



## ARCADIA UNIFIED SCHOOL DISTRICT

### TRANSPORTATION DEPARTMENT PROCEDURES

**FIELD TRIPS:** Please confirm all trips for the upcoming week via email by Friday of the previous week. Please note all cancellations with a contractor within 24 hours of the scheduled trip day are subject to cancellation fees up to the amount of the total trip charge. A 2 hour minimum will be charged when a District driver reports for duty outside of their regular assignment. The trips are scheduled and posted for the drivers 2 weeks in advance. Last minute trips cannot be guaranteed transportation.

### PLEASE CONSIDER THE FOLLOWING WHEN SCHEDULING YOUR TRIPS:

1. During the months of February – April (March Madness), contract companies can be very busy and may be difficult to secure transportation. So, please enter your trip request early, especially for luxury coach buses.
2. District route buses are available between the hours of 8:45 AM – 2:00 PM. In the event District and contract buses are used for the same trip, a separate trip number will be entered and referenced on the original trip.
3. Early release days weekly at the following sites minimizes District bus availability.
  - a. First Ave. (Tues. & Thurs.)
  - b. Baldwin Stocker (Tuesday)
  - c. Holly Ave. (Tuesday)
  - d. Hugo Reid (Wednesday)
  - e. Camino Grove (Wednesday)
  - f. Longley Way (Wednesday)
  - g. Dana MS (Wednesday)
4. All quotes for field trips will be determined by using the highest priced vendor for school or coach buses. Once a quote(s) is provided, a decision is needed within 24 hours in order to secure the bus.

5. There can be a cancellation fee for contract buses up to the full amount of the cost of the trip if cancelled 24 hours prior to the leave date. Please submit all cancellations and/or changes via email to [vmatthews@ausd](mailto:vmatthews@ausd). Please cc [lpuentes@ausd.net](mailto:lpuentes@ausd.net).
6. Passenger count for school buses:
  1. Elementary - 3 to a seat (not including adults).
  2. Middle and High School - 2 to a seat.

### **TIME LINE FOR BILLING:**

Contract Bus - Invoices can take up to 2 to 3 weeks to arrive in Transportation and entered into TransTraks for your review

District Bus - Costs can be reviewed the following work day after 10:00 AM in TransTraks(Billing By School) upon completion of the trip.

**BUS SCHEDULING FOR OVERFLOW OR SPECIAL NEEDS STUDENTS:** Please submit a form for all additions. Additions will take a minimum of 3 to 5 days to process. Once the form is processed, a copy will be forwarded to the Registrar and/or Special Services. **NO ADDITIONS WILL BE ACCEPTED WITHOUT SUBMITTING A FORM.** The form can be found on the AUSD website located at [ausd.net](http://ausd.net) (under the Transportation Department). Please submit your form via email, District mail or fax to the Transportation Department. All overflow students will be assigned their home school as the bus stop for pick up and drop off location.



**PARENT PAY:** Complete a Bus Pass Application for each student. Submit the forms to the Transportation Department by mail or in person. All forms can be found on the AUSD website located at [ausd.net](http://ausd.net). See fee and bus schedule online as well.

**FIELD TRIPS FOR ATHLETICS:** All coaches with TBD/TBA times and destinations **shall** cause to notify the Athletic Director within 1 hour after the completion of the game and no later than 10:00 PM on the night of the game. In the event of unexpected delays (overtime, late start, etc) communication needs to be made immediately to the Athletic Director. In the event times are not communicated, the bus **will be** cancelled immediately. If the trip is contracted out, the group can be charged a cancellation fee up to the full price of the trip. **All lunch stops** need prior approval from the Athletic Director at minimum, the day before the scheduled event. Drivers are not authorized to make destination changes or food stops that do not have approval from the Athletic Director.

WINTER / SPRING BREAK TOURNAMENTS – Are generally assigned to the same driver. Please provide all pertinent information(Times, Destination) to the driver and the Athletic Director.

ARCADIA UNIFIED SCHOOL  
DISTRICT - TRANSPORTATION  
DEPARTMENT

35 W. ST. JOSEPH ST.  
ARCADIA CA 91007  
626 821-1435 EXT. 2002  
626 445-2040 FAX

OFFICE HOURS  
7:00 AM – 4:00 PM