

## Trip Information

For field trip assistance and questions, contact Kay Winkles at [winklesk@mdusd.org](mailto:winklesk@mdusd.org) or (925) 825-7440, ext. 3722.

To request a staff login for TransTraks, email Julie Carpenter at [carpenterj@mdusd.org](mailto:carpenterj@mdusd.org).

**School site staff: please enter all field trips and activity trips in TransTraks.**

### Important things to consider when entering your trips:

1. Our school bus staff and buses strive to accommodate your trip requests.
2. It is imperative for school sites to communicate all off-site movement of students with the Transportation Department.
3. When scheduling a trip, designated school site staff members should promptly enter trip information into TransTraks to check availability. We recommend providing at least two months' notice but no less than two weeks. Trip dates in the Spring may fill up quickly, so early entry is encouraged. Please refer to the Transportation Department's Blackout date list to ensure availability. Charter buses may be available on blackout dates at a higher cost.
  - a. All trips are subject to availability.
  - b. Trip requests must include the name and phone number of the trip's lead contact, responsible for and present on the trip, capable of addressing inquiries from drivers and our Transportation scheduler.
4. Determine the expected return time to your school. When inputting the departure time for the return trip, consider the approximate drive time on Google Maps and add an additional ten minutes for compliance with speed regulations. Our drivers adhere to a maximum speed of 55 mph per DOT regulations and prioritize student safety. Adjustments to site departure may be necessary. Please refrain from estimating a 30-minute trip time from locations such as San Francisco, Marin, and Sausalito.
  - a. Accuracy in entering start and end times for activity trips and athletic events on TransTraks is crucial. Realistic and precise departure and return times for events like football games must be provided on the TransTraks trip schedule. School bus drivers are required to adhere to federal regulations governing school bus drivers' hours of service, as outlined by Title 49 of the Code of Federal Regulations (CFR), established by the Federal Motor Carrier Safety Administration (FMCSA) and the California Department of Motor Vehicles (DMV). School bus drivers in California, like commercial drivers in other states, are subject to federal regulations governing their hours of service. These regulations are designed to ensure the safety of passengers, especially school children, by limiting the amount of time a driver can spend behind the wheel and mandating rest breaks. Some of the key regulations include:
    1. **Maximum Driving Hours:** In California, school bus drivers are generally limited to driving a maximum of 10 hours after being off-duty for 8 or more consecutive hours. This is in accordance with federal regulations.

2. Maximum On-Duty Hours: School bus drivers may not be on duty (including driving and non-driving work) for more than 15 hours following 8 consecutive hours off-duty. This is intended to prevent drivers from becoming fatigued.

3. Rest Breaks: Drivers must take a break of at least 30 minutes after driving for 4 hours. During this break, they are not allowed to perform any on-duty tasks.

4. Weekly Limit: School bus drivers cannot drive more than 60 hours in a 7-day period or 70 hours in an 8-day period. This limit can be reset by taking at least 34 consecutive hours off-duty.

5. 10-Hour Break: After reaching the maximum daily driving limit of 10 hours, school bus drivers are required to take at least 10 consecutive hours off-duty before resuming work.

It's important to note that these regulations are subject to change, and it's essential for school bus drivers to stay up to date with the latest rules and regulations set by the Federal Motor Carrier Safety Administration (FMCSA) and the California Department of Motor Vehicles (DMV). These regulations are in place to ensure the safety of both the drivers and the passengers, especially schoolchildren, who are being transported on school buses. Violations of these regulations can result in penalties and fines.

5. Our primary obligation for activity buses is to students residing in the Bay Point area attending Mt. Diablo and Olympic High Schools. Trips cannot commence before 8:30 a.m. and must return to the school sites by 2:45 p.m. (Mon, Tues, Thurs, Friday), and 1:45 p.m. on Wednesdays. a. In the event of conflicts with afternoon take-home times from MDHS, adjustments or charter bus options may be offered, subject to availability and potential additional costs, or we may need to cancel the trip.
6. Transportation coordinates school or charter buses for trips. Only the Transportation Department is authorized to coordinate trips with charter companies. School sites cannot independently arrange chartered transportation due to safety and liability concerns. Our department ensures compliance with Department of Transportation, Federal, and State standards for transporting MDUSD students.
  - a. It is essential to review the cancellation policy of the selected charter company.
7. All trips must have approved coaches, teachers, and/or chaperones. A minimum ratio of one adult chaperone (21 years or older) for every 15 students in grades 6-12 (10 students to one adult for grades PK-5) is required. The Superintendent or designee may mandate a certificated staff member as a chaperone. Chaperones must have successfully undergone the DOJ/FBI fingerprint process for any field trip or activity.
8. **Cancellations:** School bus trips must be canceled at least twenty-four hours before the scheduled trip time to avoid a minimum charge of \$360.00 per bus. **Important:** Charter companies may have varying cancellation policies; please refer to your quote for details.

**Transportation Department's Blackout dates.**

Blackout dates indicate when all available school buses and drivers are already booked for the day. Additional blackout dates are updated throughout the school year as days become booked. Charter buses may be available on blackout dates at a higher cost, for which the school site/program is responsible.