

FIELD TRIPS

2026-2027



RIALTO UNIFIED



SCHOOL DISTRICT

Let's Ride This Out Together!

FORMS



TRIP TICKET (FRONT)

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

STAY ON SITE

CLIENT: EISENHOWER HS

GROUP: EHS Boys Var Football

CONTACT: Cameron Caldwell

TOTAL PASSENGERS: 26

DRIVER:

DATE: Saturday, June 22, 2024

TRIP: R516960

VEHICLE: or _____

Did you pretrip this bus specifically for this trip? YES/NO

If YES, the bus was pretripped from :

_____ to _____

LUNCH STOP: YES

What route were you assigned today? Route# _____

Did you utilize Toll Roads? YES or NO

SIGN ON:

Actual Time Odometer

DROP

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.			

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Pick Up	EISENHOWER HS		7:00 AM		

PASSENGERS

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	West Covina HS				

RETURN

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Pick Up	West Covina HS				

PASSENGERS

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	EISENHOWER HS		4:00 PM		

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.			

DRIVER'S LUNCH : _____ TO _____

FUELED BUS : YES OR NO

TRIP CANCELLED : YES OR NO

Actual Time Odometer

SIGN OFF:

Comments/Post Trip Report:

Driver Signature: _____

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

TRIP TICKET (BACK)

Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is _____. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature _____ Date _____

Teacher/Chaperone's Signature _____ Date _____

Duration of Speech _____ Trip # _____

TRIP REFUSAL FORM



FIELD TRIP REFUSAL FORM 2026-2027

I, _____, do not wish to accept the trip that I was assigned.

Date of Trip _____ Trip # _____

I realize that I will be charged for the hours that I would have received for this trip.

Signature _____ Date _____

OFFICE USE ONLY

Trip Start Time: _____

WORK AREA: _____

Trip End Time: _____

Total Time Charged to Driver: _____



FIELD TRIP REFUSAL FORM 2026-2027

I, _____, do not wish to accept the trip that I was assigned.

Date of Trip _____ Trip # _____

I realize that I will be charged for the hours that I would have received for this trip.

Signature _____ Date _____

OFFICE USE ONLY

Trip Start Time: _____

WORK AREA: _____

Trip End Time: _____

Total Time Charged to Driver: _____



FIELD TRIP REFUSAL FORM 2026-2027

I, _____, do not wish to accept the trip that I was assigned.

Date of Trip _____ Trip # _____

I realize that I will be charged for the hours that I would have received for this trip.

Signature _____ Date _____

OFFICE USE ONLY

Trip Start Time: _____

WORK AREA: _____

Trip End Time: _____

Total Time Charged to Driver: _____

TRIP LIST FORM



TRIP LIST 2026-2027

I, _____, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature _____ Date _____

OFFICE USE ONLY

Hours the driver will return with: _____

WORK AREA:

Number of Saturday Trips: _____

Time Changed to Driver: _____



TRIP LIST 2026-2027

I, _____, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature _____ Date _____

OFFICE USE ONLY

Hours the driver will return with: _____

WORK AREA:

Number of Saturday Trips: _____

Time Changed to Driver: _____



TRIP LIST 2026-2027

I, _____, wish to be added or re-instated to the trip list. I understand that my accumulated hours will be adjusted accordingly, including the weekend trips.

Signature _____ Date _____

OFFICE USE ONLY

Hours the driver will return with: _____

WORK AREA:

Number of Saturday Trips: _____

Time Changed to Driver: _____

MISSING TRIP TICKET

MISSING TRIP TICKET

DRIVER: _____ DATE OF TRIP: _____

DETAILS:

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.



MISSING TRIP TICKET

DRIVER: _____ DATE OF TRIP: _____

DETAILS:

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.



MISSING TRIP TICKET

DRIVER: _____ DATE OF TRIP: _____

DETAILS:

REMINDER: Trip tickets are always due by the close of business daily. If a driver returns after the office is closed, it is the responsibility of the driver to complete and return their paperwork the next business day.



INCOMPLETE TRIP TICKET



INCOMPLETE TRIP TICKET

DRIVER: _____

DATE OF TRIP: _____ TRIP NUMBER: _____

DETAILS:

The attached trip ticket was not completed. It is extremely important every trip ticket is filled out accurately AND completely. School sites rely on us to bill appropriately.

Please complete filling out the trip ticket and resubmit to the Transportation Services Office by the end of the day.

Thank you.



INCOMPLETE TRIP TICKET

DRIVER: _____

DATE OF TRIP: _____ TRIP NUMBER: _____

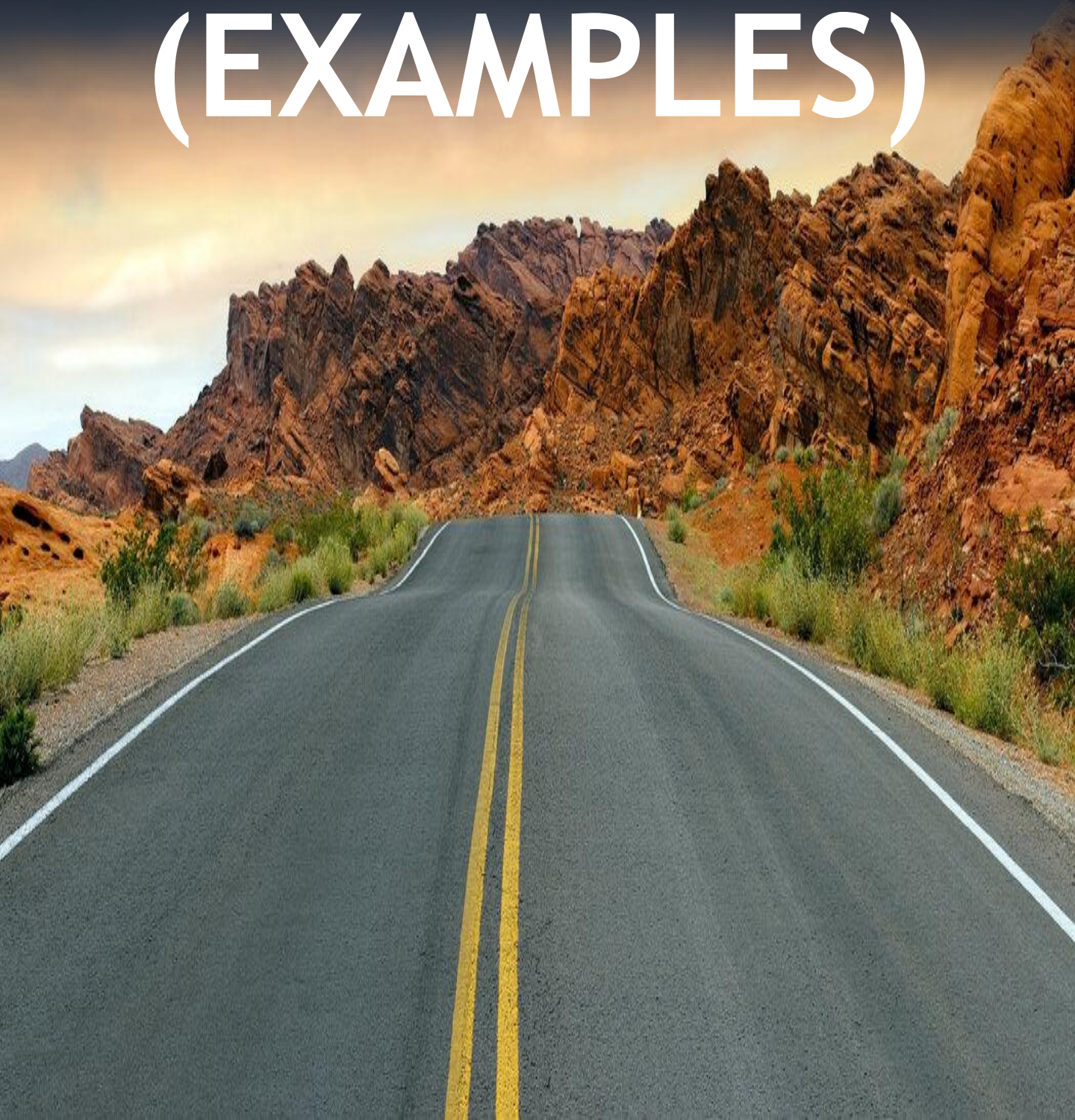
DETAILS:

The attached trip ticket was not completed. It is extremely important every trip ticket is filled out accurately AND completely. School sites rely on us to bill appropriately.

Please complete filling out the trip ticket and resubmit to the Transportation Services Office by the end of the day.

Thank you.

TRIP TICKETS (EXAMPLES)



EXAMPLE 1

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

DROP AND RETURN

CLIENT: RIALTO MS

GROUP: MS Sports Trip

CONTACT: Troy Holland

TOTAL PASSENGERS: 54

DRIVER: RIOS, L

DATE: Tuesday, May 14, 2024

TRIP: R516909

VEHICLE: TBA or #229 318

Did you pretrip this bus specifically for this trip? YES/NO
If YES, the bus was pretripped from:

11:45 to 12:15

LUNCH STOP: FALSE

What route were you assigned today? Route# 11

Did you utilize Toll Roads? YES or NO

DROP

Stop Type	Location Name	Location Address
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.

Stop Type	Location Name	Location Address
Pick Up	RIALTO MS	

Stop Type	Location Name	Location Address
Drop Off	Woodcrest Christian School	18401 Van Buren Blvd

Stop Type	Location Name	Location Address
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.

RETURN

Stop Type	Location Name	Location Address
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.

Stop Type	Location Name	Location Address
Pick Up	Woodcrest Christian School	18401 Van Buren Blvd

Stop Type	Location Name	Location Address
Drop Off	RIALTO MS	

Stop Type	Location Name	Location Address
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.

DRIVER'S LUNCH: 5:15 TO 5:30

FUELED BUS: YES OR NO

TRIP CANCELLED: YES OR NO

Comments/Post Trip Report:

Drop in bus #229 / Return in bus #318 (14 passengers)
Returned Jehue Middle group per Jason.

Driver Signature: LHO

SIGN ON:

Time

Time

12:30 PM

Time

Time

Time

Time

Time

Time

SIGN OFF:

Actual Time

12:15

Actual Time

12:15

Actual Time

12:30

Actual Time

1:30

Actual Time

2:30

Actual Time

4:30

Actual Time

5:00

Actual Time

10:00

Actual Time

10:15

Actual Time

Odometer

53634

Odometer

53634

Odometer

53635

Odometer

53662

Odometer

53691

Odometer

31928

Odometer

31952

Odometer

31975

Odometer

31977

Odometer

PASSENGERS

12+2=14

PASSENGERS

22

Jehue students

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

Printed On:

5/13/2024

ENTERED MAY 23 2024

1 + 5.75 = 6.75 - 5 = 1.75

EXAMPLE 1

Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is Liana Rios. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature [Signature] Date 5-15-14-2024

Teacher/Chaperone's Signature [Signature] Date _____

Duration of Speech 2 min Trip # 2516909

EXAMPLE 2

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

STAY ON SITE

CLIENT: Bemis ES

GROUP: Bemis Step Up

CONTACT: AMANDA LEYVA, MARIA

TOTAL PASSENGERS: 100

DRIVER: HERD, D

DATE: Friday, May 3, 2024

TRIP: R516489

VEHICLE: 243 or

Did you pretrip this bus specifically for this trip? YES ☒ NO

If YES, the bus was pretripped from:

LUNCH STOP: FALSE

What route were you assigned today? Route # 3840

Did you utilize Toll Roads? YES or ☒ NO

SIGN ON:

Actual Time 815 Odometer 21631

DROP

Stop Type	Location Name	Location Address	Time
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.	
Stop Type	Location Name	Location Address	Time
Pick Up	Bemis ES		8:30 AM
Stop Type	Location Name	Location Address	Time
Drop Off	Mt San Antonio College		

Actual Time	Odometer	PASSENGERS
<u>815</u>	<u>21631</u>	
<u>830</u>	<u>21633</u>	<u>57</u>

RETURN

Stop Type	Location Name	Location Address	Time
Pick Up	Mt San Antonio College		
Stop Type	Location Name	Location Address	Time
Drop Off	Bemis ES		12:45 PM
Stop Type	Location Name	Location Address	Time
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.	

Actual Time	Odometer	PASSENGERS
<u>945</u>	<u>21672</u>	
<u>1225</u>	<u>21682</u>	<u>57</u>

DRIVER'S LUNCH: 1045 TO 1015

FUELED BUS: YES OR ☒ NO

TRIP CANCELLED: YES OR ☒ NO

SIGN OFF:

Actual Time 130 Odometer 21722

Comments/Post Trip Report:

Lunch miles 21672-21682

Driver Signature:

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

ENTERED MAY 15 2024 76-5 = 3.35

EXAMPLE 2

Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is Ms Dee. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is no eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature [Signature] Date 5.3.2024

Teacher/Chaperone's Signature [Signature] Date 5.3.2024

Duration of Speech 3 mins Trip # 516489

EXAMPLE 3

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

DROP AND RETURN

CLIENT: **JEHUE MSRIALTO MS**
Expanded Learning Programs
GROUP: Trip

CONTACT: **Jailene Paniagua**

TOTAL PASSENGERS: **55**

DRIVER: **FLOURNOY, V**

DATE: **Wednesday, March 6, 2024**

TRIP: **R516462**

VEHICLE: **232** or _____

Did you pretrip this bus specifically for this trip? YES ☒ NO ☐
If YES, the bus was pretripped from : _____ to _____

LUNCH STOP: **FALSE**

What route were you assigned today? Route# **28**

Did you utilize Toll Roads? YES or ☒ NO ☐

DROP

Stop Type Location Name Location Address Time
Pick Up **Rialto Bus Yard** **625 W. Rialto Ave.**

Stop Type Location Name Location Address Time
Pick Up **JEHUE MS**
RIALTO MS

Stop Type Location Name Location Address Time
Drop Off **FRISBIE MS**

Stop Type Location Name Location Address Time
Drop Off **Rialto Bus Yard** **625 W. Rialto Ave.**

RETURN

Stop Type Location Name Location Address Time
Pick Up **Rialto Bus Yard** **625 W. Rialto Ave.**

Stop Type Location Name Location Address Time
Pick Up **FRISBIE MS**

Stop Type Location Name Location Address Time
Drop Off **JEHUE MS**
RIALTO MS

Stop Type Location Name Location Address Time
Drop Off **Rialto Bus Yard** **625 W. Rialto Ave.**

DRIVER'S LUNCH: _____ TO _____

FUELED BUS: YES OR ☒ NO ☐

TRIP CANCELLED: YES OR ☒ NO ☐

Comments/Post Trip Report:

Driver Signature: _____

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

ENTERED MAR 12 2024

SIGN ON: Actual Time **1:00** Odometer **52943**

Actual Time **1:00** Odometer **52943**

Actual Time **1:15 PM** Odometer **52948** PASSENGERS **33**
Actual Time **1:30 PM**

Actual Time **2:00** Odometer **52955**

Actual Time **2:10** Odometer **52958**

Actual Time **3:15** Odometer **52968**

Actual Time **4:15** Odometer **52972** PASSENGERS **33**

Actual Time **4:55** Odometer **52977**

Actual Time **5:00** Odometer **52978**

SIGN OFF: Actual Time **5:15** Odometer **52978**

0.75 + 0.75 (1.5) Done

EXAMPLE 3

Printed On:

3/5/2024

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Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is MS. FLO. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature [Signature] Date 03-06-24

Teacher/Chaperone's Signature [Signature] Date 03-06-24

Duration of Speech 3 minutes / 2 minutes Trip # 576462

EXAMPLE 4

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

DROP AND RETURN

CLIENT: Eisenhower HS

GROUP: EHS Boys Var Volleyball

CONTACT: Giselle Ponce

TOTAL PASSENGERS: 37

DRIVER: SILVA, A

DATE: Tuesday, April 2, 2024

TRIP: R516547

VEHICLE: TBA or 238

Did you pretrip this bus specifically for this trip? YES ☒ NO ☐
If YES, the bus was pretripped from:

LUNCH STOP: TRUE
False

What route were you assigned today? Route# 37

Did you utilize Toll Roads? YES or NO

SIGN ON:

Actual Time 2:30
Odometer 32780

DROP

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.		2:30	32780	
Pick Up	Eisenhower HS	North Lot	2:40 PM	2:40	32783	14

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Drop Off	Rialto HS			3:10	32789	
Drop Off	Carter High			3:30	32795	

RETURN

Stop Type	Location Name	Location Address	Time	Actual Time	Odometer	PASSENGERS
Pick Up	Rialto Bus Yard	625 W. Rialto Ave.		4:00	32800	
Pick Up	Rialto HS			5:30	32803	14
Drop Off	Eisenhower HS		8:00 PM	5:38	32806	
Drop Off	Rialto Bus Yard	625 W. Rialto Ave.		6:03	32809	

DRIVER'S LUNCH: 1 TO

FUELED BUS: YES OR NO

TRIP CANCELLED: YES OR NO

SIGN OFF:

Actual Time 6:15
Odometer 32809

Comments/Post Trip Report:

Rialto parking lot gate was closed arrived at 3 had to circle around bus at 5:47

Driver Signature:

Amalia Silva

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

ENTERED APR 09 2024

EXAMPLE 4

Printed On:

4/1/2024

Page: 1 of 1

Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is Amelia Silva. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is **NO** eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature Amelia Silva Date 4-2-24

Teacher/Chaperone's Signature [Signature] Date 4-2-24

Duration of Speech 2 min Trip # 2510547

EXAMPLE 5

Special Instructions:



RUSD TRANSPORTATION SERVICES TRIP TICKET

625 West Rialto Avenue Rialto, CA 92376 (P) 909 . 820 . 7862 (F) 909 . 820 . 7867

STAY ON SITE

CLIENT: RIALTO HS

GROUP: Rialto High Site Discretionary

CONTACT: Michelle Howell

TOTAL PASSENGERS: 72

DRIVER: CURTIS, M

DATE: Monday, April 8, 2024

TRIP: R516733

VEHICLE: 224 or

Did you pretrip this bus specifically for this trip? YES ☒ NO

If YES, the bus was pretripped from:

to

LUNCH STOP: FALSE

What route were you assigned today? Route# 34

Did you utilize Toll Roads? YES or ☒ NO

SIGN ON:

Actual Time

Odometer

8:20

691655

DROP

Stop Type Location Name Location Address Time

Pick Up ~~Rialto Bus Yard~~ Carter 625 W. Rialto Ave.

Actual Time

Odometer

8:20

691655

Stop Type Location Name Location Address Time

Pick Up RIALTO HS - Eucalyptus in circle 9:00 AM

Actual Time

Odometer

8:40

691662

PASSENGERS

Stop Type Location Name Location Address Time

Drop Off Prospect Park, Redlands

Actual Time

Odometer

9:00

691678

RETURN

Stop Type Location Name Location Address Time

Pick Up Prospect Park, Redlands

Actual Time

Odometer

2:10

691681

PASSENGERS

Stop Type Location Name Location Address Time

Drop Off RIALTO HS 2:45 PM

Actual Time

Odometer

2:40

691687

Stop Type Location Name Location Address Time

Drop Off ~~Rialto Bus Yard~~ Rialto HS 625 W. Rialto Ave.

Actual Time

Odometer

2:40

691687

DRIVER'S LUNCH: 10:55 TO 11:00

FUELED BUS: YES OR ☒ NO

TRIP CANCELLED: YES OR ☒ NO

Comments/Post Trip Report:

SIGN OFF:

Actual Time

Odometer

2:45

691687

Driver Signature:

*If you need assistance after hours, please text or call the after hours field trip phone at 909.586.8208. Please leave a message if no one answers.

EXAMPLE 5

Rialto Unified School District Transportation Services Activity Trip

EC 39831.5 (4) "Prior to departure on a school activity trip, all pupils riding on school bus or SPAB shall receive safety instruction which includes, but is not limited to, location and use of the emergency equipment"

Hi. My name is M. Lopez. I'll be your bus driver today. Before we depart on your activity trip, please be aware of the following:

- You must **ALWAYS** remain seated and facing forward while the bus is in motion. Keep hands, feet and other objects to yourself. Not doing so can result in injury.
- Please refrain from yelling and screaming. Talk quietly so I can drive safely and hear emergency vehicles.
- There is no eating or drinking on the bus.
- **ALWAYS** follow directions from your teachers, chaperones and myself. Our primary concern is your safety.
- The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves.
- Chaperones please make sure to assist in monitoring all students on the bus and redirect any poor behavior. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus. I request that there is a chaperone/teacher/coach sitting next to the center Emergency Exit Door.
- Please take all trash and belongings when exiting the bus. The bus driver is not responsible for any lost or damaged items left on the bus.

In the case of an emergency, please be aware:

- The emergency exits are (point to emergency exits).
- The first aid kit is (point to the location of the first aid kit).
- The fire extinguisher is (point to the fire extinguisher(s) and explain how to operate it).
- The parking brake is (point to the parking brake and explain how to operate it).
- The two way radio that will allow you to contact transportation is (point to the radio and explain how to operate it).
- If there is a need to evacuate the bus, please make sure to get a safe distance away from the bus in a safe direction. In an emergency, a safe distance away is about 100 feet or equivalent to 25 paces or 50 steps away from the bus.
- If you're seated next to an emergency exit, you will need to assist other students in safely exiting.

Before we depart, are there any questions? (Allow for questions)

Thank you for your full cooperation. Please remember to follow all directions. I hope you enjoy your trip!

Driver's Signature M. Lopez Date 4-8-24

Teacher/Chaperone's Signature [Signature] Date 4/8/24

Duration of Speech 2 Trip # 2516733

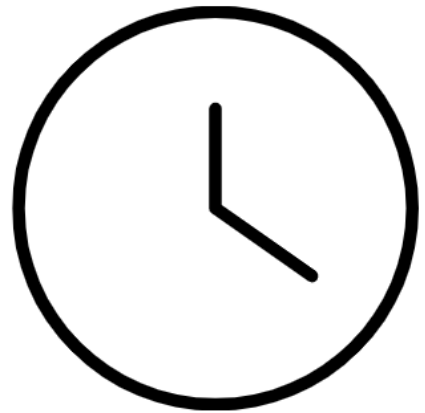
HOURS OF SERVICE



HOURS OF SERVICE

YOU MUST BE MINDFUL OF THE HOURS YOU ARE ON THE CLOCK AND DRIVE EACH DAY.

IT IS YOUR RESPONSIBILITY
AS THE DRIVER TO MONITOR
YOUR TIME CLOSELY WHILE ON
DUTY, PARTICULARLY CONCERNING
FIELD TRIPS.



- **YOUR WORKDAYS CANNOT EXCEED 16 HOURS**
- **YOU CANNOT DRIVE MORE THAN 10 HOURS WITHIN THOSE 16 HOURS.**

ALSO, IF YOU SIGN OFF LATE, YOU MUST HAVE AN EIGHT (8) HOUR BREAK BEFORE YOUR HOURS RESET.

IN THESE CASES, YOU NEED TO NOTIFY THE HOLDER OF THE AFTER-HOURS (TRIP) PHONE SO THEY CAN NOTIFY BOTH YOU AND DISPATCH OF YOUR SIGN-ON TIME IN THE MORNING.

FOUR FINGER RULE



4 Finger Rule

THE TIME YOU SAY WHEN YOU HIT
THE 4TH FINGER, IS THE TIME YOU
WILL BREAK HOURS OF SERVICE...OR
IN OTHER WORDS, TURN INTO A 🍁

(SEE NEXT PAGE
FOR EXAMPLES)

FOUR FINGER RULE

16 HOURS IS THE MOST YOU CAN WORK IN A DAY

EXAMPLE 1:

- If a driver signed on at 10:00 AM on Monday, 7/27/2026, at what time would they break hours of service?

10:00 AM – 10:00 PM = 12 HOURS (16 HRS-12 HRS =4 FINGER RULE)

**4
Finger
Rule**



ANSWER: 2:00 AM

BONUS QUESTION: WHAT IS THE NEXT EARLIEST TIME THE DRIVER CAN SIGN ON? 10:00 AM

FOUR FINGER RULE

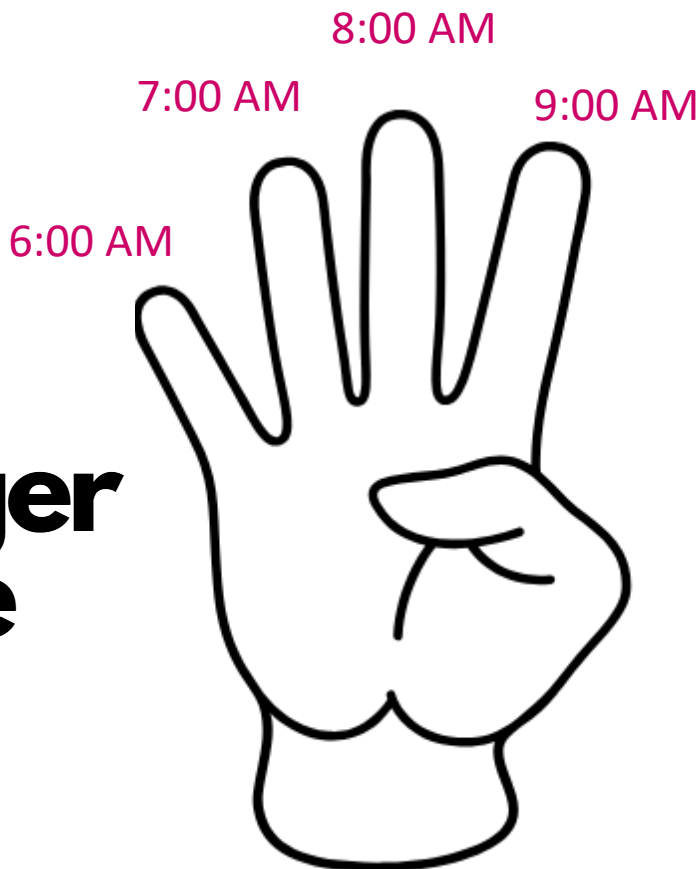
16 HOURS IS THE MOST YOU CAN WORK IN A DAY

EXAMPLE 2:

- If a driver signed on at 5:00 PM on Saturday, 9/19/2026, at what time would they break hours of service?

5:00 PM – 5:00 AM = 12 HOURS (16 HRS-12 HRS =4 FINGER RULE)

**4
Finger
Rule**



ANSWER: 9:00 AM

BONUS QUESTION: WHAT IS THE NEXT EARLIEST TIME THE DRIVER CAN SIGN ON? 5:00 PM

FOUR FINGER RULE

16 HOURS IS THE MOST YOU CAN WORK IN A DAY

EXAMPLE 3:

- If a driver signed on at 1:00 AM on HOLIDAY, 12/25/2026, at what time would they break hours of service?

1:00 AM – 1:00 PM = 12 HOURS (16 HRS-12 HRS =4 FINGER RULE)

**4
Finger
Rule**



ANSWER: 5:00 PM

BONUS QUESTION: WHAT IS THE NEXT EARLIEST TIME THE DRIVER CAN SIGN ON? 1:00 AM

FOUR FINGER RULE

16 HOURS IS THE MOST YOU CAN WORK IN A DAY

EXAMPLE 4:

- If a driver signed on at 3:00 AM on Friday, 10/16/2026, and they had a four-hour break in the middle of the day, at what time would they break hours of service?

3:00 AM – 3:00 PM = 12 HOURS (16 HRS-12 HRS =4 FINGER RULE)

**4
Finger
Rule**



ANSWER: 7:00 PM

BONUS QUESTION: WHAT IS THE NEXT EARLIEST TIME THE DRIVER CAN SIGN ON? 3:00 AM

ASSIGNING TRIPS



HOW ARE TRIPS ASSIGNED?

1. By **Seniority**, until all drivers have been assigned a trip.
2. By **Accumulated Hours**

#	School Bus Route Drivers	Hire Date
1	Herd, Devon	12/04/02
2	Hall, Ilka (1)	11/30/04
3	Briseno, Marielos	02/22/05
4	Herd, Kijana (1)	10/27/05
5	Rios, Liana (2)	10/27/05
6	Aguilar, Juana (1)	08/28/06
7	Stephenson, Eric (2)	08/28/06
8	Villanueva, Irma	07/24/08
9	Aguila, Tina	12/01/09
10	Garfias, Alma	09/09/10
11	Villa, Matilde	09/23/10
12	Findlay, Inthia	11/13/14
13	Alcaraz, Luz	11/19/15
14	Sheppard, Cynthia	02/25/16
15	Flournoy, Venita	04/21/16
16	Magana, Stacy	08/07/17
17	Velasco, Josephine	11/26/18
18	Curtis, Myisha (1)	08/05/19
19	Guerra, Carol (3)	08/05/19
20	Campos, Elizabeth (4)	08/05/19
21	Gomez, Maria (1)	03/23/20
22	Valenica, Josie (2)	03/23/20
23	Alizzi, Letitia	05/26/21
24	Covington, Renee	11/15/21
25	Sandoval, Jocelin	09/20/22
26	Huesca-Turcios, Rachel	01/10/23
27	Silva, Amalia (2)	12/11/23
28	Cartagena, Evelyn (3)	12/11/23
29	Guzman, Rocio (1)	05/01/24
30	Leon, Melissa (2)	05/01/24
31	Acosta, Antonio	07/05/24
32	Ramon, Yesenia	03/04/25
33	Martinez, Beatris	08/08/25
34	Lopez, Cassandra	02/03/26
35	Cordero, Diana	02/05/26

HOW ARE TRIPS ASSIGNED?

1. By **Seniority**, until all drivers have been assigned a trip.
2. By **Accumulated Hours**

2025 - 2026 DRIVER'S ACCUMULATED HOURS																													
DRIVER INFO										WEEK OF 5/25/2026										WEEK OF 6/1/2026									
PR	DRIVERS	DRIVERS	SAVED TRIP S	BALANCE E	TOTAL L	SENIORITY TY	MON	TUES	WED	THUR	FRI	SAT	SUN	Rel. hours of Trip For	TOTAL HOURS	TOTAL SAT	MON	TUES	WED	THUR	FRI	SAT	SUN	Rel. hours of Trip For	TOTAL HOURS	TOTAL SAT			
	Cervantes, Gisselle-RE	G.Cervantes	1	143 3/4	143 3/4	20									143 3/4	1										143 3/4	1		
	Ybarra, Andrea-RESIG	A.Ybarra	7	108 3/4	108 3/4	3									108 3/4	7										108 3/4	7		
	Hurtado, Carlos-RESIG	C.Hurtado	12	252 1/2	252 1/2	35									252 1/2	12										252 1/2	12		
	Curtis, Myisha-OFF TRIP	M.Curtis	14	254 1/4	254 1/4	19									254 1/4	14										254 1/4	14		
	Aguilar, Juana- OFF TRIP	J.Aguilar	14	271 3/4	271 3/4	7									271 3/4	14										271 3/4	14		
	Campos, Elizabeth-OFF	E.Campos	14	266	266	22				2.5		9		1	277 1/2	15										277 1/2	15		
	Herd, Devon-OFF TRIP	D.Herd	14	263 3/4	263 3/4	1							15	1	278 3/4	15										278 3/4	15		
	Cartagena Pastrana, Ev	E.CartagenaPa	14	279 1/2	279 1/2	30									279 1/2	14			3.75							283 1/4	14		
	Magana, Stacey	S.Magana	13	260 1/4	260 1/4	17					2.25	15		1	277 1/2	14	5.5	2								285	14		
	Huesca Turcios, Rache	R.HuescaTurcios	14	277 3/4	277 3/4	28				1.5					279 1/4	14							6	1	285 1/4	15			
	Leon, Melissa	M.Leon	14	276 1/2	276 1/2	32				3.75					280 1/4	14	3.25	2.25								285 3/4	14		
	Guerra, Carol	C.Guerra	14	271 1/2	271 1/2	21					3.25				274 3/4	14						11.5		1	286 1/4	15			
	Sheppard, Cynthia	C.Sheppard	14	277 1/4	277 1/4	15					4.25				281 1/2	14		4.75								286 1/4	14		
	Garfias, Alma	A.Garfias	15	286 1/4	286 1/4	11									286 1/4	15										286 1/4	15		
	Rios, Liana	L.Rios	15	282	282	6									282	15			4.5							286 1/2	15		
	Aguila, Tina	T.Aguila	14	278	278	16						9		1	287	15										287	15		
	Silva, Amalia	A.Silva	13	270 1/2	270 1/2	29				2.75		9		1	282 1/4	14	3	2								287 1/4	14		
	Briseno, Marielos	M.Briseno	15	279 1/4	279 1/4	4									279 1/4	15		3.75	4.25							287 1/4	15		
	Alcaraz, Luz	L.Alcaraz	14	282 3/4	282 3/4	14									282 3/4	14		4.5								287 1/4	14		
	Gomez, Maria	M.Gomez	14	266 3/4	266 3/4	23				3.75	2.75	9		1	282 1/4	15		2.5			2.75					287 1/2	15		
	Cordero, D	D.Cordero	14	284 3/4	284 3/4	38									284 3/4	14		3								287 3/4	14		
	Guzman, Rocio	R.Guzman	14	267 1/2	267 1/2	31				3.25	3	9		1	282 3/4	15					5					287 3/4	15		
	Valencia, Josie	J.Valencia	13	261 3/4	261 3/4	24				4.25		11.5		1	277 1/2	14	4.5	2			4					288	14		
	Alizzi, Leticia	L.Alizzi	14	271 1/4	271 1/4	25					4.25				275 1/2	14		2	4.5				6	1	288	15			
	Herd, Kijana	K.Herd	14	274 3/4	274 3/4	5				2.75					277 1/2	14						11		1	288 1/2	15			
	Villanueva, Irma	I.Villanueva	14	279 3/4	279 3/4	9						9		1	288 3/4	15										288 3/4	15		
	Acosta, Antonio	A.Acosta	14	280 1/4	280 1/4	33				2					282 1/4	14	3.5		3							288 3/4	14		
	Lopez, Cassandra	C.Lopez	12	280 3/4	280 3/4	37									280 3/4	12		3				6	1	289 3/4	13				
	Velasco, Josephine	J.Velasco	14	290	290	18									290	14										290	14		
	Covington, Renee	R.Covington	14	281 3/4	281 3/4	26									281 3/4	14		3.75	5							290 1/2	14		
	Flournoy, Venita	V.Flournoy	14	275	275	16					3				278	14	3.5	3.25					6	1	290 3/4	15			
	Hall, Ilka	I.Hall	14	276	276	2					4.25				280 1/4	14						11		1	291 1/4	15			
	Stephenson, Eric	E.Stephenson	14	277 1/2	277 1/2	8						15		1	292 1/2	15										292 1/2	15		
	Findlay, Inthia	I.Findlay	14	277 1/4	277 1/4	13					3.25				280 1/2	14			3.25		3.25	6		1	293	15			
	Sandoval, Jocelin	J.Sandoval	14	276	276	27				2.5					278 1/2	14		5.5			3.25		6	1	293 1/4	15			
	Romo, Yesenia	Y.Romo	14	266 1/2	266 1/2	34				4.25	4.25	9		1	284	15	8.5	3.25								295 3/4	15		
	Villa, Matilde	M.Villa	14	279 1/4	279 1/4	12					3.5				282 3/4	14		4.5				11.5		1	298 3/4	15			
	Martinez, Beatris	B.Martinez	14	298 3/4	298 3/4	36									298 3/4	14										298 3/4	14		
Summary							Herd, Devon	Hall	Ybarra	Briseno	Herd, Kijana	Rios	Aguilar	Stephenson	Villanueva														

Summary

Herd, Devon

Hall

Ybarra

Briseno

Herd, Kijana

Rios

Aguilar

Stephenson

Vil

HOW ARE TRIPS CHARGED?

The accumulated time one accrues is the time they accumulate OUTSIDE of their contracted time. Your accumulated hours are calculated by looking at the details on your trip tickets in relation to your contracted time.

QUESTION

If there are five drivers assigned to the same trip and they all turn in the same time on their trip tickets, do they all have the same accumulated hours?

ANSWER

No, they do not. (Unless they have the same contracted time or the trip falls on a weekend or holiday) NOTE: Trips over Fall Break, Winter Recess, Spring Break, and Summer Break do not apply.

WHY?

While all drivers turned in at the same time according to their trip ticket, each driver's contracted time is different.

EXAMPLES

Driver A (5) AM: 6:00-8:30AM MD: NA PM: 2:00-4:30PM

Driver B (7) AM: 5:30-8:30AM MD: 11-12:30PM PM: 2:00-4:30PM

Driver C (4) AM: 6:00-8:00AM MD: NA PM: 2:00-4:00PM

Driver D (7) AM: 6-8:30AM MD/PM: 11:45-4:15PM

Driver E (6) AM: 5:45-8:45AM MD: 10:45-11:45 PM: 2:00-4:00PM

Example 1: Driver A, Driver B, and Driver D did a trip on a non-holiday weekday. They both signed on at 8:00 AM and signed off at 2:00 PM. This trip was not a drop-and-return. What is each driver's accumulated time?

Answer: Driver A: 5.5 HOURS

Driver B: $2.5 + 1.5 = 4$ HOURS

Driver D: 3.25 HOURS

Example 2: Driver C and Driver E went on a trip to Knott's Berry Farm on a non-holiday weekday. Driver C had to sign on 30 minutes earlier in the AM to pre-trip a large bus. Each driver signed on at 8:15 AM and signed off at 7:30 PM. What is each driver's accumulated time?

Answer: Driver C: $.5 \text{ (pre-trip)} + 5.75 + 3.5 = 9.75$

Driver E: $2 + 2.25 + 3.5 = 7.75$

Example 3: Driver A, B, and C went on a trip on a Saturday to Disneyland. Each driver signed on at 8:00 AM and signed off at 8:00 PM. This was not a drop-and-return. What is each driver's accumulated time?

Answer: Driver A, B, and C each will be charged 12 hours and one Weekend/Holiday Trip (Saturday)

REMINDERS

- **ALL trip tickets MUST be filled out completely and must be accurate.** Do not leave anything blank.
- If you had to pre-trip a bus specifically for your trip, whether it was right before or earlier in the day, you **MUST** note it on your trip ticket. We charge the site for your pre-trip.
- Always remember after giving your safety speech to have your **teacher/chaperone sign your trip ticket.**
- If you take additional time for your pre-trip/post trip, you must account for your time by putting a reason in the comments field on your trip ticket.
- **If you take a meal stop, note the time as well as your mileage used in the Comments/Post Trip Report.** (Ex. 10-10:30 AM Mileage: 534-537) I will deduct the time from your accumulated hours if it is outside of your contracted time.
- **You are ultimately responsible for being prepared for your trip.** You are responsible for getting directions and finding locations for parking. NOTE: In some areas parking is limited (Beach, Los Angeles, San Diego, etc.) Exchange numbers with your supervising adult and ask them to call you when they are 30 minutes from finishing in the event you had to travel farther to find parking. Make notes on your trip ticket.

DRIVER'S LOG KEY

RIALTO UNIFIED



SCHOOL DISTRICT

Field Trip Drivers Log Key



INFORMATION IS TBA



DRIVER NEEDS TO BE OFF IN THE AM OR PM



THIS TRIP NEEDS MULTIPLE BUSES; OTHER DRIVERS
WILL BE ACCOMPANYING YOU TO THE DESTINATION



THIS TRIP DOES NOT RETURN UNTIL 9PM OR LATER



THIS TRIP HAS AN APPROVED MEAL STOP



THIS TRIP HAS BEEN CONTRACTED OUT



THIS TRIP HAS A DIFFERENT DRIVER FOR THE DROP
AND RETURN



THIS IS A TRIP THAT FALLS ON A WEEKEND, HOLIDAY,
OR NON-WORK DAY.



DRIVER'S PROCEDURES AND RESPONSIBILITIES



RIALTO UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES 2026/2027 Field Trip Driver Procedures/Responsibilities

- District Policy and Education Policy apply to all activity/field trips. The driver shall ensure the accompanying teachers and/or chaperones understand the procedures for handling discipline. Teachers/chaperones are required to maintain order among the students. For students who display unacceptable behavior and/or create an unsafe environment for other passengers, the driver has the responsibility and authority to correct the situation. (5 CCR 14103 (a))
- Before departure on a school activity trip, **all pupils riding on a school bus or school pupil activity bus (SPAB) shall receive safety instructions.** This includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit. (EC 39831.5(4) Emergency Procedures) **Upon completion of instruction, the driver will issue the emergency information/rules form to the teacher/chaperone and REQUIRE their signature that the instructions were issued.**
- Children, family members, adults/students from our district, adults/students from other districts, and/or additional **people in general that do not have prior approval to be transported on the bus are prohibited from riding on the school bus or school pupil activity bus (SPAB).** If transported, this becomes a liability. This can be confirmed by calling Risk Management. If there are any problems, please notify the transportation office.
- **Sports Field Trips** – Only members of the team are allowed to ride the bus. Children or relatives of the coaches or players are NOT allowed to ride the school bus. Please remind passengers that shoes must be worn; no bare feet. Cleats are not allowed to be worn on the bus at any time.
- Drivers are responsible for confirming the bus they are assigned to take on their trip is clean, has the necessary seating, storage (if necessary), is W/C accessible (if necessary), and is fueled and ready to go before the trip.
- **Drivers are responsible for ensuring that they have adequate directions to their trip destination before their departure date.** The transportation office will provide Thomas Guides for mapping directions. Internet access is also available on the staff lounge and garage house

RIALTO USD TRANSPORTATION SERVICES



computers. Hours for the garage house are 7:30 AM- 4:15 PM. **DO NOT USE YOUR CELL PHONE** while operating the school bus.

- **It is your responsibility as the driver to monitor your time closely while on duty; particularly concerning field trips.** If you believe a trip is going to carry you over legal limits, contact Transportation Services during regular business hours as soon as possible. If you need assistance after business hours, please call the field trip phone number. Transportation Services will make arrangements to send a relief driver to complete the trip. You should call prior to the 14th hour depending on where your field trip is. Field Trips that require travel time of 1 ½ hours or more should call by the 13th hour.
- **Hours of driving** – Please be mindful of the number of hours you drive by day. If traffic is slow and you are close to the maximum of ten (10) hours of driving in a sixteen (16) hour period, contact dispatch immediately.
- Drivers will not leave the field trip site unless the site creates a hazardous environment for the vehicle, the trip is assigned as a drop/return, or the driver has authorization from the teacher/chaperone. If the teacher/chaperone gives permission to depart the field trip site, the driver shall only leave for up to an hour. **The driver must remain accessible during any time away from the location.** During extreme weather conditions, the driver is allowed to find a shaded area or an area to park and stay warm.
- Drivers are only to transport students to the destinations on the trip sheet. If the teacher and/or chaperone instruct you to go to a different destination other than what is listed on your trip ticket, you **MUST** call the transportation office immediately. **You CANNOT pull from the site until the change in destination is approved by administration and Elementary/Secondary Instruction.**
- Drivers may use their own judgment with regard to interior lighting during a nighttime trip. During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary. **However, at no time will a driver allow the interior lighting to interfere with his/her vision and ability to operate the bus safely.** (13CCR1217(h))
- Drivers are responsible for communicating with the teacher and/or chaperone the time the group will need to return to the bus so they can return to their site by the scheduled return time. The scheduled return time is on your trip ticket. When a driver remains with the trip, they must allow enough time so that the group will return as scheduled and the driver may do their assigned home to school route if they are scheduled to do so. **If you are doing a drop and**



RIALTO USD TRANSPORTATION SERVICES

return and are not the driver picking up, make sure to communicate any special instructions that may be required to dispatch, especially if there is a different pick-up location or time change. If the group does not show up at the scheduled depart time, the driver is to immediately notify Transportation Services for instructions.

- Approved lunch stops for trip participants will be indicated on the trip ticket/trip log. **The decision of where and when to eat should be made by the chaperone(s) and the driver(s) during the trip. The decision should be based on space, availability, access for the bus and hours of service.** Chaperones who want to add a meal stop during a trip **MUST** have the School Administrator and Elementary or Secondary Instruction approval **PRIOR** to the lunch stop (if hours of service for the driver are not violated). The transportation office **MUST** be notified.
- If an out-of-town trip will carry past the driver's lunch period, he or she may stop for lunch while using the bus. On local trips, drivers may stop and pick up lunch, with prior approval. Extra care should be exercised when parking the bus at an eating area or establishment. **The mileage driven to accommodate an out-of-town meal break should be kept within three (3) miles of the destination. This mileage needs to be reflected on your trip ticket.**
- Drivers are responsible for following convoy procedures on field trips and also for maintaining a safe following distance. **A driver, if traveling in a convoy, should stay on the same route as the lead vehicle.** The driver in the rear and front buses will be considered lead people for the purpose of breakdowns and other problems. **Radio contact will always be maintained between buses.** (VC21704. (a) The driver of any motor vehicle subject to the speed restriction of Section 22406 (COMMERCIAL VEHICLE 55 MPH) that is operated outside of a business or residence district shall keep the vehicle he is driving at a distance of not less than 300 feet to the rear of any other motor vehicle subject to such speed restriction which is preceding it.)
- At the beginning of the school year, a list will be posted, and those drivers wishing to participate shall sign up. The first trips of the school year will be assigned on a seniority basis (as much as possible). After that, field trips will be assigned on a rotating basis to the drivers with the least number of accumulated hours compiled weekly. **This rule will be waived if the trip interferes with the scheduling of regular home-to-school routes.** The routes and buses drivers are assigned are also taken into consideration when assigning trips. Exceptions are made when trips are declined last minute. **Our priority as office staff and drivers should always be to provide good customer service and to safely get the students to their destinations/events on time.**
- The Transportation Specialist will **ATTEMPT** to keep field trip drivers' time within ten (10) hours of one another, as much as possible. If a field trip is set for a certain length of time, but actually goes for a different duration, the driver will be charged with the time the trip actually

RIALTO USD TRANSPORTATION SERVICES



takes. Additionally, any driver who refused the trip will be charged for the number of hours that he/she would have received had they taken the trip.

- **Trips are assigned as is, unless you are notified otherwise.** This includes the bus assigned to the trip. The bus assigned is based on passenger needs. We will change the bus should there be a safety concern, but **by accepting a trip, you are accepting the details/instructions attached to the trip, as well as the bus assigned.** If a driver refuses to use the assigned vehicle, this will constitute a short-notice trip refusal.
- Our goal is to have the field trip board up before closing every Thursday. If a driver is absent on Friday and has not looked at the trip board for the following week, it will be the driver's responsibility to call in by the close of business Friday to get their upcoming assignments. **Drivers must check the trip board DAILY to look for changes, additions, cancellations, etc.** Time does not always allow for courtesy calls, so it is important the board gets checked daily.
- Field trips may be split in order to accommodate home-to-school routes.
- Local weekend trips up to 20 miles may be split if there is a break of 5 (five) hours and the coach/teacher does not require the driver to stay during the entire trip. Additional consideration will be given to academic trips that are over 20 miles. In cases where weekend trips are posted as a split, but the coach/teacher requires the driver to stay, the driver shall have the coach/teacher sign off on the trip sheet, and the driver shall be compensated for the entire time. Hours of service cannot be violated.
- For trips that may cause a driver to violate the hours of service regulation, it will be at the discretion of management to assign the trip as a drop and return or to split the trip between two drivers (one covering the drop and the other covering the return). We will coordinate with the site to see what their needs are. Example: Wrestling Tournaments, Disneyland trips, Magic Mountain, etc.
- Weekend and holiday trips will be assigned by seniority the first time around. After all drivers have received their first Saturday trip, they will be assigned taking into account those drivers with the lowest accumulated hours. While the first drivers to get their second Saturday trips may be the lowest in hours, a third Saturday trip will not be given out to a driver until all drivers (regardless of accumulated hours) have had/been offered their second Saturday trip. As always, if a trip is refused with less than 24 hours' notice, it becomes an emergency trip in which priority becomes getting the trip covered.



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- Trips assigned with less than a 24 hour notice and are turned down will not count against the drivers' hours. Trips that are assigned to a driver with 24 hours' notice or more will be charged regardless if they were the original assigned driver or not.
 - Example: Trip is assigned to be on Friday at 1:00 pm. You must be notified prior to 1:00 pm on Thursday.
- **Drivers are responsible for giving the Transportation Specialist, Dispatcher or Management Staff as much advanced notice as possible regarding trip refusals.** We understand emergencies arise, but please know last minute refusals lead to chaos and lead to poor customer service. Management is requiring a minimum of 36 hours prior to trip departure to ensure that the field trip is distributed fairly to other drivers. Anything less than that, it becomes an "emergency" to get the trip covered. **Trip refusal forms are required for all trips that are turned down (no exceptions).**
 - Example: Trip is assigned to be at 8:00 AM on Wednesday. You must notify one of the above parties in writing by the close of business on Monday.
- If you are absent on Friday, yet are scheduled to cover a trip over the weekend, you **MUST** call the Transportation Office by 12:00 PM (Noon) on Friday to let us know if you are going to cover your weekend trip. If you do not call in by 12:00 PM, your weekend trip will be reassigned to another driver and the time will be charged to your accumulated hours.
- **Trips going out over recess (fall, winter, spring, summer) will not be assigned, but will be put up for bid.**
 1. A sign-up sheet will be posted, along with the trips that are scheduled to go out during the break.
 2. Drivers that sign up for trips will be called in by seniority for trip selection. If there are still trips remaining after calling all drivers once, drivers will be called again in order from highest to lowest in seniority.
 3. After all trips have been selected, a finalized trip log will be posted.

NOTE: Transportation has no control over school sites canceling trips.
- When multiple drivers are scheduled for a trip who have not already worked during the specific recess and there is a need to cancel buses:
 1. If we are notified prior to the date of the trip, seniority will be taken into consideration.



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2. If the date of the trip comes and there is a need to cancel a bus on site:
 - a. Seniority will be taken into consideration if the buses have not been loaded.
 - b. Every situation will be addressed differently and based on the information provided at the time of the cancellation.

NOTE: Priority is providing good customer service. Having students load and then unload from a bus for anything other than safety reflects poorly on our department.

- While all trips are typically assigned before calling all drivers on the trip sign-up list once, there are times when we need to contact drivers a second or third time before getting all trips assigned. In this case, if a trip comes up in which a bus needs to be canceled, and there are multiple drivers assigned, we will look at:
 1. Drivers that have not completed a trip yet.
 2. Seniority
 - Example: Driver A is number 55 on the seniority list and has already worked during the recess period. Driver B is number 60 on the seniority list, but she has not worked during the current recess period. Both are scheduled for a trip going to the Children's Museum on Tuesday, but the school site canceled one of the buses. While Driver A is higher in seniority because he has already completed a trip and Driver B has not, Driver A will be canceled.
- **Drivers are responsible for ensuring that all paperwork is turned in by the close of business daily.** If the driver returns after the office is closed, it is their responsibility to complete and return their paperwork the next business day. **Paperwork must be complete and legible before turning it in.** If it is not, it will be given back for completion.
- It is the driver's responsibility to notify Transportation anytime they are not going to complete an assignment for any reason.
- Drivers are responsible for cleaning and fueling the bus they use for a trip after they complete their assignment. If a driver is unable to clean or fuel the bus used after their assignment due to the fact that they will break hours of service, please notify Dispatch. You may need to clean or fuel the bus the following day after your AM run.

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**2026/2027 Field Trip Driver Procedures/Responsibilities
SIGNATURE PAGE**

In no way will anything in this document restrict or hinder the District's right to assign a bus and/or driver to any trip which management believes is best and safest for the students and/or driver, or is in the best interest of the District.

Signature _____ Date _____

Print Name _____

***RETURN THIS PAGE TO THE TRANSPORTATION SERVICES OFFICE**



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QUESTIONS?

