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Assistant Superintendent



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MEMORANDUM

To: Staff/Teachers/Coordinators
From: Transportation 619-390-2852
Subject: Field Trip Procedures and Guidelines

Please follow the steps below when planning a field trip:

1. **Confirm Availability** – Contact Transportation to confirm if the requested date is available.
2. **Complete Required Form** – Fill out the attached form and obtain the principal's signature. Please ensure the form includes:
 - Company to be billed
 - Contact person and their information
 - PTA or budget number (as applicable)
3. **Submit for Processing** – Provide the completed and signed form to your site secretary, who will email it to Ginny Lopez - glopez@lsusd.net.

Important Guidelines:

- Trips may only be scheduled between **9:15 a.m. and 1:30 p.m.**
- **No exceptions** will be made to these times.
- A late fee will be charged **per bus** if the return time exceeds 1:30 p.m., unless the delay is due to traffic.
- **No trips are permitted on Wednesdays.**
- **Each field trip price is for 4.5 hours. Anything over that is an additional cost.**

Thank you for your cooperation in following these procedures to ensure smooth scheduling and billing.