



PASADENA UNIFIED SCHOOL DISTRICT Transportation Department

SPECIAL TRIP REQUEST AND DRIVER REPORT PROCEDURE

Gary Turner
Dispatcher/Scheduler
(626) 396-5850 EX-89239

Location:
740 W Woodbury Rd.
Pasadena, Ca. 91103

- Bus requests must be in the Transportation Department a **minimum of 20 working days** prior to trip date.
- One bus request is required for each bus needed.
- Our buses hold 56 passengers sitting two to a seat. Capacity is 84 passengers three to a seat.
- All lines on the Special Trip Request and Driver Report form preceded by a blue dot must be completed.
- Confirmations will be returned to the Office Manager at your site 2 ½ to 3 weeks prior to the date of the trip. If you have not received your confirmation one week prior to the date of the trip, please call the Transportation Department to confirm your trip.
- Read the confirmations. Sometimes requested times may need to be adjusted to meet availability.
- **Please do not send in copies or faxes of the trip request. The original carbon copy. Special Trip Request and Driver Report form-is needed. Copies & faxes will be returned to the originator which will delay process.**
- An account code must be provided on the **Special Trip Request and Driver Report form. ALL** requests paying with school account coding **MUST** be sent to budget for approval prior to arriving in the Transportation Department.
- Trips funded by a check or money order can be sent to the Transportation Office. The check or money order must be stapled to the bus request. Checks shall be payable to: **Pasadena Unified School District.**
- Reduced cost buses are **NOT** available on Minimum Days or Mondays. Please check the district calendar. Trips scheduled on minimum days will be sent back to the Office Managers.
- Students ~~may not be~~ are not required to pay to participate on a field trip.
- To avoid paying a cancellation charge or full payment for a cancelled trip, notify the Transportation Department at least **24 hours** before the scheduled pick-up at your school.
- **THERE ARE ONLY SIX 84 PASSENGERS BUSES & ONE 48 PASSENGERS BUS.**
- **FREE BUSES ARE NO LONGER AVAILABLE.**
- REDUCED COST BUSES may be used to “SHUTTLE” more than one group within the District Boundaries. If so, please indicate “SHUTTLE” along with times on the request form.
- You may travel to any “APPROVED” destinations listed on the Instructional Trip List. The buses are available between: **8:45am – 1:45pm**
- These buses currently cost \$114.00 per bus/pre trip.
- FULL COST BUSES may be used to any “APPROVED” destination listed on the Instructional Trip List any day of the week. In the event a bus is needed outside the hours indicated above, please call the Transportation Department for assistance in planning and cost. **Buses are available on Student Holidays, Saturdays, and Sundays if needed.**