

Transportation/Bus Request

Procedure

1. All bus transportation requests must be reviewed by the transportation department.
2. School submits completed Bus Request form #3000-53 with a copy of the Student Activity Field Trip Request form to the Transportation Department. (Form #3000-53 available online.)
3. Transportation will review request for bus availability.
4. If request is approved, transportation will assign a district bus, schedule the trip and return confirmation to the school.
5. If a district bus is not available and the request is "denied" by district transportation, transportation will send request back to the school advising school to use outside vendor services from the district's approved vendor list.
 - a. The district's approved vendor list includes the following:
 1. Royal Coach Tours (408) 279-4801
 2. West Valley Charters (408) 371-1230
 3. San Jose Charters (408) 360-9883
 4. Laidlaw Transit (408) 971-3466
 5. Durham School Services (408) 377-6655
 6. School Transportation of America (STA) (408) 998-8275
6. If using an outside service, an RPO (Request for Purchase Order) must be submitted to Purchasing to confirm bus reservation.
7. A copy of the Student Activity Field Trip Request form and "denied" Bus Request form must be attached to the RPO.
8. When using outside services, teachers and/or field trip supervisors are responsible for making sure that the bus driver and the bus are certified. The driver must have the following:
 - b. California Commercial Driver License -Class: B and Endors: P
 - c. California Special Driver Certificate
 1. If there is a "restriction #6" on the certificate indicating "First Aid Test Waived", driver must also present a First Aid certificate.
 2. Certificate must indicate that it is certified for School Bus or School Pupil Activity Bus (SPAB) use
 - d. Medical Examiner's Certificate (check expiration date)
 - e. CHP inspection approval certificate. The date of the trip must not be more than 13 months from the "date certified".
9. Overnight trips, out-of-state trips and trips beyond 60 miles of district boundary must be approved by the Board and the Superintendent. Approvals must be obtained at least (4) weeks prior to trip date.