Charter bus fees vary. The site/program is responsible for the entire cost of a charter bus. Call the transportation dispatcher for rates and quotes.



### **Cancellation of a Field Trip or Buses**

When a school bus or the entire trip needs to be cancelled please call transportation dispatch, then send follow-up emails to [mike.trokey@dinuba.k12.ca.us](mailto:mike.trokey@dinuba.k12.ca.us) and [johanna.hernandez@dinuba.k12.ca.us](mailto:johanna.hernandez@dinuba.k12.ca.us) with the change.

When the cancellation is made prior to the school bus being dispatched, no charge will be incurred.

When the school bus has arrived at the site and the group is a no-show, the group will incur a no-show fee of \$200.

Charter bus companies have cancellation policies in place. Expect to incur a fee for cancelling within a certain time frame. Check with transportation dispatch to find out what those policies are.



### *Transportation for Athletic Playoffs*

The transportation department will be flexible when scheduling athletic playoffs, understanding that last minute requests may be made. Please make every effort to schedule these between 8:30 a.m. and 2:00 p.m. or after 4:00 p.m. when possible.



### *White Fleet Reservations and Use*

- White Fleet vehicles are requested through the TransTraks Program.
- The fleet consists of a total of 13 vans and SUV's that may be used for District sponsored activities only.
- The vehicles have varied seating capacities. When a vehicle is requested, it will be assigned according to the passenger count on the request. Please be accurate.
- No more than 3 vehicles can be booked for a single activity, per board policy.
- If more than 3 vehicles are needed for an activity, a school bus or charter bus will be booked, if available.
- When the passenger count decreases and multiple vehicles are not needed, please contact dispatch to cancel the unnecessary vehicle. This will ensure the availability of that vehicle for another group.
- A no-show fee of \$200 will be charged for vehicles that are not cancelled.
- A deep cleaning fee of \$35 will be charged whenever a vehicle is returned and the interior is excessively dirty. (trash, grass, pet hair, etc.)
- Due to insurance liability, only those employees and group participants that have been pre-screened through the Human Resources Department are authorized to use or ride in District vehicles.
- **All drivers of white fleet vehicles must be employees of Dinuba Unified School District, be enrolled in the California DMV Employer Pull Notice Program, have pre-approved DMV clearance through the transportation department, and meet district age requirements:**
  - **21 years old for Certificated Employees**
  - **25 years old for Classified Employees**
- The first time a driver is assigned a vehicle, they will be required to sign two forms acknowledging the:
  - District Drug and Alcohol Policy
  - Engine diagnostic and GPS monitoring system



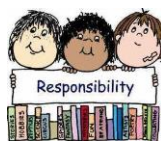
Drivers shall adhere to all rules and regulations governing the safe operation of the vehicle. Driving privileges may be revoked for unsafe acts in a district vehicle (such as speeding) and/or using the vehicle for unauthorized activity.

Smoking/vaping in a district vehicle is prohibited at all times.



### **Pre-Trip and Post-Trip Requirements**

Prior to the start of a trip and at the end of the trip, the driver and chaperone in charge will inspect the interior of the bus for cleanliness and damage and the findings will be noted. When excessive trash or any damage is found at the end of the trip that was not noted at the beginning of the trip, charges for clean-up or repairs may be incurred.



### **Responsibilities**

It is the responsibility of the driver and chaperone to review the trip itinerary, including confirmation of the destination, any planned stops, and loading and drop-off times before departing the school site. Expectations of student conduct will be discussed and the driver shall brief all passengers on the location of emergency equipment and exits along with the procedures to be used in an emergency evacuation.

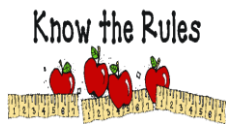
- It is the responsibility of the driver to ensure the safety of all passengers during transport.
- District policy mandates that all field trips be supervised by certificated teachers or coaches of the district and at least one teacher/coach accompanies students on the bus.
- Only authorized chaperones and participating students are permitted transportation on field trips.
- Chaperones are to assist in maintaining appropriate student conduct while students are being transported and may move about the bus only at the discretion of the driver.
- A clear understanding shall be reached between the driver and chaperone regarding:
  - The parking location for the bus at the destination.
  - Loading and departure time from the destination.
  - The time the bus will return when the trip is scheduled as a shuttle.
  - When a student departs with a parent/guardian from the destination, the chaperone is responsible for accounting for their absence.
  - Both the driver and the chaperone will perform a head count and agree that all students are accounted for before departing a planned stop or destination.

- The driver and chaperone may exchange cell phone numbers in case of emergencies.

Pursuant to CVC 28160 which exempts SPAB/Charter buses from equipping buses with a Child Safety Alert System, the chaperone and driver of a SPAB/Charter bus will:

- Ensure no pupil is left unattended on a bus.
- Inspect the interior of the bus each time pupils unload the bus to ensure no pupils are left unattended on the bus.
- Sign, date and immediately return to transportation a form provided by the district declaring this provision has been complied with.
- When a student departs with a parent/guardian from the destination, the chaperone is responsible for accounting for their absence.

Proper conduct on the bus is essential for the safety of all passengers. Students are expected to keep the noise level to a minimum to ensure that traffic sounds and emergency conditions are recognizable to the driver. All passengers must remain seated and, if the bus is equipped, properly wear seat belts while the bus is in motion. Eating on the bus is not permitted. When charter buses are equipped with restrooms, passengers shall not use them while the bus is in motion.



### *Rules and Regulations - Transportation*

The following passenger guidelines are presented in order that each student who rides the bus or in a district vehicle will arrive safely, on time, and in the proper frame of mind to learn and participate in activities.

#### *Rules of Conduct*

1. Observe the same conduct as in the classroom.
2. Do not smoke or vape on the bus or in district vehicles.
3. Do not eat or drink on the bus or in district vehicles.
4. Keep the bus or district vehicle clean.
5. Follow the instructions of the driver at all times.
6. Students are to remain seated and facing forward while the bus or vehicle is in motion, including Charter buses. When equipped, students shall wear seat belts at all times while riding in a bus or vehicle.
7. Keep arms and head inside the bus or vehicle at all times.
8. Do not throw anything inside or out of the bus or vehicle.
9. Profanity, indecent language, and obscene gestures are prohibited.
10. The cost to repair or replace any property defaced or destroyed on a district vehicle or Charter bus will be charged to the student and their parent or guardian.

11. Drivers are authorized to assign seats.

Board policy allows buses to be equipped with audio/video capabilities and requires that passengers follow all the instructions of their bus driver. All school and DUSD regulations apply while students are aboard the school bus, charter bus, or district vehicle.

## Transportation Department Mission Statement

To provide safe and efficient transportation for our children, utilizing our special training and positive values to help them achieve their objectives for a brighter and better tomorrow.