

Requests for Transportation - School Buses

Here are a few guidelines and tips to follow when requesting a school bus:

When requesting a school bus for a field trip, please be sure to have the Request for Bus Transportation form, complete with approval signature and detailed itinerary attached, in to the Transportation Department at least 10 working days prior to your trip date. Two full weeks are needed in order to allow our drivers to sign up and have a field trip assigned to them. If you do not know the location and/or times in advance, please send the request with TBA listed. It is easier to cancel a trip than it is to add a trip last minute. As soon as we put your trip on our schedule we will send the pink copy to the school site as confirmation that we did receive it and it is scheduled. If you do not get this back shortly after sending it, please contact us to confirm we did receive it. There are blackout times, in which we cannot accommodate a trip on school buses listed below. These times are when the drivers are transporting students to and from school sites.

Blackout times are:

- Any time before 8:30 a.m. (8:45 a.m. for special needs buses)
- Any time between 1:45 p.m. and 3:45 p.m. on a regular day.
- Any time between 12:30 p.m. and 2:45 p.m. on a minimum day.
(This includes parent conference days.)

If the departure time or arrival for your trip falls anywhere in these blackout times, and the times cannot be changed, your trip will need to be set up on a charter bus. If you choose to go on a charter due to the times, keep in mind that charter buses are usually booked much further in advance, so the chances of one being available drops the closer you get to the date.

Please look over the new Request for Bus form attached. All green highlighted areas are important notes for you to please read and be aware of. All yellow areas must be filled out by the site before submitting. The red areas are for Transportation to fill out only.

If you have any questions or concerns regarding scheduling school buses, please contact Francisco Robles at Transportation, ext. 71101.

**** Please do not call the Transportation office to schedule a school bus. We will only accept completed Transportation Request Forms as actual trip requests. The Transportation Department needs the actual form so that we can insure proper scheduling, communication and billing. We try to accommodate all requests, but they are filled on a first come, first serve basis.*

Request for Transportation - Charter Buses

Here are a few guidelines and tips to follow when requesting a charter bus:

When requesting a charter bus for a field trip it is best to send the Request for Bus Transportation form, complete with the billing information, an authorized signature, detailed itinerary attached and charter bus circled, to the Transportation Department as early as possible. We need, at the very least, 6 weeks in advance. Charter buses can book fast. Thursdays and Fridays are the most popular, with March through May being the busiest time all year. Our suggestion for any site wanting to take a trip on a charter bus during the busy season send the request at the beginning of the school year in order to ensure that there will be a bus available. Some dates are completely booked 6 to 12 months in advance. As soon as Transportation receives the paperwork we will request a bus from one of our district approved charter companies. If there are no charter buses available we will contact you to discuss alternate transportation options or dates for the trip. If there is a charter bus available they will send us a confirmation, which we will forward to the contact person listed on the request form. After sending the confirmation we will wait for a reply that you would like to reserve the bus and we will then book it. The sites are not responsible to create a PO or pay a deposit. Please do not contact the charter company yourselves for reservations. All transportation requests must come through us.

Please look over the new Request for Bus form attached. All green highlighted areas are important notes for you to please read and be aware of. All yellow areas must be filled out by the site before submitting. The red areas are for Transportation to fill out only.

If you have any questions or concerns regarding charter buses, please contact Tammy McKinney at Transportation, ext. 71102.

**** Please do not call the Transportation office to schedule a charter bus. We will only accept completed Transportation Request Forms as actual trip requests. The Transportation Department needs the actual form so that we can insure proper scheduling, communication and billing. We try to accommodate all requests, but they are filled on a first come, first serve basis. Unless your ASB or an outside organization is paying for the trip, the funding for all charter buses will be encumbered at the time of reservation, so please make sure you have the funds available in the account line you are using.*

District Approved Charter Companies

**Classic Charter
Golden Eagle Charter
Awesome Charters & Tours
Via Trailways**

CENTRAL UNIFIED SCHOOL DISTRICT - REQUEST FOR BUS TRANSPORTATION

Submit entire form to Transportation - Pink Copy will be returned to your site upon approval

Request must be submitted at least ten (10) working days prior to date of trip for yellow school us and at least six (6) weeks prior to trip for charter buses. **Charter bus requests should be sent as soon as you know the date of your trip in order to ensure a reservation** and funding for all charters will be encumbered at time of reservation.

DATE REQUEST SUBMITTED: _____ **DATE REC'D BY TRANSPORTATION:** _____

SCHOOL/ DEPT./ ORGANIZATION: _____ **GRADE:** _____

BILL TO: (Check only one of the boxes below)

<input type="checkbox"/> BILLING CODE:	FU	RE	PY	GO	FN	OB	SI	RP	MG
SCHOOL BUS						571000			
or CHARTER BUS						580014			

OTHER: (i.e. ASB, Club, Booster, Outside Organization) MUST ATTACH COPY OF PO OR AUTHORIZATION

BILLING INFORMATION BELOW Circle One: SCHOOL BUS CHARTER BUS

NAME: _____ PHONE: _____

ADDRESS: _____

TRIP INFORMATION:

OF PASSENGERS: _____ DESTINATION(S): _____

EXACT ADDRESS(ES): _____

* Please list any special needs requirements: _____ *(W/C, Carseats, Medical Alerts. If none please write N/A.)*

REQUESTED SCHEDULE		
	DATE	TIME
DEPART FROM SCHOOL		
GET BACK TO SCHOOL		

PLEASE ATTACH DETAILED TRIP ITINERARY, INCLUDING ALL LOCATIONS AND REST STOPS.

REQUESTED BY:

CONTACT: _____ (PLEASE PRINT) EMAIL: _____ EXT: _____

APPROVED BY: _____
Site Administrator

AUTHORIZED BY: _____
Transportation

TRANSPORTATION USE ONLY	AMOUNT		COST		TOTAL
	MILEAGE		X	=	
	DRIVER TIME		X	=	
	MILEAGE		X	=	
	DRIVER TIME		X	=	
TOTAL CHARGES ----->					

Request for Transportation - Vehicle Rentals

Here are a few guidelines and tips to follow when requesting a district/enterprise rental:

When requesting a district or enterprise rental you will need to fill out and send a Request for Rental Vehicle form to the Transportation Department at least 10 working days prior to the trip. All vehicles will be picked up and dropped off at Transportation, so please be sure to list the times you would like to pick up and drop off the vehicle at our site (not the time you are departing or returning to your site). This means they will have to be picked up during our business hours. On a regular schedule day and while school is in session, our hours are 6 a.m. to 5:30 p.m. Monday through Friday. Please be sure to bring your driver's license in with you when picking up the vehicle. If you do not have it on you we will not be able to check the rental out to you. Anyone who will possibly be driving a district van, rental or their own vehicle for school business will also need to fill out a Vehicle Use Form and send it, along with copies of your driver's license and insurance, to Cindy Crossley at the Business Annex for clearance before you can pick up the vehicle at Transportation. She asks that you please send her this paperwork at least 2 weeks in advance of your trip so that she may have time to process. You can find the Vehicle Use Form on the Health Benefits-Insurance section of our district website. This form expires each time your insurance or driver's license expires. So you will need to update your information with Cindy Crossly every 6 to 12 months depending on your insurance terms.

Gas Cards will be checked out to you when necessary for your trip. These cards can be used at any Chevron or Texaco, but only used to purchase fuel. Please be sure to save all gas receipts and turn them into Transportation with the card when returning the vehicle.

Please look over the new Request for Rental Vehicle form attached. All green highlighted areas are important notes for you to please read and be aware of. All yellow areas must be filled out by the site before submitting. The red areas are for Transportation to fill out only. Please also look over the attached compliance form. This is the form you will be signing when picking up the district vans or enterprise rentals.

If you have any questions regarding vehicle rentals, please contact Dina Foglio at Transportation, ext. 71108.

**** Please do not call the Transportation office to schedule a district van or rental for a trip. We will only accept completed Transportation Request Forms as actual trip requests. The Transportation Department needs the actual form so that we can insure proper scheduling, communication and billing. We try to accommodate all requests, but they are filled on a first come, first serve basis. Unless your ASB or an outside organization is paying for the trip, the funding for all Enterprise rentals will be encumbered at the time of reservation, so please make sure you have the funds available in the account line you are using.*



CENTRAL UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
4200 N Grantland · Fresno, CA 93723
Phone: (559) 275-9734 · Fax: (559) 275-9742



Jesse Bath -Director-MOT
 Crystal Garlick-Assistant Director-Transportation
 Tammy McKinney-Operations Supervisor

NOTICE TO ALL DRIVERS OF DISTRICT VANS/RENTAL VEHICLES:

All vehicles must be returned to the Transportation facility immediately upon the completion of your trip. No vehicles shall be stored overnight at your personal residence without written permission from the Director of Transportation.

The vehicles should be returned as close to the same condition as you received them. If a vehicle is damaged the school site will be charged for the repairs. Please make sure to remove all personal property; we will not be responsible for items left behind. No litter, food, etc. shall be left in the vehicles. Failure to comply shall result in Transportation adding an additional charge for cleaning, and revoking your privilege of using the vehicles.

REMINDER: *All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) carry only the number of passengers for which your vehicle was designed; and (5) each passenger is required to use a safety belt.*

When driving out of town, please be aware of all freeway signs. New FasTrak Express lanes have been installed in several places around the bay area and Southern California. If you incur a toll violation, your site will be responsible to pay the fees. If you incur these on more than one occasion it will result in the loss of the privilege to use district vehicles and rentals.

In case of an emergency, please call one of the following Transportation phone numbers immediately:

Transportation: 275-9734 After Hours Transportation Emergency Phone: 647-0445

Jesse Bath: 243-6992 Crystal Lanfranco: 977-4438 Tammy McKinney: 355-3114

Thank you for your cooperation.

NAME _____ SIGNATURE _____

VEH. #/LICENSE PLATE _____ MAKE/MODEL _____

DATE _____ GROUP/DESTINATION _____

District Administration
Andrew G. Alvarado, Superintendent
Ketti Davis, Assistant Superintendent, Educational Services · Jack Kelejian, Assistant Superintendent, Human Resources
Kelly Porterfield, Assistant Superintendent, Chief Business Officer · Paul Birrell, Director, 7-12 and Adult Education
Tami Boatright Ed.D, Director, K-8 Education · Andrea Valadez, Administrator, Special Education & Support Services
 4605 N Polk Avenue · Fresno, California 93722

CENTRAL UNIFIED SCHOOL DISTRICT - REQUEST FOR RENTAL VEHICLE

Submit entire form to Transportation

Requests must be submitted at least ten (10) working days prior to the vehicle pick up date.
 Funding for all outside rentals will be encumbered at the time of reservation.

DATE REQUEST SUBMITTED: _____ **DATE REC'D BY TRANSPORTATION:** _____

SCHOOL/ DEPT./ ORGANIZATION: _____

BILL TO: (Check only one of the boxes below)

<input type="checkbox"/> BILLING CODE:	FU	RE	PY	GO	FN	OB	SI	RP	MG
RENTAL						560021			
or									
DISTRICT VAN						571000			

OTHER: (i.e.. ASB, Club, Booster, Outside Organization) MUST ATTACH COPY OF PO OR AUTHORIZATION

BILLING INFORMATION BELOW

NAME: _____ PHONE: _____

ADDRESS: _____

TRIP INFORMATION:

OF PASSENGERS: _____ DESTINATION(S): _____

EXACT ADDRESS(ES): _____

Please list the date and times that you would like to pick up and drop off the vehicle at Transportation.
 Pickup date and times must be during work hours.

	DATE	TIME	
PICK UP FROM TRANSPORTATION			<input type="checkbox"/> CAR
DROP OFF AT TRANSPORTATION			<input type="checkbox"/> VAN (7 Passenger)
			<input type="checkbox"/> SUV (8 Passenger)

PLEASE LIST ALL POSSIBLE DRIVERS: All driver's must be cleared through the business office prior to trip.

REQUESTED BY:

CONTACT: _____ (PLEASE PRINT) EMAIL: _____ EXT: _____

APPROVED BY: _____ **AUTHORIZED BY:** _____

Site Administrator Transportation

TRANSPORTATION USE ONLY				
	TOTAL CHARGES ----->			