



COLTON JOINT
UNIFIED SCHOOL DISTRICT

SUCCESS. INNOVATION. TEAMWORK.

FIELD TRIP TRANSPORTATION GUIDE

SAFE, RELIABLE, AND COMPLIANT
TRANSPORTATION FOR EVERY ADVENTURE



SAFETY FIRST



STUDENT FOCUSED



COMMUNITY STRONG



INTEGRITY ALWAYS

SAFE TRIPS. GREAT EXPERIENCES. LASTING MEMORIES.



Commitment to Equal Opportunity

CJUSD Transportation Department

Field Trip Transportation Guidelines

Effective July 1, 2026

The Transportation Department is committed to providing safe, reliable, and efficient transportation for all school-sponsored activities. To ensure adequate staffing, vehicle availability, and compliance with state and federal regulations, the following procedures and rates apply to all field trip requests.

Transportation Rates

Due to increased operational costs, the following rates are effective **July 1, 2026**.

Service	Rate
Trips 7 hours or less	\$150.00 per hour (2-hour minimum)
Trips exceeding 7 hours	Special Rate
Overnight Trips	Special Quote Required
Rush Processing (less than 30-day notice)	\$100.00
Cancellation (within 2 hours of departure or after driver arrival)	\$250.00
Fuel Surcharge	\$2.50 per mile for trips exceeding 25 one-way miles

Drop-and-Return Service

Drop-and-return assignments are determined by the Transportation Department based on operational needs, driver availability, trip location, and scheduling requirements.

Trip Request Deadlines

To ensure adequate planning and staffing:

- All transportation requests must be submitted **at least 30 calendar days** prior to the requested trip date.
 - **Graduation, Grad Night, and other end-of-year special event transportation requests must be submitted no later than October 31 each school year.**
 - Requests received after the deadline are considered **Rush Requests** and are subject to availability and applicable processing fees.
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Bus Availability

The Transportation Department makes every effort to accommodate all transportation requests.

Please note:

- Requests are processed on a **first-come, first-served basis**.
- Late requests may be denied due to driver or vehicle availability.
- Some departure or return times may require minor adjustments to accommodate regularly scheduled routes or district transportation needs.
- Certain dates designated as **Blackout (Minimum) Days** may have limited availability.

Preferred Departure Times

The greatest bus availability is generally:

- **8:45 AM – 2:00 PM**
- **After 4:00 PM**

Please avoid scheduling Wednesday field trips whenever possible due to district minimum-day schedules.

Food Stops

Food stops must be requested and approved **prior to the trip date**.

Unscheduled stops cannot be guaranteed and may not be accommodated due to driver hours-of-service requirements or scheduling constraints.

Passenger Counts & Special Accommodations

Schools are responsible for providing accurate passenger counts prior to departure.

Requests for accommodations—including wheelchair-accessible buses or other specialized transportation—must be submitted before the trip date.

If more than one passenger requires specialized accommodations, please notify the Transportation Department as early as possible to ensure appropriate vehicle assignment.

Students with Disabilities

The District is committed to ensuring equal access and participation for all students.

The **Alliance of Schools for Cooperative Insurance Programs (ASCIP)** recommends that districts explicitly plan for participation by students with disabilities during school-sponsored field trips.

Pursuant to **Section 504 of the Rehabilitation Act of 1973 (34 CFR Part 104)**, districts must provide services that meet the individual needs of students with disabilities as adequately as they meet the needs of students without disabilities.

Schools are encouraged to coordinate accommodation requests well in advance to ensure appropriate transportation arrangements.

Parking Fees

Any parking fees, permits, tolls, or parking arrangements required at the destination are the responsibility of the requesting school or organization.

Charter / Motor Coach Requests

Schools requesting a charter or motor coach must submit their request through the Transportation Department.

Motor coach transportation cannot be arranged independently by school sites.

This requirement ensures compliance with:

- Driver certification requirements
 - State and federal transportation regulations
 - District insurance and risk management requirements
 - Vendor approval procedures
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Trips Exceeding 16 Hours

Trips that exceed **16 total hours** will require the assignment of **two qualified drivers**.

This is necessary to maintain compliance with applicable driver Hours-of-Service regulations and ensure safe operation throughout the trip.

Additional costs will apply.

Safety Briefing

Prior to departure, the assigned bus driver will provide students with a safety briefing that includes:

- Emergency exits
 - Emergency windows
 - Roof hatches
 - Fire extinguisher location
 - Student expectations while riding
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Toll Roads

CJUSD school buses do not travel on toll roads.

Trip planning should take this into consideration when selecting destinations or estimating travel times.

Account Codes

Transportation requests **will not be processed** without a valid district account code.

Incomplete request forms will be returned to the requesting site for correction before scheduling.

Required Forms

All transportation requests must include a completed **D-30 Field Trip Request Form**.

[D-30 Field Trip Request Form](#)

Field Trip Contact Information

Transportation Department

Office Hours

Monday–Friday

5:00 AM – 6:00 PM

Main Office

(909) 580-5003 Ext.

Transportation Administration

Regina Parks

Interim Director of Transportation

Office:

(909) 580-5003 Ext. 5386

After-Hours Emergency:

(909) 213-0434