



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT

FIELD TRIP USER GUIDE



YOUR GUIDE TO SAFE,
ENRICHING, AND SUCCESSFUL
LEARNING EXPERIENCES



LEARN.
EXPLORE.
GROW.
TOGETHER.



SAFETY



COLLABORATION



ENRICHMENT



Table of Contents

	Page
Getting Started: Logging Into TransTraks	3
Username and Passwords	4
Trip Request Screen: Required Fields Overview	5
Trip Destinations and Food Stop	6
Overnight and One Way Trips	7-8
Date, Grade Fields and Chaperones	8
Trip Type and Trip Leader Fields	9
Trip Time Field	10
Passenger Count Field	11-12
Bus Count Field	12
Purpose Field	13
Submitting Trips	13-14
Trip Status Workflow	14-17
Filter Options	17
Monitoring Trips and Logging Out of TransTraks	18
Billing and Provider Contact Information	19
Frequently Asked Questions	20-21
Field Trip Board Policies	22

Transportation Department Contact Information

Email: field-trip@sbcusd.k12.ca.us

Phone: (909) 388-6125



Welcome to TransTraks

Welcome to **TransTraks**, the San Bernardino City Unified School District's online platform for submitting and managing field trip transportation requests.

This guide provides step-by-step instructions for creating, submitting, and tracking transportation reservations for your school site or department. It also outlines District policies, procedures, and transportation requirements to help ensure your field trip requests are processed accurately and efficiently.

Accessing the TransTraks Trip Request Center

To access the **TransTraks Trip Request Center**, open your preferred internet browser and enter the following web address in the browser's address bar:

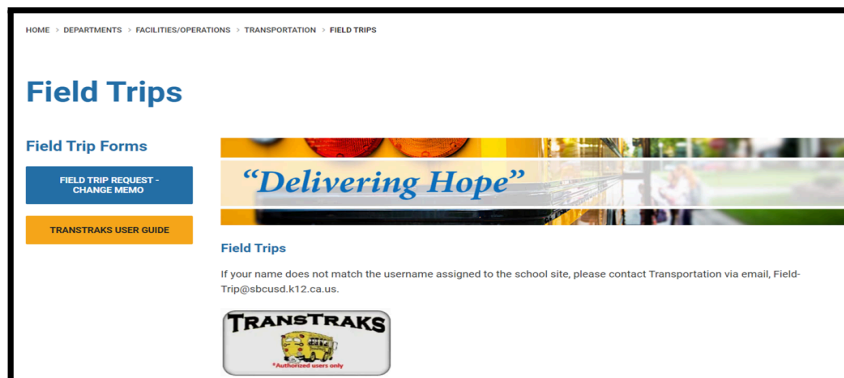
<http://triprequest.transtaks.com>

Be sure to enter the web address exactly as shown above. For faster access, you may also bookmark the page or create a desktop shortcut.

TransTraks is a web-based application and can be accessed from any device with an internet connection, including a desktop computer, laptop, tablet, or smartphone.

You may also access TransTraks through the **San Bernardino City Unified School District (SBCUSD) website**:

1. Navigate to the **Field Trips** page.
2. Select the **TransTraks** link.
3. Click the **bus icon** on the Transportation Department webpage to open the Trip Request Center.





Signing In with Your Username and Password

Each elementary and middle school site is assigned **two (2) authorized TransTraks users**, while each high school is assigned **three (3) authorized users**.

Each authorized user is given a unique **username** and **password** to access the TransTraks Trip Request Center. The sign-in screen is below.

Important: Both the **username** and **password** fields are **case-sensitive**.

If your site requires an additional user account, submit a request by emailing field-trip@sbcusd.k12.ca.us.

After successfully signing in, you will be directed to the **Trip Request** data entry screen, where you can create and submit new transportation requests.



Create a Trip Request

The **Trip Request** screen consists of several data fields that must be completed to submit a transportation reservation. Provide all information that applies to your trip. **Important: Submit one reservation per trip, regardless of the number of buses needed.**

There are **seven (7) required sections** that must be completed before a reservation can be submitted. If any required fields are left blank or incomplete, the system will not allow you to proceed with or submit your request.

Required Information

Be prepared to provide the following information when completing a trip request:

1. Select the appropriate school site or department
2. Provide the 25 digit account (budget) number
3. Select the trip destination from the drop down field (Approved sites listed in Alpha order)*
4. Select trip date
 - a. Select trip type (Educational, Athletic, etc.)
 - b. Indicate trip leader (point of contact for trip)
 - c. All four (4) required trip times
5. Number of passengers by type
6. Other required trip details
7. Submit request



Destination Information Section

New Destination

If you cannot locate your desired destination in the drop-down menu, select New Destination and enter the required information in the Purpose field.

Please include the following information:

- Destination name
- Street address
- City
- State
- ZIP code

Purpose:

New Destination - Ice Town
10504 Magnolia Ave. Riverside, CA 92505

The Transportation Department will review the information and add the destination to the TransTraks database for future use.

Note: The Purpose field has a maximum limit of 255 characters. Please enter only the information needed to identify destination.

Food Stop

Select the Food Stop option if your trip includes a scheduled meal stop before or after your primary destination.

In the Purpose field, provide the following information:

- Name of the restaurant or establishment
- Street address, city, state, and ZIP code
- Planned duration of the stop

Purpose:

Food Stop - In N Out, 795 W. 5th St., San Bernardino, 92410; From 1:00 PM - 2:00 PM

Important: If a food stop is not indicated on the reservation and the required information is not provided, the driver may be unable to accommodate the stop on the day of the trip.

Food and Beverage Policy

Absolutely NO EATING OR DRINKING while on the bus! All food and drinks must be consumed or disposed of before students and chaperones re-board the bus. No exceptions!



Booking An Overnight Trip: Take-To-One-Way & Return-From-One-Way

For trips that include an overnight stay of one or more days, a **separate TransTraks reservation must be submitted for each day** transportation is required.

Because TransTraks is designed to schedule transportation daily, each reservation must reflect that day's specific transportation needs.

Take-To-One-Way

Select **Take-To One-Way** when scheduling the **departure portion** of a one-way trip, such as:

- School site to Science Camp
- School site to an airport
- School site to any other overnight destination

When creating the departure reservation:

- Select the **Take-To One-Way** option to indicate transportation from an SBCUSD location to the destination.
- Due to system limitations, the **Departure Date** and **Return Date** must be entered as the **same date** for each reservation.
- If transportation is needed on multiple days, a **separate reservation must be entered for each day** the bus is required.

Example: If students are touring universities over a five-day period and transportation is needed each day, submit **five separate trip requests**—one for each day of transportation.

Important: Indicate in the “Trip Instructions” Trip Day (Day 2, Day 3, etc.) and the itinerary for that day

Trip Instructions: Trip Day 2 - Pick up from the hotel, visiting Cal State San Francisco and UC Berkeley
Trip Instructions: Trip Day 3 - Pick up from the hotel, visiting UC Santa Cruz and UC Santa Barbara



Return-From-One-Way

Select **Return-From One-Way** when scheduling the **return portion** of a one-way trip, such as:

- Science Camp back to the school site
- Airport pickup returning to an SBCUSD location
- Any other return trip from an off-site destination

When creating the return reservation:

- Select the **Return-From One-Way** option to indicate transportation from the destination back to the appropriate SBCUSD location.

Important: Every day that requires District transportation must have its own reservation. This includes overnight trips, multi-day excursions, college tours, camps, conferences, and similar events.

Dates

Due to system limitations, the **Departure Date** and **Return Date** must be entered as the **same date** for each reservation.

Grade and Chaperones

The **Grade** field is a free-form entry used to identify the grade level or range of grade levels participating in the trip.

Enter the appropriate grade (e.g., **3rd Grade**) or grade range (e.g., **Grades 9–12**) for all participating students.

This information is important for determining the appropriate **student-to-chaperone ratio** based on the students' age group and the nature of the activity.

Important: Higher-risk activities, such as swimming, water-related activities, or other elevated-risk events, may require additional adult supervision. Please refer to the following **SBCUSD Board Policies and Administrative Regulations** for required chaperone ratios and supervision requirements.

[BP 6153 School-Sponsored Trips](#)

[AR 6153 School-Sponsored Trips](#)



Trip Type

Select the **Trip Type** that best describes the purpose of your transportation request.

Available trip types include:

- **Educational** - Instructional activities, field trips, and academic events.
- **Athletic** - Practices, games, tournaments, and other school-sponsored athletic events.
- **Estimate Only** - Select this option when requesting a transportation cost estimate for a potential trip.

Please note the following:

- All required fields must be completed before an estimate can be requested.
- An **Estimate Only** request is **not a reservation** and **does not** secure transportation.
- The transportation vendor provides cost estimates and may take several business days to process.
- Once the Transportation Department receives the estimate, an email will be sent to the requestor for approval to proceed with the reservation.
- Transportation cost **estimates are valid for 48 hours** from the time they are issued. If a response is **not received within 48 hours, the estimate will expire** and the request will be canceled. A new estimate request must then be submitted.
- **Other** - Select this option for trips that do not fall under the Educational or Athletic categories. Provide a detailed explanation of the trip in the **Purpose** field.

Trip Leader

Enter the name and **cell phone number** of the administrator, teacher, or staff member who will serve as the **Trip Leader** and primary point of contact for the trip.

The **Trip Leader** field is a free-form field and must be entered manually.

Important: A Trip Leader name and contact phone number are required for **all** reservations. Charter transportation providers will refuse or not dispatch a trip without this information.

Departure Date:	07/03/2026
Return Date:	07/03/2026
Grade:	1st - 3rd Grades
Trip Type:	Educational
Trip Leader:	Ms. Jane Dough (909) 123-4567



Trip Times

All transportation requests require four (4) time entries. These fields are required to schedule transportation and ensure compliance with California Highway Patrol (CHP) regulations governing driver hours of service.

Failure to enter all four required times will prevent your reservation from being processed.

Bus Arrive School - Enter the time you want the bus to arrive at the school or pickup location to begin loading passengers. When selecting this time, allow sufficient time for:

- Student and equipment loading
- Student seating
- The driver's required safety briefing (approximately 5 minutes)
- Important: Enter the time using the correct AM or PM designation

Bus Leave School - Enter the time the bus is scheduled to depart from the school or pickup location after all passengers have boarded.

- This time is typically 10–15 minutes after the Arrive School time, depending on the number of passengers and equipment being loaded.
- Important: Enter the time using the correct AM or PM designation

Leave Dest. - Enter the time the bus will **LOAD** from the destination of the trip. When determining this time, consider the following:

- Enter the correct **AM or PM** designation.
- Buses travel at a maximum speed of **55 mph**.
- Buses are **not permitted** to use carpool (HOV) lanes or toll roads.
- Consider expected traffic, weather, travel distance and time of day.

Important: The **Leave Destination time is NOT flexible.** Delays may affect home-to-school transportation, other scheduled field trips, and the driver's allowable service hours. The Transportation Department must approve significant schedule changes before the trip.

Return School - Enter the **estimated time** the bus will arrive back at the school or designated return location. When estimating your return time, consider:

- Leave Destination time requested
- Buses travel at a maximum speed of **55 mph**.
- Buses are **not permitted** to use carpool (HOV) lanes or toll roads.
- Consider expected traffic, weather, travel distance and time of day.

TBD - The TBD (To Be Determined) option must not be used for educational field trips. This option is reserved exclusively for high school athletic events or tournaments when the departure or return time depends on the outcome of a preceding game or event. Use TBD only when a return time cannot be determined in advance due to the nature of the athletic competition.



Passenger Counts

Enter the following passenger and vehicle information for your trip:

- Number of Students
- Number of Adults/Chaperones
- Number of Wheelchair Passengers
- Number of Buses Required
- Number of Other Vehicles (e.g., minibuses)

Passenger Counts - Accurate passenger counts are essential for assigning the appropriate vehicle(s) and ensuring compliance with vehicle seating capacities.

Important: Drivers may not exceed the legal seating capacity of the vehicle. ***Inaccurate passenger counts may result in passengers being unable to board.***

Adult Chaperone Requirements -In accordance with SBCUSD Board Policy and Administrative Regulation 6153, the Trip Leader is responsible for ensuring adequate adult supervision for all field trips.

The minimum student-to-chaperone ratios are:

- Elementary School - 1 adult for every 10 students
- Middle School - 1 adult for every 25 students
- High School - 1 adult for every 30 students

Water Activity Chaperone Requirements - For field trips involving swimming or other water-related activities, Administrative Regulation 6153 requires **increased adult supervision:**

- Grades TK – 3rd 1 adult for every 4 students
- Grades 4th – 6th 1 adult for every 8 students
- Grades 7th – 12th 1 adult for every 10 students

Wheelchair Passengers and Special Seating Accommodations - Accurately identify the number of wheelchair passengers when submitting your reservation. Not all mini-buses are equipped with wheelchair lifts or ramps, and accessible buses have varying seating configurations.

Any required passenger accommodations, including **STAR seats, safety vests, or wheelchair securements** must be noted in the **Purpose** field of the reservation.

If you have questions regarding accessible transportation, please contact the Transportation Department before submitting your reservation.



Authorized Passengers - In accordance with **SBCUSD Administrative Regulation (AR) 6153.3**, only **authorized passengers** may be transported on District-approved field trips.

Authorized passengers include:

- Participating students
- Approved District employees
- Approved parent/guardian chaperones and volunteers who have met all District clearance requirements

Individuals who are not authorized under District policy are **not permitted** to ride District or contracted transportation vehicles.

Bus Count

Based on the total passenger counts, the number of buses can be calculated using the following formula:

- Big buses: 48 total passengers
- Mini buses: 10-16 total passengers (Depending on provider and fleet availability)
- Wheelchair buses: 2 wheelchair placements and 8 ambulatory passengers

Other Veh: - All field trips must be entered into TransTraks, even if District bus transportation is not being requested. **Use the Other Veh field for trips that involve transportation methods other than a District bus, including:**

- Walking trips
- Public transportation
- Privately owned or rented vehicles (when approved and compliant with SB88)
- Trips entered for tracking and recordkeeping purposes only

Examples of walking trips include, but are not limited to, a classroom walking to another school, a nearby park, library, community facility, or other off-campus location.

Entering these trips into TransTraks ensures that the District maintains accurate records of all approved field trips, regardless of the mode of transportation.



Purpose

The **Purpose** field is used to provide Transportation and the assigned transportation provider with any additional information needed to safely and successfully coordinate your trip. The **Purpose field is a required field and cannot be left blank**. If your trip does not include any special requests or additional instructions, **enter "N/A."**

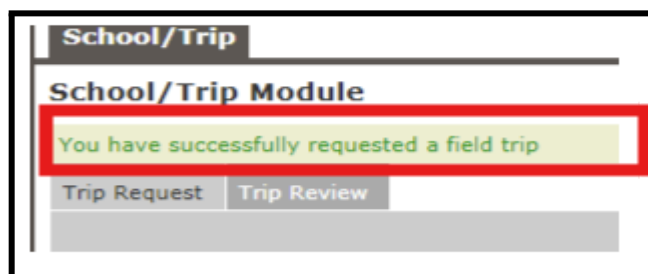
Use this field to communicate special requests or trip-specific requirements, including but not limited to:

- Storage Requirements – Indicate if storage is needed for items such as lunches, band instruments, athletic equipment, luggage, or other large items. Please note that not all buses are equipped with storage compartments.
- Special Seating or Securement Needs – Specify the number of STAR seats, safety vests, or wheelchair securements required for passengers.
- Minibus Requests – Request a minibus for small groups (generally fewer than 16 passengers) or for Special Education transportation needs. Minibuses do not have storage compartments.
- Charter Bus Requests – Indicate if charter transportation is being requested.
- New Destinations – Provide the destination name and complete address when selecting New Destination from the destination list.
- Food Stops – Include the restaurant name, address, and the planned duration of the stop.
- Other Special Instructions – Include any additional information that the Transportation Department or transportation provider should know to ensure a safe and successful trip.

Submitting Trips

After completing all required fields, click **Submit** to save and submit your trip request.

If the submission is successful, you will be redirected to the **Trip Review** screen. A confirmation message will appear in the tan banner stating: "**You have successfully requested a trip.**"





If any required information is missing or incomplete, the system will display an error message identifying the fields that require attention.

The incomplete required fields will be highlighted in **green** to help you quickly locate and correct them.

After all required fields have been completed, click **Submit** again to finalize your trip request.

The screenshot shows a web interface for the 'School/Trip Module'. At the top, there's a header 'School/Trip' with a dropdown menu. Below it, the title 'School/Trip Module' is displayed. A green highlighted box contains the following error messages: 'The Departure Date field is required.', 'The Return Date field is required.', 'The Grade Level field is required.', 'The Trip Type field is required.', and 'The Leader field is required.'. Below the error messages, there are two tabs: 'Trip Request' and 'Trip Review'. At the bottom, there's a yellow box with the text 'Please Note the' and a partially visible 'Trip Customer Inf' button.

Please note, once you submit a trip, you can no longer make any changes to the trip. All changes, cancellations, updates, etc. must be done via the Informed K12 [Transportation Field Trip Change Memo](#) form.

Once your reservation has been Scheduled or Confirmed, complete all remaining site preparations for the trip, including:

- *Distribute the appropriate field trip permission slips to participating students.*
- *Obtain all required parent/guardian authorizations.*
- *Submit any requests for sack lunches or meal accommodations to Nutrition Services.*
- *Verify that all trip details and special accommodations have been finalized prior to the day of travel.*

Trip Status Workflow

All newly submitted trip requests are initially assigned a **Proposed** status while the Transportation Department reviews the reservation for accuracy, completeness, and scheduling requirements.

Once the review process is complete, the reservation status will progress as follows:

- **District Yellow School Bus Requests:**
Proposed → Approved → Scheduled
- **Charter Bus Requests:**
Proposed → Confirmed

To view the status of your reservation, navigate to the **Trip Review** tab and use the available filter options to locate your trip. The **Status** field will display the current stage of your reservation using one of the status definitions described in the following section:



Proposed - **Proposed** status indicates that your trip request has been successfully submitted.

The reservation will remain in **Proposed** status until the system synchronization is complete and the Transportation Department has reviewed the request for accuracy and completeness. Please note, Trips are reviewed on a first come, first serve basis.

Approved - **Approved** status indicates that the Transportation Department has reviewed the reservation and approved it for scheduling.

Important: An **Approved** status does not mean transportation has been assigned. It only indicates that the request has been reviewed and is awaiting scheduling by either Durham or Zum.

**Due to the high volume of transportation requests, processing times vary based on the trip date.*

- **Trips scheduled within the next 30 calendar days** are typically processed within **5–10 business days** of submission.
- **Trips scheduled more than 30 calendar days in advance** will generally be processed **within 30 days of the trip date** on a first-come, first-served basis.

Scheduled - Scheduled status indicates that the District's contracted yellow school bus provider has assigned transportation for your trip.

A Scheduled status confirms that a bus has been reserved for the date, time, and destination requested.

Unless otherwise requested, all field trips are scheduled through the District's contracted yellow school bus provider.

Denied – A reservation with a **Denied** status indicates that the Transportation Department was unable to fulfill the trip request.

Common reasons for a trip being denied include:

- Transportation or driver availability
- Incomplete or inaccurate reservation information
- Other operational or scheduling constraints

A trip placed in **Denied** status will always be accompanied by an email notification sent to the trip requestor explaining the reason for the denial and, when applicable, any next steps or required corrections.

Cancelled - A reservation in **Cancelled** status indicates the requestor has submitted a cancellation within the allotted time via "Field Trip Change Memo".

Confirmed - When a charter bus is requested, the reservation will remain in **Proposed** status while the Transportation Department reviews the request and solicits transportation from available charter providers.

Once a charter vendor has been identified, the Transportation Department or the charter company will provide a transportation confirmation or contract containing the trip details.



The school site or department approver is responsible for reviewing and verifying all reservation details, including:

- Trip dates and times
- Pickup and destination locations
- Passenger counts
- Transportation costs
- Cancellation policies and applicable fees
- Vendor terms and conditions

The signed charter contract must be returned promptly to the Transportation Department for our reference by emailing field-trip@sbcusd.k12.ca.us.

The reservation status will change to **Confirmed** after the charter provider has confirmed they received and accepted the trip request.

Note: Charter bus cancellation policies vary by provider. Carefully review the reservation confirmation, contract terms, cancellation deadlines, and any applicable fees before approving the reservation.

Completed - A reservation with a **Completed** status is used for **tracking purposes only** and applies to trips that do **not** require District transportation or a transportation budget entry.

Examples include:

- Walking trips
- Public transit trips
- Privately owned or rented vehicle trips (must comply with **SB 88** and all applicable District policies and procedures)

The **Completed** status indicates that the trip has been documented in TransTraks for recordkeeping purposes and that no District transportation services were required.

Estimate Only - The **Estimate Only** status indicates that a transportation cost estimate has been requested. An estimate **is not a reservation** and **does not** secure transportation for the requested date.

Please note:

- Transportation availability is **not** held while an estimate is pending. Requested dates may be booked by other schools or departments.
- If you decide to move forward with the trip, you must submit a **Field Trip Change Memo** to convert the estimate into a transportation request. The request will be processed as a **new field trip request** and is subject to vehicle and driver availability.
- If the estimate is no longer needed, notify the Transportation Department by emailing field-trip@sbcusd.k12.ca.us to cancel the estimate request.



Billed - The **Billed** status indicates that a canceled trip has a cancellation fee. The status changes from Cancelled to Billed once the final cancellation cost is received and posted.

Paid - A reservation with a **Paid** status indicates that the Transportation Department has received and processed the final billing for the trip.

Once the billing has been reconciled, the **actual transportation cost** will be posted to the reservation, and the trip status will be updated to **Paid**.

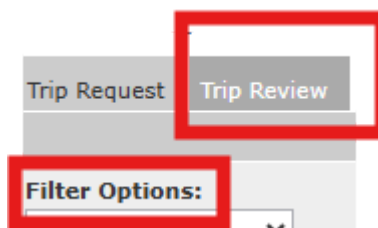
This status confirms that the trip has been completed and all associated transportation charges have been finalized.

Filter Options

Use the Filter options to search for specific trip requests by criteria such as date range, school site, department, or trip status.

Example:

1. Enter a date range.
2. Select your school site or department.
3. Click **Filter** to display matching trip requests.



Once the results are displayed, you can:

- Click any **column header** to sort the results in ascending or descending order.
- To print all results, click the **printer icon** located at the top right side of the page.

Trip #	Departure	Return	Submitted	Status	School/Dent.	Destination	Cost Estimate	Actual Cost	
24889	2025-08-09 07:00 AM	2025-08-09 05:00 PM	2025-07-22 acastro	Paid	Arroyo Valley HS Athletics Flag Football V	Redlands High School	Pending	\$ 621.50	
24888	2025-08-09 12:00 PM	2025-08-09 05:00 PM	2025-07-22 acastro	Paid	Arroyo Valley HS Athletics Volleyball G-V	Aquinas HS	Pending	\$ 621.51	

- To print a specific reservation, click the printer icon at the end of the reservation

Trip #	Departure	Return	Submitted	Status	School/Dent.	Destination	Cost Estimate	Actual Cost	
24889	2025-08-09 07:00 AM	2025-08-09 05:00 PM	2025-07-22 acastro	Paid	Arroyo Valley HS Athletics Flag Football V	Redlands High School	Pending	\$ 621.50	
24888	2025-08-09 12:00 PM	2025-08-09 05:00 PM	2025-07-22 acastro	Paid	Arroyo Valley HS Athletics Volleyball G-V	Aquinas HS	Pending	\$ 621.51	
25043	2025-08-12 02:15 PM	2025-08-12 06:15 PM	2025-08-05 acastro	Cancelled	Arroyo Valley HS Athletics Water Polo B-V	La Sierra HS	Pending	Pending	
24890	2025-08-12 03:00 PM	2025-08-12 07:30 PM	2025-07-22 acastro	Paid	Arroyo Valley HS Athletics Volleyball G-V	Jurupa Hills High School	Pending	\$ 857.89	

- Clear the filter by removing the search criteria and clicking **Filter** again, or by selecting the **Trip Request** tab and then returning to the **Trip Review** tab.



Monitoring Your Trip Requests

Each school site is responsible for monitoring the status of its field trip reservations through the **Trip Review** screen in TransTraks.

Site **Principals, Athletic Directors**, and other authorized site designees have access to review and track all reservations associated with their school or department.

The **Trip Review** screen should be reviewed **daily**, or at a minimum **weekly**, to monitor the status of pending and upcoming trips. Regular monitoring helps ensure timely awareness of important updates, including:

- Reservation approvals and scheduling
- Charter confirmations
- Denied requests
- Trip cancellations
- Requests requiring additional action or information

Regularly reviewing the **Trip Review** screen helps ensure that transportation issues are identified and resolved well in advance of the scheduled trip date.

Logging Out

When you have finished submitting trip requests or reviewing your reservations, log out of TransTraks by clicking **Logout** in the upper-right corner of the screen.



Billing and Provider Contact Information

The following rates apply to FY 2026–27 transportation services provided by Durham and Zum, the District's contracted yellow school bus providers:

	Yellow Bus Big Bus Base Rates		Yellow Bus Mini-bus Base Rates	
	Rate	Miles	Rate	Miles
4 Hr.	\$864.13	80	\$759.64	80
5 Hr.	\$967.93	95	\$830.64	95
6 Hr.	\$1,024.57	110	\$916.35	110
7 Hr.	\$1,081.19	125	\$1002.04	125
Exc.	\$53.89 Per Hour	\$1.99 Per Mile	\$58.78 Per Hour	\$1.80 Per Mile
Durham After Hours Phone (909) 486-9854			Zūm After Hours Phone (909) 893-1280	

Trips exceeding 7 hours / 125 miles are billed at the
excess hours/miles rate

Please note the following billing and transportation guidelines:

- If a bus assigned to your trip is also scheduled for home-to-school transportation service, your trip **may** be billed at the applicable **excess hours** and/or **excess mileage** rates.
- Trips canceled **within 24 hours or less** of the scheduled departure time will be billed **100% of the transportation cost**, as though the trip had occurred. To cancel a trip, the school site or department **must**:
 - Notify the bus provider by phone as soon as possible.
 - Follow up with written notification by emailing **field-trip@sbcusd.k12.ca.us**.
 - This cancellation policy applies to transportation provided by **Durham School Services** and **Zūm**.
- **Charter bus cancellation policies vary by provider**. Refer to your charter contract for the applicable cancellation deadlines, terms, conditions, and any associated fees.
- All transportation charges are subject to the terms and conditions of the District's transportation contracts and applicable vendor agreements.
- Charter bus rates vary by provider. The Transportation Department's **Field Trip Coordinator** will obtain quotes and make every effort to secure transportation from the **lowest-cost available vendor** that meets the operational needs of the trip.

Charter Bus Providers After-Hours contact numbers

1. Ebmeyer (760) 523-9135
2. Intermex (562) 652-8033
3. LUX Bus (714) 905-5409
4. Strack Ground (714) 944-3181



Frequently Asked Questions (FAQs)

Can a reservation be edited after it has been submitted?

No. Once a reservation has been submitted, it cannot be edited by the requestor. Any changes must be coordinated through the Transportation Department or submitted using a Field Trip Change Memo, as applicable.

Can I extend my return time on the day of the trip?

No. Plan carefully and follow scheduled booking times.

Unplanned schedule changes may:

- Disrupt home-to-school transportation service.
- Affect other scheduled field trips.
- Cause a driver to exceed California Highway Patrol (CHP) hours-of-service regulations.
- Result in the driver being unable to continue service if the requested change would exceed allowable duty hours.

The Transportation Department must approve any schedule changes whenever possible.

How far in advance should I submit a field trip request?

Submit all field trip requests at least 15 business days before the trip date (excluding weekends and District holidays). Early submission allows sufficient time for approvals and maximizes transportation availability. You may enter a trip at least 364 days in advance.

Who is responsible for parking arrangements and parking fees?

The requesting school site or department is responsible for all parking arrangements and associated parking fees. When planning your trip, ensure there is adequate, safe, and accessible parking available for the assigned bus or buses.

Who is responsible for monitoring trip reservations?

The requesting school site or department is responsible for monitoring all reservations through the Trip Review screen in TransTraks.

Site administrators and authorized designees should review trip statuses regularly to identify duplicate requests, denied reservations, cancellations, or requests requiring additional action.

How early should I submit requests for end-of-year trips, such as Grad Night?

As early as possible. The end of the school year is the busiest period for field trip transportation. Reservations are scheduled on a first-come, first-served basis, and vehicle availability becomes limited.

Submit your reservation once the event date is confirmed.



Who is responsible for supervising students on the bus?

The designated Trip Leader, teachers, and approved chaperones are responsible for maintaining student supervision and appropriate behavior throughout the trip, including while students are on board the bus.

Can the driver stop for a student who needs to use the restroom?

Drivers are generally unable to make unscheduled restroom stops. Unlike a personal vehicle, school buses require safe, legal, and accessible locations for loading, unloading, and parking. Drivers must also consider traffic conditions, route schedules, and CHP hours-of-service regulations.

To avoid delays, ensure students use the restroom before boarding the bus for both the departure and return portions of the trip.

Who should I contact if I have questions about my reservation?

For assistance with field trip transportation requests, contact the Transportation Department:

- Email: field-trip@sbcusd.k12.ca.us
- Phone: (909) 388-6125



Board Policies

[AR 3541.1](#) **Transportation For School Related Trips** San Bernardino City USD | AR 5131.1 Students

[EC 35330](#) **Field Trips** Legal Resources | Education Code | EC 35330

[EC 44808](#) **District Liability** Legal Resources | Education Code | EC 44808

[BP 6153](#) **School-Sponsored Trips** San Bernardino City USD | BP 6153 Instruction

[AR 6153](#) **School-Sponsored Trips** San Bernardino City USD | AR 6153 Instruction

[BP 5131.1](#) **Bus Conduct** San Bernardino City USD | BP 5131.1 Students

[BP 3543](#) **Transportation Safety and Emergencies**