

VAPA Transportation Requests

Teachers, request funding for approved trips through your Google Drive account.

VAPA funding may be requested for trips meeting the following criteria: There is a performance aspect to the trip (performing or watching a performance), the trip is in San Diego County, and the trip is aligned with the curriculum.

- Submit one [VAPA Transportation Funding Request](#) form per trip.

Items to Remember

- We recommend that the request for funding be submitted at least 3 weeks before the event.
- Be aware that district transportation has limitations;
 - In general, buses may be available 9:00 AM to 1:30 PM and 5:00 PM to 9:00 PM on school days, Saturdays and holidays all day, and Sunday until 9:00 PM for field trips, although the district highly discourages Sunday performances.
 - Note that bus availability (hours) may change with alternating site schedules (e.g., minimum or shortened days, etc.).
- Please note in the SPECIAL INSTRUCTIONS section any equipment to be transported, itinerary, addresses of destinations (away from campuses), etc. Equipment transported in the bus must not be placed loose so that items may be easily dislodged.
- **Changes in trip arrangements (time changes, cancellations, number of busses, etc.) are to be made through the Transportation Department only. You can reference the Internal Trip Number assigned and the date of the event.**

Bus Allowance

All school bus allowances are subject to availability of funds, allotments, and approval by the VAPA Department.

The bus allowances listed on this page are per school, not per teacher.

The VAPA Department may permit the school's program to exceed this allowance when the program is participating in a Partner in Arts event, in which the partner is reimbursing VAPA for buses.

Recruiting – Each school program is allowed to request one trip per year, per direct feeder school. Substitute or class coverage is not provided by the VAPA Department. Recruiting trips can only be made to the school's direct feeder. That is, a high school can take a recruiting trip only to their program feeder middle school(s), and a middle school can take a recruiting trip only to their program feeder elementary school(s).

VAPA Calendar Events – Buses are provided for the following VAPA Calendar Events: Band Pageant, Mariachi Holiday Night, Holiday Sing, Stringfest, District Dance Concert, District Baile Folklórico Concert, Drum Line and Color Guard Show. Teachers are strongly encouraged to request funding at least 3 weeks prior to the event.

Other Performances & Field Trips – (Discretionary) – 3 trips per high school, 1 trip per middle school.

Programs

Baile Folklórico Allotment:

Recruiting – 1 per feeder

District Events – Baile Folklórico Concerts

Other Performances & Field Trips – 3 trips per high schools, 1 trips per middle schools

Band, Jazz Band, and Concert Band Allotment:

Recruiting – 1 per feeder

District Events – Band Pageant (including rehearsal), District Color Guard and Drumline Show.

Other Performances & Field-Trips – 3 trips per high schools, 1 trips per middle schools

* Band includes Concert Band, Marching Band, and Jazz Band.

Dance Allotment:

Recruiting – 1 per feeder

District Events – District Dance Concert

Other Performances & Field Trips – 3 trips per high schools, 1 trips per middle schools

Drama Allotment:

Recruiting – 1 per feeder

Other Performances & Field Trips – 1 trip

Mariachi Allotment:

Recruiting – 1 per feeder

District Events – District Mariachi Holiday Concert and District Mariachi Spring Concert

Other Performances & Field Trips – 3 trips per high schools, 1 trips per middle schools

Orchestra/Strings Allotment:

Recruiting – 1 per feeder

District Event – StringFest

Other Performances & Field Trips – 3 high schools, 1 middle schools

Visual Arts Allotment:

Field Trip – 1 trip

Vocal Music Allotment:

Recruiting – 1 per feeder

District Events – Holiday Sing! and Spring Choir Showcase

Other Performances & Field Trips – 3 trips per high schools, 1 trips per middle schools

If Using Private Transportation:

Education Code 39877 outlines the requirements of those who transport students in vehicles with maximum capacity of 10 or less, including the driver. Any vehicle transporting students with a capacity of more than 10, including the driver, is considered a school bus or student pupil activity bus and is required to carry a commercial license and special certificate of the appropriate class.

For District staff, some of those requirements are already met through the hiring process of a school district such as background check and TB test. In addition to those requirements, prior to operating a passenger vehicle transporting students will need the following:

- Class C or higher driver's license
- Carry a valid Child/Adult CPR and First Aid card
- Complete a medical examination and carry a medical examiner's certificate(MCSA-5876), provide a copy to the District and re-new the certificate every 2 years (or every year for those 65+)
- Proof of satisfactory driving record by providing a DMV K-4 printout
- Be subject to the DMV pull notice program permitting the district to pull driver records on an annual basis.
- Be subject to a non-commercial drug and alcohol testing pool, which includes random testing.
- Complete initial training and subsequent required training sufficient to gain proficiency in all of the following:
 - Pre-trip vehicle inspections
 - Safe loading and unloading of passengers
 - Proper use of seatbelts and child safety restraints
 - Handling accidents, incidents, and emergency situations
 - Providing proper accommodation for pupils with disabilities
 - Defensive driving
 - Operations in inclement weather
 - Operations at night or under impaired visibility conditions
 - How to complete a daily inspection and complete the inspection report

The Transportation Department will be responsible for assisting with, validating, and maintaining records that these requirements have been met.