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# FIELD TRIP HANDBOOK

## 2022-2023



**RIALTO UNIFIED SCHOOL DISTRICT**

**TRANSPORTATION SERVICES**

625 W Rialto Ave, Rialto, CA 92376  
Telephone: 909-820-7862

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## **Field Trip Definition**

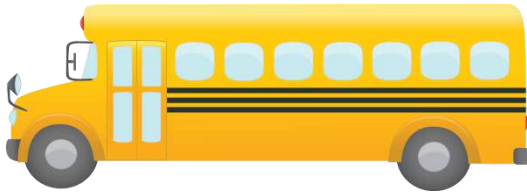
A “field trip” occurs when students leave school grounds for an educational purpose.

It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), CIF interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

### **Types of Field Trips include:**

- Day field trips
- Recurring field trips (same activity on a regular basis, such as a choir or sports games)
- Field trips with special hazards:
  - Near water or involving swimming or boating
  - In remote locations
  - Involving animals (farms, zoos, riding animals, etc.)
  - Involving outdoor education (description in section N)
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

A field trip is school-sponsored if school or ASB funds pay for the activity, it is part of the educational process, or it is supervised or staffed by school employees.



## Requesting a Field Trip

Contact your school site Field Trip Representative for instructions on how to request a field trip or reference the “School Field Trip Procedures” on the Rialto Unified School District web-site.

Field trip requests within **18 days** of the scheduled trip date may result in non-availability of buses. Contact Transportation ASAP to discuss bus availability. Transportation will work with the school site to accommodate the field trip.

**Multiple day trips** need to be entered **EIGHT WEEKS** prior to the date of the trip. Not doing so may result in non-availability of buses. An itinerary for the trip **MUST** be provided ASAP for review and booking.

Grad night field trips need to be entered prior to October 30<sup>th</sup> each school year.

Transportation will receive all field trip requests once the appropriate departments approve the field trip.



## Field Trip Passengers

Only students on the roster and approved chaperones/school staff are allowed to ride on the SPAB or school bus during Educational Field Trips.

Only members of the sport team and approved coaches/school staff are allowed to ride on the SPAB or school bus during Athletic Trips.

No minor children at or under school age are allowed to accompany school staff, chaperones, and coaches on all field trips.

Please see Bulletin RM-16-002 for clarification on Minor Children in the Workplace.

**All student passengers are expected to ride to and from the destination on the school bus unless, the school site has the proper documentation on file to release student(s) to his/her parent/guardian(s) and have approvals from the appropriate departments.**

## Authority of the Driver, Title 5 California of Code Regulations 14103

(a) Pupils transported in a school bus or in a school pupil activity 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 or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

## **General Rules for All Trips**

A chaperone and/or coach must accompany each bus on all school bus field trips

1. Time of departures from school and destination should be strictly adhered to. A delay on a trip can cause other trips and/or home to school routes to arrive late. NOTE: If your trip is going to run longer than expected you **MUST** notify the driver and/or Transportation Services immediately. Drivers cannot violate their hours of service. If necessary, we will send a relief driver to cover the trip.
2. Buses may run later during days of unfavorable weather conditions, such as fog, wind, and rain.
3. Transportation may occasionally request the school site to make a time change (within reason) to fit the needs of home-to-school transportation.
4. The school bus is an extension of the classroom. The teachers and chaperones are to maintain appropriate conduct of the students and themselves. The bus driver is the ultimate authority aboard the bus at all times.
5. Bus drivers are to stop only at designated stops on the Field Trip Request. Bus drivers will coordinate with the teacher/coach in charge on field trips with meal stops unless the location is already indicated on the Field Trip Request (Special Comments). NOTE: The driver must be able to safely maneuver and park at the meal stop selected.
6. No food or drinks (gum, candy, etc.) are to be brought aboard the bus. Food items may be loaded into the baggage compartment. Food may not be eaten at any time on the bus.

Glass containers are not permitted on the bus. Lunch/Dinner meals can be eaten on the bus with prior approval.

7. Chaperones should sit in a seat that provides quick accessibility to students in the rear of the bus.
8. Passengers wearing cleats, regardless of material, will not be allowed on the bus. Cleated shoes must be removed before entry.
9. Bus drivers may change a pick-up or drop-off location if the area presents a safety hazard.
10. Students and staff/coaches/chaperones must wear seatbelts all times when bus in motion or transit.

## **Bus Conduct**

### **Board Policy 513.1**

In order to help ensure the safety and well-being of students and others the Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The School Bus is an extension of the classroom. In addition to your School Rules, the following rules apply at all times when students are riding a school bus, including when on school activity/field trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with body or personal belongings. Riders may bring large or bulky items, such as

a class project or musical instrument, on the bus only if the item does no displace any other rider or obstruct the driver's vision.

6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.

7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, standing, or changing seats, is prohibited and may lead to suspension of riding privileges.

8. Riders shall not use tobacco products, eat, or drink while riding the bus. Bottled water is permitted on board the bus.

9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

10. Riders shall not put any part of their body out of the window, nor throw any items from the bus.

11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

12. Service animals are permitted on school transportation; all other animals are prohibited.

13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.

14. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.

Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation. Discipline for students is addressed by the individual school site.

## **Bullying – ZERO TOLERANCE**

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

## **Consequences**

Students who violate any of the School Bus Conduct Rules will receive consequences to the behavior displayed on bus. In the event that a student's conduct on a bus is unsatisfactory, the "Notification of Unsatisfactory Conduct on School Bus" form shall be completed by the bus driver and submitted to site administration.



## **LOADING/UNLOADING PROCEDURES**

1. When the bus approaches, stand at least 3 giant steps (6 feet) from the curb and line up away from the street (stay out of the danger zone).
2. If you drop something near the bus, tell the bus driver. Never try to pick it up.
3. Have bus pass ready for driver to check.
4. Use the handrails to avoid falls.
5. The bus driver may determine the order of student entry.
6. Driver may assign seats to student(s).
7. Once aboard the bus, students are to find an open seat and remain seated at all times while the bus is in motion.
8. **Secure the seatbelt. Every passenger must wear a seatbelt.**



9. Students must remain awake and alert while riding the bus for their own safety.
10. Students who have bulky items such as musical instruments, skateboard, etc. will sit in the front of the bus.
11. Students must wear shoes while aboard the bus. No cleats with rubber or metal are to be worn on the bus.
12. Students must remain seated until the driver has given the students permission to leave the bus.
13. Students must tell the driver if they need to cross the street.

### **RED LIGHT BUS CROSSING INSTRUCTIONS**

1. Stop! Wait for drivers signal.
2. Check for traffic both ways.
3. Cross, between the bus and the bus driver.
4. Walk straight across, not on an angle.
5. Walk seven feet beyond the front bumper

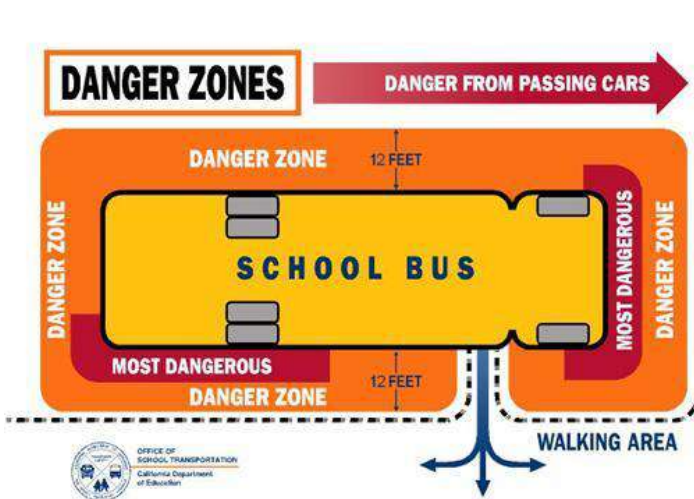


### **RAILROAD CROSSINGS**

Every railroad crossing possesses potential dangers for school buses and thus must be approached with great caution. The driver will request that students lower their voices so that the driver can listen for approaching trains.

## DANGER ZONE

The area around the school bus is called the Danger Zone. Stay out of the DANGER ZONE (see diagram below)



## **Instruction on School Bus Emergency Procedures**

As stated in the Education Code 39831.4 prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

### **BUS EVACUATIONS**

Occasionally, prevailing conditions will warrant the evacuation of passengers from the school bus. When the driver deems evacuation is necessary, the students must leave all items in the bus and follow the bus driver's direction.

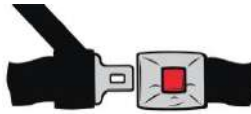


### **VIDEO CAMERAS**

Video cameras are installed in RUSD buses to monitor and discourage student misconduct, thus enabling the bus drivers to operate the buses in a safe and efficient manner. Video may be reviewed by Transportation, school personnel, or Security officers as needed. (Board Policy 5131.1)

## **PERSONAL ARTICLES**

Each item a child takes to school should be clearly labeled with his/her name and school they attend. In the case of lost articles, check with your school or the bus driver. However, the bus driver and the school will not be responsible for personal belongings.



## **SEATBELTS**

When a school bus or student pupil activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

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**RUSD**  
**Transportation**

625 W Rialto Ave  
Rialto, CA 92376

Phone (909) 820-7862  
Field Trip Phone (909) 586-8208

Website:  
<http://kec.rialto.k12.ca.us/>