



SCHOOL BUS TRANSPORTATION FIELD TRIP SERVICE RATES

Revised 01-14-26

The Transportation Services Department is pleased to support the students of our district, enhancing their educational experience. Due to limited resources and high demand for field trip support, we encourage you to book your educational trip at least **14 days** prior to the departure date or earlier in the school year to ensure service availability. The number of school buses scheduled for an event is determined by the Transportation Staff based on students' grade levels, specific needs, and the number of chaperones requiring transportation.

Transportation support is currently unavailable for destinations north of Castaic in Santa Clarita County, north of San Bernardino through the Cajon Pass, north or east of Riverside County, or east of Imperial County.

Field Trip Pricing

The flat rate for transportation to a single destination is \$264 per bus for round-trip service during normal operating hours, Monday through Friday from 6:00 am to 8:00 pm. This pricing applies to trips scheduled for service to and from destinations extending from the International Border to Oceanside, Vista, Escondido, Poway, Santee, Lakeside, El Cajon, Rancho San Diego, Spring Valley, and Otay Ranch west of Otay Lake. Transportation is unable to provide field trip support for pickups scheduled after 8:00 pm Monday thru Thursday. Additional services and destinations north and east of these cities will be priced based on the submitted itinerary. Trips within the boundary but outside normal operating hours, including weekends, holidays, and after hours, will be priced at the flat rate of \$465 per bus.

Additional fees will be incurred if the trip is delayed due to the school or students not being ready at the scheduled time. These fees will be assessed after the first 30 minutes at a rate of \$48.00, with an additional \$48.00 for every subsequent 30-minute period. Trips will be charged as estimated after **5 days** unless transportation receives questions about the trip via email. Please address any email to your site's assigned Bus Scheduler. You can find Bus Scheduler assignments on the transportation website or by accessing this [link](#).

****Beginning July 1, 2026, trip prices will change. Pricing will be a flat rate of \$280.00 per bus for single destination, round trip service during normal operating hours, Monday through Friday. This pricing applies to trips scheduled for service to and from destinations extending from the International Border to Oceanside, Vista, Escondido, Poway, Santee, Lakeside, El Cajon, Rancho San Diego, Spring Valley, and Otay Ranch west of Otay Lake. In-town trips outside normal operating hours, during weekends, and holidays will have a flat rate of \$490.00 per bus.****

Billing Fact Sheet

Many field trips are funded by organizations other than the school site.

- If funded by an outside organization, contact Strategic Sourcing and Contracts.

Out-of-Boundary Field Trips

Please allow additional time for scheduling these trips, as additional services/equipment are necessary to facilitate. In addition, we have very limited availability and resources for trips of this nature. Finally, allow **48 hours** for pricing, as this is custom tailored to your specific event. Trips will be assigned to a driver 6 days prior to departing.

Coach-Style Bus (SPAB)

The district is not authorized to use School Pupil Activity Buses (SPAB).



Cancellation / Modification Policy

Field trips are assigned to drivers six days before departure. Fees may apply to trips canceled or modified after assignment. Cancellation fees are based on driver wages per contract agreements. Weather-related cancellations incur no additional fees. Transportation may not accommodate changes within six days of departure, and additional fees may apply for such requests.

Accessing your Field Trip Manifest

It is important that you review the details of the trip to ensure that the manifest is correct. You may access this information in the “Manifest / Rosters / TSF’s” on the “for Staff” transportation web page. <http://transportation2.sandi.net/manifest.htm>

- In the username box, use your site’s three-digit numeric site code
- Enter the password for your site; please contact your site’s Transportation Scheduler for assistance
- Select the appropriate week for the trip to view

Please remember your site administrator must approve the Field Trip request in [Trip Tracker](#) before scheduling and assigning a driver.