

TwinRivers
UNIFIED SCHOOL DISTRICT



California's Newest Unified School District

Transportation Field Trip Process & Procedures



In Order to Rent or use a Personal Vehicle,
Transportation Services Requires that the following be met:

TRUSD Employees and all Volunteer Drivers

ALL DRIVERS: Please follow all Transportation Guidelines for Athletic / Field Trips

Volunteer Drivers must be 25 years of age or older.

Employee must have a District Employee Identification Badge.

RENTALS: Drivers must show Current/Valid California Drivers' License (copy to be made and retained by Transportation Services).

All drivers must authorize Transportation Services and have on file through Transportation Services access to their DMV driving record through the California Pull Notice Program. DMV forms can be found on the TRUSD web site. Original signed forms need to be sent to Transportation Services for processing. This may take 4-6 weeks to process.

A DMV (current within the last 30 days) H-6 driver history report is needed to be on file with Transportation Services *if and when the date of the field trip does not allow sufficient time for Transportation Services to receive a DMV California Pull Notice.* This can be obtained by going to DMV and paying \$5.00 by the employee or volunteer requesting the document. Return the Driving history report to Transportation Services for review and approval.

Volunteer Drivers must present a copy of personal Insurance showing limits of liability \$30,000.00 when using personal vehicle. In case of a claim the personal insurance for the volunteer will be primary and the district insurance will be secondary.

Volunteer Drivers must be fingerprinted, have a completed background check and approved by the Department of Human Resources.

RENTAL VEHICLES

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 with out the required information may result in delay or denial of your request. If your 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 drivers will pickup and drop off the rental vehicle at the Twin Rivers, Grand Avenue, Transportation Services Yard. The driver(s) will receive a pouch, which will contain the vehicle key, gate key to the yard and instructions on how to access – arm/disarm the Transportation Services outer gate alarm system.

The vehicles are released from the yard with a full tank of gas, and must be returned the same. If not, you will be charged at the rate we are charged to re-fill the vehicle(s) to a full tank. You may fuel the vehicle in the yard but you will need to check with the Shop Operations Manager to access the district fueling facility. If you have any questions, and/or may need further assistance, please contact.

Carmela Dominguez, Secretary I, TRUSD Transportation Services 263-6324

Transportation Services Trip Request Check List

- ***PLEASE READ THE GUIDELINES FOR ATHLETIC AND FIELD TRIPS FOR MORE INFORMATION.***
- Confirm the date, and the number of vehicles
- Complete the Activity Trip Request and **fax** it to Transportation Services on Grand Ave. **263-6522**
- Requests must be received and confirmed by transportation **10 days** in advance of the trip.
- All requests must have funding identified with the budget code on the trip request with approval from the site administrator.
- **The request must include the date and time of your trip, time of departure from your site, estimated arrival time and time to be departing your destination for your return to school.**
- Destinations must have an address identified on the request.
- Type of trip and a description.
- Special Instructions must be identified such as special loading areas, food stops and anything else that may add time or considerations for the driver.
- **Transportation Services will send a confirmation back to the originator of the trip and the site administrator.**
- **If the originator of the request has not received a confirmation prior to the trip, please contact a Routing Supervisor at the Grand Ave. Site. 263-6315**
- **If the trip is cancelled please fill out the Trip Cancellation form, fax it to 263-6522 and notify Transportation Services immediately at 263-6315.**
- Categorical funded trips must have an additional approved form filled out. Your request may be sent to Transportation however the request will not be approved without the appropriate authorized signature from the Categorical office. After sending in your request for transportation send the request and the approval form directly to the Categorical office (see Field Study Packet checklist for documents needed)



TRANSPORTATION GUIDELINES FOR ATHLETIC/FIELD TRIPS

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 and rental vehicles for athletic trips and field trips must be submitted to Transportation Services on the Twin Rivers Unified School District's Activities Transportation Services Request Form AT LEAST 10 DAYS PRIOR to the scheduled departure date and AT LEAST FIVE (5) DAYS prior to the SUV or van scheduled departure date. Trip requests received with less than the 10 days school bus and/or five (5) days SUV/van request are subject to denial.
2. Transportation Services will send a confirmation notice to the school site prior to the scheduled event. If the school does not receive a confirmation notice, they should contact Transportation Services. The confirmation notice is the only receipt the school/site will have to ensure that the transportation request has been approved. Confirmation notices will also be sent when a trip is modified or changed.
3. School sites may NOT rent vehicles or charter services directly. All rentals and or charters must be made through Transportation Services.
4. All request forms for buses and rental vehicles must be complete with appropriate budget codes, approved and signed by the Principal/Administrator, or the request will be returned to the site.
5. Schools are required to provide Transportation Services 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) days in advance to Transportation Services. *A confirmation must be received by the requestor 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 and June.
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.
7. School sites and/or outside agencies are responsible for all expenses relating to their transportation request. This includes, but is not limited to, driver hours, mileage, meal reimbursement and bridge tolls.
8. Cancellation of a transportation request for a bus or rental vehicle is required to be submitted to Transportation Services one week in advance on the Twin Rivers Unified School District's Trip Request Cancellation Form. Failure to notify Transportation Services 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 Services is notified immediately, the site's budget will not be charged.
9. Failure to return a rental vehicle as scheduled which results in additional costs or incurring unnecessary costs (i.e. personal insurance, high fuel costs from rental agency, etc.) 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 call the Rental Company phone number in their packet leaving a message that the vehicle has been returned with the appropriate information.
10. Fuel purchased for a rental vehicle while away on the school event must be commensurate with the miles required to complete the trip and purchased at a reasonable cost. Reimbursement for the fuel purchased must be submitted on the site's Petty Cash Form upon return.
11. Age requirement for rental vehicle is 25 years of age or older. Rental vehicles are required to be returned to the Transportation Services, Grand Ave. Yard with a full tank and on the date scheduled. The Transportation Services Fueling Station should be used to fuel rental vehicles whenever possible. Special fuel codes are used to track the fuel used in rental vehicles and billed to the appropriate budget codes. The driver should see Transportation Services shop personnel for assistance or refer to the instructions in their packet given to them when the vehicle is picked up or dropped off.



Transportation Services Activity Trip Request

Mailing Address: 3222 Winona Way, North Highlands, CA 95660
 Physical Address: 1400B Grand Avenue, Sacramento, CA 95838
 (916) 263-6315 – Fax: (916) 263-6522

DATE OF TRANSPORTATION REQUEST:

REQUESTING SITE/DEPARTMENT

TRIP DATE(S) TO TRIP DAY(S) MON TUE WED THUR FRI SAT SUN

NAME OF PERSON MAKING REQUEST
 Contact Phone:
 Cell Phone
 Email Address

NAME OF CONTACT PERSON
 Contact Phone:
 Cell Phone:
 Email Address

REQUESTOR MUST HAVE A CONFIRMATION PRIOR TO TRIP. PLEASE CAREFULLY REVIEW TRANSPORTATION GUIDELINES ON THE BACK OF THIS FORM.

No. of Vehicles	Bus Type	Total Passengers	Number of Students	Number of Adults
<input type="text"/>	SCHOOL BUS	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	CHARTER BUS SERVICE	Reason for Charter Bus Service: <input type="text"/>		

DESTINATION:
 ADDRESS:
 CITY & ZIP

SITE LOAD TIME
 SITE DEPARTURE TIME
 DESTINATION ARRIVAL TIME
 RETURN DEPARTURE TIME
 SCHOOL ARRIVAL TIME

EVENT TYPE (CHECK ONE)	DESCRIPTION
<input type="checkbox"/> SPORTS (FOOTBALL, SOCCER, ETC.)	<input type="text"/>
<input type="checkbox"/> MUSIC	<input type="text"/>
<input type="checkbox"/> EDUCATIONAL	<input type="text"/>
<input type="checkbox"/> OTHER: NON EDUCATIONAL	<input type="text"/>

Note: If your event time is TBA, YOU MUST CONTACT THE Field Trip Coordinator (916) 275-0430 OR (916) 263-6315 24-hours BEFORE your trip is scheduled to depart with the actual time of departure.

SPECIAL INSTRUCTIONS

LUNCH STOP YES NO (If yes, indicate where)
 DINNER STOP YES NO (If yes, indicate where)

SUV/VAN VEHICLE RENTAL

Importation Notation: The driver of the SUV/VAN Vehicle Rental must be 25 years of age or older.

QTY.	ENTERPRISE RENTAL VEHICLES (check appropriate)		Note: Rental vehicles must be returned to the Transportation Yard with a full tank and on the date scheduled. The Transportation Fueling Station should be used to fuel rental vehicles whenever possible. Special fuel codes are used to track the fuel used in rental vehicles and billed to the appropriate budget code. The driver should see Transportation Shop Personnel for assistance or refer to the instructions in their packet given to them when the vehicle is picked up or dropped off. Note: VAN/SUV drivers must be employed by the district and present a valid California Driver's License.
	SUV (Large) 7 passenger plus driver	\$98.99	
	SUV (Medium) 6 passenger plus driver	\$71.99	
	VAM (Mini) 6 passenger plus driver	\$64.99	

For Rental Vehicles, please list name of designated driver of each Rental Vehicle you are requesting. Each driver MUST BE ON THE DMV AUTHORIZED LIST housed in the TRUSD Transportation Department. IF THE DRIVER IS NOT ON THE LIST, the driver must contact Transportation Services for authorization and provide a current and original H-6 print-out from the Department of Motor Vehicles, copy of a valid California Drivers License, and a copy of personal insurance showing limits of liability.

NO UNAUTHORIZED PASSENGERS ALLOWED

Driver 1: <input type="text"/>	Driver 3: <input type="text"/>
Driver 2: <input type="text"/>	Driver 4: <input type="text"/>

SEND BILL TO:

BUDGET CODE:

Please assign appropriate budget code for billing purposes. If "non-district" event, please designate person and/or company to be billed, including their address & phone number. Any forms submitted without appropriate billing information will be returned.

 PRINCIPAL/ADMINISTRATOR/
 Trip Approved By

 ADMINISTRATIVE BUDGET APPROVAL
 SIGNATURE

 TRANSPORTATION OPERATIONS MANAGER



Athletic/Field Trip Cancellation Form

The Twin Rivers Unified School District Transportation Services Department requires notification of cancellation be submitted in writing, in accordance with the Transportation Services Guidelines for Athletic/Field Trips.

Cancellation of Transportation for Bus, Charter Bus or Rental Vehicles must be made at least one week in advance using this form. Failure to notify Transportation Services within ONE WEEK will result in the site's budget being charged the cost(s) incurred.

If last minute cancellations are necessary due to severe weather or emergencies, Transportation Services must be notified immediately.

Please complete the information below:

To: TWIN RIVERS TRANSPORTATION SERVICES – ATHLETIC/FIELD TRIPS

From (Name of person generating the trip request):
Requestor's Phone Number

Department/Site:

The following Athletic/Field Trip has been cancelled. Please cancel services requested below.

Thank you.

Date of Trip:

Destination:

Date of Cancellation:

Type of Transportation Reserved (Check appropriate box) School Bus Charter Bus Rental Vehicle

Number of Vehicles Requested

Signature of person canceling service _____ Phone No.:

This information must be faxed and e-mailed. Please use the information provided below:

Cancellation of : School/Charter Buses, Rental Vans and SUVs

Fax: (916) 263-6522
Email to:
debbie.g.davis@twinriversusd.org
peggy.gilmore@twinriversusd.org

fred.covington@twinriversusd.org
carmela.dominguez@twinriversusd.org



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
	X

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 O AUTHORIZED REPRESENTATIVE
	X

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: INF 1100, INF 1102, and INF 1103, INF 1103A form. You may obtain forms at our
website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

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.



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 such approval may be granted, certain information must be submitted 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

<i>Name of Driver (please print legibly):</i>			<i>California Drivers License:</i>	
<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Number</i>	<i>Expiration Date</i>
<i>Vehicle(s):</i>			<i>Vehicle(s) License Plate:</i>	
<i>Make:</i>	<i>Model</i>	<i>Year</i>	<i>Name of Registered Owner</i>	
<i>Insurance Information:</i>				<i>Insurance Liability Coverage Limits:</i>
<i>Carrier Name:</i>		<i>Policy Number:</i>	<i>Expiration Date</i>	

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 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 accident resulting in 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. The minimum acceptable liability limit for privately owned vehicles is \$300,000 per occurrence. My policy meets and/or exceeds this minimum: *(please attach a copy of insurance policy)* Yes No

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 25 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.

<i>Volunteer Name</i>	<i>Signature of Volunteer</i>	<i>Date</i>
<i>Signature of Administrator</i>	<i>Date</i>	<i>Date District received</i>
		<i>Initials</i>