



# Transportation Field Trip Process & Procedures



## **TRANSPORTATION GUIDELINES FOR ATHLETIC/FIELD TRIPS For CJUSD**

**Goal:** To ensure that school site requests for transportation needs are met at the most effective cost, while adhering to the district's contract.

1. All requests for buses for athletic trips and field trips must be submitted **via Trans-Traks to Center Joint Unified School District's Transportation Department AT LEAST 10 BUSINESS DAYS** prior to the scheduled departure date and **AT LEAST FIVE (5) BUSINESS DAYS prior** for the SUV/VAN scheduled departure date. **Trip requests received with less than the 10 business days for a school bus and/or five (5) business days for a SUV/Van request are subject to denial.** Please note: **SAME DAY(24 hr) CANCELLATION's (F.T.) may be charged 2.0 hrs for Bus Driver salary.**
2. It is the requesting school site that is responsible to check with Dispatch or on **Trans-Traks** to see if their trip is scheduled.
3. School sites may **NOT** rent vehicles or charter services directly. All rentals and/or charters must be made through the Transportation Department.
4. All requests for buses and rental vehicles must be complete with appropriate budget code.
5. Schools are required to provide Transportation with a calendar and list of minimum days and scheduled field trips before the start of the school year. Any changes to the schedule of minimum days must be approved by Educational Services. All field trip schedule changes are to be made ten (10) business days in advance to Transportation Services. **A confirmation must be received by the requester to ensure the change could be accommodated. Late or last minute changes may not be accommodated** for field trips and minimum days, especially towards the end of the school year in May.
6. Transportation Services may evaluate each request and make the determination regarding the bus/vehicle to be provided based on availability of District drivers, CSEA contract requirements, efficiency of scheduling, and cost. **(DAY field trips are scheduled between the hours of 9:30am-2:00pm ONLY)**
7. Cancellation of a transportation request for a bus or rental vehicle is required to be submitted to the Transportation Department one week in advance in **Trans-Traks** by sending an email using the envelope next to the trip in the Trip Review tab. You can also update trips and ask questions by using this email link. **Failure to notify Transportation Department within this time will result in the site's budget being charged for the cost incurred.** If last minute cancellations are due to severe weather or emergencies and Transportation Department is notified immediately, the site's budget will not be charged.
8. Estimate cost include distances from bus yard departure to site arrival, site to field trip location, back to site and back to Transportation bus yard at **\$3.32 per mile and driver costs of \$26.75 per hour and \$34.42 per hour (overtime)** The field trip route and number of buses will be determine by Transportation Department and may change without notice.  
**-Seating Capacity (Bus) 70 is max for Elementary school grades K-2, 64 is max for Elementary grades 3-6, 60 is max for WCR and CHS**  
**(All District Field Trips must have at least 1/2 adults to accompany students) -**  
**District (Van) seating capacity, 10 is max. (9 Passengers and 1 Driver)**  
Pre-Trip form -Van -is required and returned to Transportation Dept.-  
**(Charter) Carriers may vary** (check with Transportation)
9. Failure to return a rental vehicle as scheduled which results in additional costs will result in the site's budget being charged.  
**Note:** The rental company is closed on Sundays, and anyone returning a vehicle on a Saturday (after hours) will need to give the appropriate information to the Transportation Department.
10. **Age requirement for rental vehicle is 25 years of age or older.** Rental vehicles are required to be returned to the Transportation Department, 8408 Watt Avenue bus yard. The Transportation Department will fuel returning SUV/VANS. Special fuel codes are used to track the fuel used in rental vehicles and billed to the appropriate budget codes. The requesting driver should see the Transportation Department shop personnel for assistance or refer to the instructions in their packet given to them when the vehicle is picked up or dropped off.

*Please note that Home to School are Transportations Priority*



**In Order to Rent an Enterprise or use of a Personal Vehicle, Transportation Department requires that the following met:**

**[CIUSD Employees and all Volunteers](#)**

Please follow all Transportation Guidelines for Athletic / Field Trips (*copies to be retained in Transportation Services*)

Driver must be 25 or older to drive rental vehicles.

1. Must be fingerprinted and have a completed background check on file with Personnel.
2. Employee must have a District Employee Identification Badge.
3. Must show Current/Valid California Drivers' License
4. Must present a copy of personal Insurance showing limits of liability \$15-35,000 when using personal vehicle.
5. Copy of DMV form (K4) for 3 year Driver Record History (available online)
6. Complete the Volunteer Personal Automobile Use Form.
7. Complete the Driver Release / Pull Notice Form.

**All information is updated annually.**

Transportation will need to know who will be driving the vehicles to make sure that they have the required documentation on file. Therefore, it is important that you complete the driver information in it's entirety. Please remember that the age requirement for vehicle rental and driving is 25 years of age or older. Submitting the request without the required information may result in delay or denial of your request. If you are taking the vehicle(s) out of state, you must present a copy of the "BOARD APPROVED" permission to attend form along with your request signed by your site administrator(s), including a list of all students/adults who will be traveling. THE ABOVE REQUIREMENTS MUST BE MET BEFORE THE KEY TO THE RENTAL IS RELEASED. The driver(s) will pick up and drop off the rental vehicle at Center Transportation Yard, 8404 Watt Ave. The driver(s) will receive paperwork, which will contain the vehicle key. The vehicles are released from the yard with a full tank of gas and you will be charged at the rate we are charged to re-fill the vehicle(s) to a full tank. If you have any questions, and/or may need further assistance please contact the Transportation Department.

Dispatcher: NikkHibbert      338-6418

Supervisor: Cyndy Mitchell      338-6305



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM  
AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, \_\_\_\_\_

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report  
at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license  
suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that  
my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY

COUNTY

STATE

DATE

SIGNATURE OF EMPLOYEE

I, \_\_\_\_\_, of \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California that I am an authorized representative of  
this company that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify  
information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not  
be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for  
perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not  
exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and  
imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally  
punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY

COUNTY

STATE

DATE

SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the  
applicable forms.

THIS FORM MUST BE COMPLETED AND **RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON**  
REQUEST TO DMV STAFF  
**DO NOT RETURN THIS FORM TO DMV.**



## Center Joint Unified School District **VOLUNTEER PERSONAL AUTOMOBILE USE FORM**

**[One Form Required for Each Driver to be Approved]**

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least **fifteen (15) days** before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

### **REQUIRED INFORMATION**

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	

**We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page.** Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, **please also be advised**, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage.** The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

### **VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS**

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name	Signature	Date
Date Received by Site Admin:	Received by:	
Date Received by Transportation:	Received by:	



Please attach copies of:

- 1) **FINGERPRINT REQUIRED THROUGH PERSONNEL**
- 2) **DMV Driver Request K4 print out** (3 yr -available online)
- 3) **Copy of your Driver's License** (please make sure it is clear)
- 4) **Copy of your Vehicle Insurance**
- 5) **Fill out and sign all forms/Release /Pull Notice Forms**

*Completed applications can be faxed, mailed or walked- in:*

*Attn: Transportation Department*

*8408 Watt Avenue*

*Antelope, Ca. 95843*

*Fax# 916- 338-6349*

*Phone # 916-338-6418*

*Walk- ins: ( delivered to)*

*Dispatcher: Nikki Hibbert*

*Supervisor: Cyndy Mitchell*

*All forms must be clearly written.*

*Photos must be clear for viewing.*

*All information is confidential and will be stored in the  
Transportation Department.*

*Thank you!*