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Superintendent

2026-2027 School Year

Field Trip Information and Procedures

All transportation information and request forms are regularly updated and available on our district website.

Access the following link for more details: [Transportation Information](https://www.losal.org/departments/fmot/transportation-information)

(<https://www.losal.org/departments/fmot/transportation-information>)

Trip Requests

- **All trip requests must be signed by the Principal or designee *prior* to submission to the Transportation Department. Unsigned requests will not be processed.**
- Each trip requires its own request, including all athletic events. Emails or schedules alone will not reserve a bus or secure a trip. While emails may be acknowledged, they are not sufficient to book or hold transportation.
- Trip requests must be submitted **14 days prior** to the trip. **Electronic submissions should be made via [Droplet](#).**
- The person coordinating any trip should call Transportation the day before the trip for final verification that **buses have been assigned, trip times, passenger count, and any special accommodations.**
- **Trips requested within 72 hours of the trip date** will be scheduled with district buses if available. Please email and follow up with a call to confirm the request was received.
- Trips submitted after 4:00 pm or on weekends will be processed the next business day.
- Submissions should be directed to the Transportation department via [Droplet system](#)

Field Trip Scheduling:

Please note that our home-to-school routes are a top priority. Therefore, we ask that field trips be scheduled around our daily routes when possible, to ensure smooth and efficient operations.

- **Morning routes run from 6:00 AM to 8:30 AM**
- **Afternoon routes run from 2:00 PM to 4:00 PM**
- **Modified schedules e.g.: early release. Please view our [District Calendar](https://www.losal.org/calendars)**

(<https://www.losal.org/calendars>)

Trips scheduled during **home-to-school route times** are more likely to require **chartered buses**, resulting in a **higher rate**. If the proper request procedure is followed and submitted at least 14 days in advance and a charter bus is booked, the District **will cover** the difference in cost

Trips are scheduled on a **first-come, first-served basis**. Please take into consideration travel time to and from the destination.

Key Things to Remember

- **Special Requests & Equipment:** Include any special requests (e.g., wheelchair-accessible bus, storage needs) on your initial field trip request. Last-minute additions may not be accommodated.
- **Lunch Stops** must be included in the original trip request. The group must consider bus accessibility and hours of service. If a meal stop is requested during the trip, the School Administrator and Transportation must approve it prior to the trip, provided it does not violate the driver's hours of service or home-to-school routes.
- **Bus parking fees** are the responsibility of the school site and must be paid upfront on the trip day.

*Reminder: Eating on district and chartered buses is **strictly prohibited**; only spill-proof water bottles are allowed - no open containers or coffee cups.*

Disclaimer: Los Alamitos Unified School District is not responsible for any lost or stolen items left on the bus. Any belongings left behind are the sole responsibility of the owner and must be picked up during regular business hours at the AUX facility.

- **Schedule Changes:** Last-minute on-site time adjustments may not be granted.
- **Chaperone:** A certificated staff member, certified walk-on coach, or other person designated by a site administrator shall ride each bus with pupils to and from the field trip destination. Please see our district's [Guidelines for School Field Trips](https://resources.finalsite.net/images/v1664824184/losalorg/izgzhrq9rtqwazodpvmv/Regulation35411TransportationForSchool-RelatedTrips.pdf) for additional details.
(<https://resources.finalsite.net/images/v1664824184/losalorg/izgzhrq9rtqwazodpvmv/Regulation35411TransportationForSchool-RelatedTrips.pdf>)
- **Punctuality:** Groups must **load and depart at the time specified** on their trip request. Buses operate on **strict schedules**, and if a group is not ready by the departure time, the bus or buses may **leave to complete their assigned home to school route(s)** and return later.

Fleet information

- Seating **two per seat** is recommended, with a maximum capacity of **56 students**.
**Please note that due to district needs and maintenance requirements, not all buses may be available. Please reach out to transportation to confirm availability.*

Transportation Fees

The district currently charges **\$115 per hour**. (No minimum on school days/4-hour min on weekends/holidays)

Budget Considerations: If your group has **budget constraints**, please communicate them **before booking your trip** to explore the best options available.

All buses, regardless of student count, will be charged. Please contact transportation for current fees or estimates.

A cleaning fee may apply to any trips that leave district or chartered buses with excessive waste and/or unsanitary conditions. (e.g., food waste or spills).

Please note that for all CIF TEAM playoff contests, Los Alamitos High School will cover the cost of standard district school bus transportation for athletic programs. This DOES NOT apply to individual sports competing in CIF playoffs. The school will coordinate and book these buses directly. If a program requests a charter bus instead of a standard district bus, the booster club/athletic program will be responsible for covering the cost difference.

Types of Trips

Our transportation department offers two types of trips:

- Stay:** The driver remains onsite, allowing the group to leave lunches, sweaters, or other belongings on the bus. If an earlier departure is needed, it can be accommodated.
- Drop & Return:** A different driver may be assigned for the return trip, and early returns may not be accommodated. *Please note that for trips exceeding 20 miles, district holidays, and any weekend trips, a stay will be scheduled by default unless the bus is required to return for a home-to-school route. If your group requires the bus to stay on-site, confirm with Transportation.*

All trip times are based on when the driver reports to duty, pre/post trip, spot, loading and unloading time, returns to base, and sweeps. For drop and returns, time starts again when the driver reports to the yard to pick up the group. All trips require the driver to be able to take a 30-minute duty-free lunch.

Additional charges may apply if the driver is required to remain on duty after the post-trip inspection to clean unsanitary conditions (e.g., food waste or spills)

Transportation reserves the right to adjust trips as needed for scheduling, routing, and logistical feasibility. The type of trip may be adjusted due to departmental requirements or logistical constraints.

Types of Trips (continued)

Extended Trip Time: If the trip exceeds the legal driving hours for our drivers, **two buses** will be billed to accommodate the extended time.

Weekend or Holiday trips: All weekend and holiday trips are charged as a **4-hour minimum** and will be scheduled as a stay regardless of the distance.

Chartered Trips

Students on school-sponsored trips are under the board's jurisdiction and are subject to school rules and regulations. All bus rules and regulations from our district buses apply to charter buses.

We recommend allowing **Transportation** to schedule your group's trips for the best **coordination and compliance**. We follow an **extensive process** and work with [pre-approved charter companies](#).

If you prefer to obtain your quote, please contact **Transportation** for an [updated list of approved charter companies](#), as availability may change. You may then request quotes directly from those companies, attach the quote number when requesting through Droplet, we will book any trips. Transportation must be **notified of all scheduled trips**.

Credential Checks: When trips are scheduled with, or covered by outside companies, a member of the Training Department may come out to inspect the bus(es) and driver(s) credentials to ensure they meet all legal requirements. If the driver or company lacks the required credentials, the trip will be **canceled onsite**, and **no refunds** will be issued.

NOTICE: Please be aware that most charter companies now impose a **75% cancellation** fee if the booking is canceled within 2 days. Your group will be responsible for this fee.

Charter companies do not confirm bookings for "TBA" (To Be Announced) trips. They may temporarily hold a bus, but it can be released to another client if necessary.

Availability is not guaranteed, particularly during high-demand seasons. Transportation will notify the school site if a booking cannot be secured and the trip will be covered with district buses.

Safety Notice

- Aisles and emergency exits must remain **clear at all times**.
- Space for **additional items is minimal**—please plan accordingly.
- Chaperones are required to assist with student conduct and discipline and may need to assist in emergencies.
- No eating or drinking on any district or charter bus.
- Lunch stops and loading/unloading areas must be able to accommodate our buses safely and adhere to road laws and city regulations.

AUTHORITY OF THE DRIVER: All bus riders, including teachers and district staff, must follow Title 5 of the CA Code of Regulations which states: “Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus...”

Please visit our [Los Alamitos Transportation Department](#) to view our district's [Bus Conduct and Safety Rules](#), which apply to both our **district buses** and **chartered buses**.

(<https://www.losal.org/departments/fmot/transportation-information>)

(<https://resources.finalsite.net/images/v1624896810/losalorg/tutn0pzdpuqe4zqw6t36/2021-22BusConductSafetyRules.pdf>)

Student Waivers

The District understands that increased busing costs place an added financial burden on booster clubs, and recognizes that alternative transportation methods can help minimize expenses for boosters and their members. Boosters should always consult with their program director or head coach before arranging any non-District transportation.

- **Waiver 1 - Student Driver:** Allows students to drive themselves to and/or from a school event, with parental consent, while **removing District liability for any injury, accident, or property damage during travel**.
 - Parent gives explicit permission for the student to drive
 - Acknowledges that driving is voluntary and not required for participation.
 - Parent assumes full responsibility for the student's safety and conduct during transport.
 - District is released from all claims and liability arising from the student driving.
- **Waiver 2 - Parent or Other Adult Transport:** Permits a student to be transported by their parent or another named adult instead of using District transportation, and to **release the District from Liability** once the student is released.
 - Parent may name themselves or another authorized adult driver.
 - Parent **accepts full responsibility** for transportation to/from the event.
 - Confirms that **the District is not liable once the student is released** to the authorized adult.
 - Requires the adult driver to be **licensed and insured**.