



Field Trips - FAQs

Transportation Staff:

Nelson Cayabyab
 Chief Facilities Officer
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Gary Turner
 Dispatcher/Scheduler
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1. ALL Bus Requests must be prepared and delivered to Academic Services a minimum of 20 working days prior to the trip date.
2. One bus request is required for each bus needed.
3. Buses hold 52 passengers sitting two to a seat. Capacity is 79 passengers three to a seat.
4. All lines on the Special Trip Request and Driver Report form preceded by a blue asterisk (*) must be completed.
5. Confirmations will be returned to the Office Manager at your site 2 weeks prior to the date of the trip. If you have not received your confirmation 3 days prior to the date of the trip, please call the Transportation Department to confirm your trip.
6. Read the confirmations. Sometimes requested times may need to be adjusted to meet availability.
7. Please do not send in copies or faxes of the trip request. The original Special Trip Request and Driver Report form is needed. Copies & faxes will be returned to the originator which will delay process.
8. An account code must be provided on the Special Trip Request and Driver Report form.

For Athletics Trips:

01.0-00000.0-11100-42000-5812-XXX2000

For School Site Funded Trips:

01.0-XXXXXX.0-11100-10000-5812-XXX0000

Trips paid in advance by Donor (including PEF):

01.0-90000.0-11100-10000-5812-XXX0000

Trips paid by PEF from Annual Fund:

01.0-90600.0-11100-10000-5812-XXX0000 (MOU and FTF form required)

Special Ed Trips:

01.0-65000.0-57700-10000-5812-XXX2000 (SPED Director approval required)

9. Checks and money orders must be made payable to: Pasadena Unified School District.
10. Students are not required to pay for a field trip.
11. 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. If the bus is cancelled after arriving at the school, a \$120.00 cancellation fee will be charge to your site.
12. CHARTER BUSES may be used to "SHUTTLE" more than one group within the Pasadena's boundaries. If so, please indicate "SHUTTLE" along with times on the request form.
13. You may travel to any "APPROVED" destinations listed on the Instructional Trip List. The charter buses are available for 12 hours and no more each day. Pick up time can be as early as needed.
14. Wheelchair buses used for trips cost \$148.00.
15. Three 50 passenger route buses are available for \$148.00. Check with Transportation for availability.
16. Deadline for all trip requests is May 10, 2020 at 2:00 P.M. Any request received after this date will be returned to the school.
17. Charter Buses may be used to any "APPROVED" destination on any day of the week. Buses are available on Holidays, Pupil Free Days, Saturdays, and Sundays if needed.

Buses	Cost	Description
Passenger buses	\$148.00	These are route buses. Only three (3) available on a daily basis
		Two (2) buses available between 8:00am - 2:30pm
		One (1) bus available between 9:30am – 2:30pm
School Day Charter buses	\$583.20	Up to 8.5 hours + \$51.40 for each additional hour
Non-School Day Charter buses	\$235.68	Up to 4 hours + \$58.92 for each additional hour

FIELD TRIP DOCUMENT FLOWCHART

School Site Admin



Check if Trip destination is on the Approved Instructional Trip List. Call CAO office for assistance. Call Transportation Dept and Budgets for assistance with scheduling, cost and budget availability

Prepare and submit Special Trip Request and Driver Report Form **signed by Principal or other authorized signor to Academic Services**

Attach:

1. Instructional Trip Liability Form, if applicable
2. Liability forms, list of participating students, name and contact information of chaperones and itinerary if trip involves overnight stay and/or the trip destination is near water.
3. Check/money order if applicable

Academic Services

Review paperwork to ensure:

1. Trip destination is on the **Approved Instructional Trip List**
2. **Liability forms** are submitted, where applicable, **for each student** listed on the student list
3. Compliance with all academic policies, procedures and calendars
4. Approval obtained from Academic Management before document submission to Budgets.
5. CAO office Log Trip



Budget

1. Ensures **Account String** is **consistent with paperwork**.
2. Review budget to ensure **funds are in place to pay for the trip**
3. **Coordinate with Site**, if necessary, to correct account and/or to determine funding source(s)
4. Assign and log FT Number
5. Send original form to Transportation and a copy of the check/money order if applicable



Transportation

1. Arrange Transportation consistent with paperwork.
2. **Coordinate with Site, Academic Services and Budgets** especially where there are exceptions and trip changes.
3. Log trip details



**BUDGET DEPARTMENT
ASSIGNMENTS BY LOCATION**

Edward Hebert / Ext. 88146
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Roanne Go / Ext. 88143
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Spencer Mo / Ext. 88112
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Location #	School/Department Name
0000648	Special Ed-Preschool
0000675	Special Ed
0000685	Special Ed - Focus Point
0000686	Special Ed - PALS
0000694	Special Ed - Summer

Location #	School/Department Name
0300000	Jefferson Elementary
0380000	Longfellow Elementary
0400000	Madison Elementary
0460000	Roosevelt Elementary
0480000	San Rafael Elementary
0600000	Norma Coombs Elementary
0950000	Marshall Fundamental
510 - 541	Private Schools
0000000	Unrestricted
0000061	Enrollment, Permits and Student Rec.
0000097	Supplemental/Saturday Schools
0000100	Civic Center Permits
0000699	Mental Health Department
0000710	Facilities Central
0000989	Retiree
0000990	Districtwide Charges
0000991	Offset for Sal & Ben
0002198	Maintenance & Operation
0002208	Custodial/Operations
0002211	Gardening
0002214	Garage

Location #	School/Department Name
0520000	Sierra Madre Upper MS
0560000	Webster Elementary
0580000	Willard Elementary
0730000	McKinley School
0760000	Washington Middle School
0800000	Blair High School
0850000	Center for Independent Study
0930000	Adult Twilight
0000089	Summer School Central Loc
0000105	District Administration-Supt.
0000107	Board of Education
0000108	Division of Instruction- Academics
0000112	Parent Involvement
0000132	Learning Materials
0000133	Arts Education
0000137	Special Projects
0000167	Energy
0000179	Substitute Charges
0000212	Transportation
0000237	Child Development Office
0000500	Support Programs
0000502	Accountability
0000580	LADD

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Jacqueline Chavez / Ext. 88117
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Karen Tieu / Ext. 88145
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Resource #	Resource/Program Name
35500.0	Voc & Tech Educatio Act
56300.0	Homeless Children Education
58105.0	CDGB Yng & Healthy Family Centers
58131.0	Magnet School Assistant Program
58131.1	Magnet School Assist. Program Carryover
58135.0	PUSD Positive School Climate
63850.0	AEM Academy Mentee Grant
63851.0	Culinary Arts Academy
63852.0	MS Foundation Academies - Wash.
63853.0	MS Foundation Academies - Wilson
63870.0	CTEIG - OLD Extended
63870.0	Career Technical Education Incentive
63880.0	K-12 Strong Workforce Program
72200.0	Health Academy, Blair
72201.0	Business & Financy Academy
72203.0	Eng & Environm Science Academy
72205.0	Graphic Comm'ns Academy
72206.0	Visual Arts Y Design Academy

Location #	School/Department Name
0040000	Altadena Elementary
0100000	ECP Childrens Services @ Burbank
0120000	Cleveland Elementary
0140000	Don Benito Fundamental
0180000	Field Elementary
0200000	Franklin Elementary
0260000	Hamilton Elementary
0280000	Jackson Elementary
0840000	Pasadena High School
542 - 579	Private Schools
0000103	Pasadena Learns
0000106	Business Division
0000110	Pasadena Education Foundation
0000117	Emergency School Closure
0000125	Health Services
0000130	Elementary Teaching & Learning
0000161	Fiscal Services
0000162	Workers Compensation
0000164	Health Insurance
0000166	Utilities
0000172	Fixed Charges
0000213	Truck/Mailing
0000219	Purchasing
0000221	Warehouse

Location #	School/Department Name
0500000	Sierra Madre Elementary
0700000	Eliot Middle School
0750000	Washington Accelerated
0780000	Wilson Middle School
0820000	Muir High School
0880000	Rose City High School
0000114	KLRN-TV
0000115	Communications
0000116	Emergency Preparedness
0000134	Athletics
0000135	Professional Dev./Curriculum Inst.
0000136	Secondary Teaching & Learning
0000138	Child, Welfare & Safety
0000153	ROP, Central Office
0000163	Technology Districtwide
0000165	Technology
0000168	Technology - Network
0000169	Technology - Servers
0000170	Technology - Student Info. Sys
0000171	Technology - Research
0000173	Technology Ed Tech
0000175	Technology - Repairs Tech
0000177	Food Services
0000185	Accountability
0000228	Personnel Commission
0000229	Human Resources
0000230	BTSA / PAR
0000232	Hodges Center
0000265	Vocational Tech Central Office

PASADENA UNIFIED SCHOOL DISTRICT

SPECIAL TRIP REQUEST AND DRIVER REPORT

№ 195165

THIS FORM WILL BE USED FOR ALL TRIPS INCLUDING THOSE NOT REQUIRING TRANSPORTATION

Schools to Complete All Spaces Preceded by *

*DATE OF REQUEST: _____ * DATE OF TRIP: _____

*SCHOOL: _____ * No. of Passengers: Pupils _____ Adults _____

*TEACHER /GRADE and/or GROUP: _____ * Arrive at School: _____ Leave School: _____

_____ * Arrive Destination: _____ Leave Destination: _____

*DESTINATION: _____ * Return to School: _____

*ADDRESS: _____ * Limited to Unlimited Bus: _____ Charter Bus: _____
(Specify street address and city)

*Meal Stop during trip? Yes _____ No _____ * Method of Payment: _____

* ACCOUNT CODE _____ Budget Approval: _____

INSTRUCTIONS TO DRIVER: (Not for school use)

IF TRANSPORTATION IS NOT BEING REQUESTED, SIMPLY STATE: NO BUS NEEDED.

_____ (Requested By) _____ (Principal) _____ (Dept. Chairman)

BUS AUTHORIZATION AND DRIVER REPORT

Contract Bus No. _____ Bus Assignment _____

TAKE: (Driver's Name): _____

RETURN: (Driver's Name): _____

Transportation Staff Signature: _____ Date: _____

TRIP	No. PASSENGERS		ODOMETER READINGS		MILES	TIME		TIME
	Adults	Pupils	Beginning	Ending		Beginning	Ending	
TAKE								
RETURN								

Driver's Signature: _____ Total Miles: _____ Total Time: _____ Cost: _____

Group Leader Signature: _____ End Time: _____ Estimated Cost: _____