TRIP INFORMATION

For field trip assistance and questions, contact Kay Caughran at caughrank@mdusd.org or (925) 825-7440, ext. 3722.

To request an office staff login for TransTraks, email Julie Carpenter at carpenterj@mdusd.org.

Trip Information

School site staff, enter all Field and Activity trips in TransTraks.

Important things to consider when entering your trips:

1. Our Transportation Department's dispatch staff and school bus drivers strive to accommodate your trip requests.

2. It is imperative for school sites to communicate all off-site movement of students with Student Support at the district office and the Transportation Department. Refer to and follow the district's Field Trip Procedures provided to Office Managers.

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 2 months' notice, but no less than 2 weeks' notice. 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.

- All trips are subject to availability.
- Trip requests must include the name and phone number of the trip's lead contact, who is responsible for the trip and present on it. That person should be able to address inquiries from drivers and our Transportation scheduler while on the trip.
- Always consider traffic and travel time for the return-to-site time.
- Overtime rates for school buses: An overtime charge of $135 an hour, to the fraction of the hour, per bus, will be added to trips over six (6) hours. Weekend trips will be charged by time ($135 per hour) and miles ($6 per mile), per bus. Charter buses charge overtime at a higher rate, and that information will be on the trip quote you are provided from the charter company.
- Our primary obligation for our transit buses (activity buses) is to transport students residing in the Bay Point area who attend Mt. Diablo and Olympic High Schools to and from school.
    - Trips cannot commence until after the home-to-school trips. In most instances, the earliest buses can arrive at school sites is at 8:30 a.m., and buses must return to the school sites by 2:45 p.m. (Monday, Tuesday, Thursday, and Friday) and 1:45 p.m. on Wednesdays. Inquire with Kay Caughran to discuss whether your trip requires a return later than 2:45 p.m./1:45 p.m. on Wednesdays. When school staff enter the trips into TransTraks, the site pickup and return times should reflect the 8:40 a.m. site arrival and the 2:45 p.m. return.

- Review the cancellation policies for trips. School bus trips must be canceled at least twenty-four hours before the scheduled trip time to avoid a minimum charge of $540.00 per bus.
    - Charter bus companies have their own cancellation policies. Charter companies have varying cancellation charges, ranging from 50 to 100 percent of the full trip charge for late cancellations. Refer to your charter bus quote for details on their cancellation policy.

4. Determine the expected return time to your school. When entering the departure time for the return trip, consider the approximate drive time on Google Maps and add an additional 10 minutes to account for speed limits. Our drivers adhere to a maximum speed of 55 mph per DOT regulations and prioritize student safety. Site departure times may be adjusted. Please refrain from estimating a 30-minute trip time from locations such as San Francisco, Marin, and Sausalito.

- Accurate entry of start and end times for activity trips and athletic events on TransTraks is crucial. Realistic and precise departure and return times for events such as football games must be included in the TransTraks trip schedule. School bus drivers are required to adhere to federal regulations governing their hours of service, as outlined in 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 passenger safety, especially that of schoolchildren, by limiting the time a driver can spend behind the wheel and mandating rest breaks. Some of the key regulations include:
- 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. 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. 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. 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.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 drivers and passengers, especially schoolchildren, who are transported on school buses. Violations of these regulations can result in penalties and fines.

5. 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.

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- It is essential to review the cancellation policy of the selected charter company.

6. 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 require a certificated staff member to serve as a chaperone. Chaperones must have successfully undergone the DOJ/FBI fingerprint process for any field trip or activity.

7. Trip cancellations: School bus trips must be canceled at least twenty-four hours before the scheduled trip time to avoid a minimum charge of $540.00 per bus.

- Important: Charter companies may have varying cancellation policies, including charges of 50 to 100 percent of the trip charge for late cancellations. Refer to your charter bus quote for details on their cancellation policy. The charge for a charter bus cancellation with less than fourteen (14) days' notice is $250.00 or up to 50% of the trip cost, depending on the company. All charter bus companies charge the full trip price for cancellations made forty-eight (48) hours or less prior to the scheduled departure. School sites are responsible for all trip charges, including cancellation fees.