

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 58
August 26, 1988

SUBJECT: STUDENT BODY-SPONSORED BUS TRIPS IN COMMUNITY ADULT SCHOOLS AND CENTERS

- I. Identification of Activity as Student Body or Recreational
- II. Funding and Budgeting
- III. Establishing Accounts
- IV. Salaries
- V. Ordering Buses for School and Other Trips

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

Due to the budget constraints, District funding for bus trips is not available. Therefore, in order to conduct Student Body trips or Recreational trips in Community Adult Schools, Regional Occupational Centers and Skills Centers, such trips must be self-supporting. Guidelines as listed below have been developed for use by Community Adult Schools, Regional Occupational Centers, Skills Centers, and Division of Adult and Occupational Education personnel regarding Student Body - sponsored social and trip programs.

I. IDENTIFICATION OF ACTIVITY AS STUDENT BODY OR RECREATION

The school principal shall identify a trip and submit a request for authorization on Form 34-E4J-8 a minimum of four weeks prior to the event. The trips may fall into two categories listed below:

- A. A Recreational Activity for a limited number of students (paid by students).
- B. Bus transportation relating to a Student Body Activity which benefits the entire student body. (See Publications 466, 467, 468, "Financial Policies and Accounting Procedures," Student Body Finance Section for appropriate student body activity event.)

II. FUNDING AND BUDGETING

All Student Body Recreational trips must be totally self-supporting. Principals are to take a conservative approach in developing a budget for each event. The admission charge per pupil should be set at such a figure to assure that the event will at least "break even." Major budget factors to consider include:

- A. Cost of Bus.
- B. Cost of supervision (Adult Sponsor traveling on the bus which shall be in accordance with the established Personnel Commission rate).
- C. Refreshments (if provided).
- D. Security.
- E. Miscellaneous Expenses.

Trips qualifying as a Student Body Activity or event in Section I-B, may be funded through student body funds and charged to a student body trip account. However, when the requirement of benefiting the entire Student Body cannot be covered, student body funds shall not be used. Also, student body funds shall not be used when it is part of the District's Instructional or Classroom Program.

III. ESTABLISHING ACCOUNTS

The school principal shall be responsible for the supervision and management of the local school's trips accounts in accordance with existing District policy.

A. Maintain an account for all recreational trips which should break even. If excess funds should accumulate, they should be used in the following manner:

1. Reduce the cost of other recreational trips.
2. Provide a no-cost recreational activity (i.e., year-end farewell dance).
3. Retain a small balance to assure liquidity for operation from year to year.

B. Maintain an account for Student Body Activity trips.

IV. SALARIES

All salaries shall be paid in accordance with existing District policy and at the prevailing hourly rate for the duties performed. These salaries are to be considered as an operating expense for each event.

A. Supervision

All salaries paid to personnel sponsoring recreational activities shall be at the prevailing Youth Services hourly rate of Playground Program Specialist (PPS).

B. Security

If security personnel are required, salaries paid for District police personnel must be paid at the prevailing District hourly rate for a District police officer. Municipal police officers and/or county department sheriffs may also be employed but must be paid at the prevailing hourly rates.

C. Method of Payment

1. Personnel assigned to supervise recreational activities and Los Angeles Police Department police officers shall be paid directly by student body check after the appropriate payroll taxes have been deducted.
2. District police officers and Los Angeles County Sheriff officers will be paid by their respective agencies. The school district and/or the county will invoice the student body for police services rendered.

V. ORDERING BUSES FOR SCHOOL AND OTHER TRIPS

1. Buses used for school activities must be school buses, properly certified, and school bus drivers (also properly certified) or School Pupil Activity Buses (SPAB) driven by a certified School Pupil Activity Bus driver.

When ordering buses, it should be made clear that a school bus or SPAB bus and driver are required. Confirmation of the proper certification should be made when the bus arrives for the event. This confirmation can be done by asking the driver to display a valid driver certificate and to show you the valid certificate (SPAB or school bus) for the vehicle. The vehicle certificate is posted in the front of the bus interior.

2. Los Angeles Unified School District or privately owned buses may be used as long as requirements set forth in Section V-1 are followed.

For assistance, please telephone David Roberts or Ray Aldridge, Coordinating Financial Managers, Student Body Finance Section, at (213) 625 - 6329.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
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