



## **Port of Los Angeles School Boat Tour Program**

### **Frequently Asked Questions**

#### **GENERAL**

##### ***Where do I go to reserve a Port of Los Angeles (Port) School Boat Tour?***

Schools interested in participating in the Port's School Boat Tour Program can visit <http://www.portoflosangeles.org/boat-tours>. You can check tour availability, make a tour reservation, edit tour reservation, download bus subsidy forms and find supplemental educational resources.

##### ***My tour has been confirmed. What are the next steps?***

Please confirm your attendance (1) one week before your scheduled tour with a Port staff member. If you need to reschedule your tour, visit <http://www.portoflosangeles.org/boat-tours>. Alternatively, you may email [edtours@portla.org](mailto:edtours@portla.org) or call (310) 732-3508 to reschedule.

Additionally, please submit a final roster of all attendees, including students and chaperones, at least **48 hours** prior to your tour, to [edtours@portla.org](mailto:edtours@portla.org)

##### ***What is your cancellation policy?***

Schools may cancel a tour up to **48 hours** prior to their tour date. To cancel more than 48 hours prior to your tour date, visit: <http://www.portoflosangeles.org/boat-tours>.

**To cancel a tour less than 48 hours prior to your school's tour date, please call (310) 732-3508.**

If your group misses a tour without prior notification, your school will receive one strike and one opportunity to reschedule. If your school misses the rescheduled tour without prior notification, we reserve the right to decline your requests for one school year.

##### ***Where do we tell the bus driver to go?***

Please direct your drivers to [600 Sampson Way, San Pedro, CA 90731](#). Group drop-offs can be done in the roundabout in front of the Los Angeles Maritime Museum.

Please instruct bus drivers to wait in the free lot at [252 W 22nd Street, San Pedro, CA 90731](#). Paid parking is available in the West Harbor Parking lot adjacent to the Los Angeles Maritime Museum (Maritime Museum) for \$20. Availability and rates for the lot adjacent to the Maritime Museum are subject to change and are set by the West Harbor Development team.

##### ***What grade levels can participate in the School Boat Tour Program?***

The Port of Los Angeles requires participating students to be in the fourth grade or above.

##### ***Is the Port of Los Angeles School Boat Tour an LAUSD-approved field trip?***

Yes, the Port of Los Angeles School Boat Tour Program is listed among the approved school field trips for LAUSD schools.

##### ***Can other schools participate?***

Yes, we would be delighted to have you! The Port of Los Angeles has hosted elementary, middle and high school level students from non-LAUSD schools, charter schools, private schools, as well as homeschool groups, college students and other specialty schools.

##### ***Is a tour of the Los Angeles Maritime Museum included in the school boat tour program?***

No, tours of the Maritime Museum must be booked directly with the museum. To book a tour of the museum, visit [www.lamaritimemuseum.org/visit/school-tours/](http://www.lamaritimemuseum.org/visit/school-tours/) or call (310) 548-7618.



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#### **TRANSPORTATION**

##### ***Does every school receive a bus subsidy?***

No, limited bus subsidies are available. When completing the online reservation, it must be stated that you will be applying for a bus subsidy. All schools must follow through with the appropriate paperwork for consideration.

##### ***What is the process for receiving a bus subsidy for LAUSD Transportation buses?***

Schools booking LAUSD Transportation buses must make their own bus arrangements:

- Complete and submit the top portion of Form 78.20R ([Authorization for Payments of Student Body and/or Reimbursable Trips](#)) to [edtours@portla.org](mailto:edtours@portla.org).
- The bottom portion of the form will be signed by Port staff and returned to your school representative/teacher, for you to submit to LAUSD Transportation Division. Please retain a copy for your records.

By completing this form, LAUSD will invoice the Port directly for (up to) \$300 towards your transportation costs. This option is available only to LAUSD schools.

##### ***What is the process for receiving a bus subsidy for non-LAUSD Transportation buses?***

Schools booking non-LAUSD Transportation buses must make their own bus arrangements:

- Complete and submit the [Bus Subsidy Request for Reimbursement](#) form to [edtours@portla.org](mailto:edtours@portla.org).
  - If approved, the Port will sign and return the reimbursement form to the school coordinator/teacher.
- Make your bus reservation. LAUSD Schools must use a bus company that is on the approved list.
- Your school or school district is responsible for paying the bus company for transportation costs. If your Bus Subsidy Request for Reimbursement form is approved and you submit an invoice as noted below, the Port of Los Angeles will reimburse you for (up to) \$300 of your bus transportation cost within one month of your trip.

##### ***What if our transportation cost amounts to more than \$300?***

Your school will be responsible for the difference over the \$300 allotment per school for transportation.

##### ***How many bus subsidies does a school qualify for?***

The Port provides **one subsidy per school year** to qualifying schools. This is to extend the tour opportunity to as many schools as possible.

#### **THE TOUR**

##### ***How long is the tour?***

The tour is approximately 60 minutes long. Please arrive at least 15 minutes before your scheduled departure time to ensure a full tour with minimal wait.



## **Port of Los Angeles School Boat Tour Program** **Frequently Asked Questions**

### ***What if we arrive late? Will we still be granted a tour?***

Arriving late will shorten your scheduled tour.

**If you are late, please call (310) 732-3508 to inform staff of your delayed arrival.**

**\*\*Please note, that if you arrive late, your tour time will be reduced by as many minutes as you are late. For example, if you are 15 minutes late, your tour will only be 45 minutes.**

### ***What is the minimum and maximum number of participants allowed?***

For a tour to take place, we require a minimum of 40 participants (students and chaperones). The vessel's maximum capacity is 140 passengers.

### ***Are students with physical challenges able to participate?***

Absolutely! We can accommodate students with physical challenges. Please contact [edtours@portla.org](mailto:edtours@portla.org) to arrange accommodations in advance.

### ***How many chaperones are required per student?***

We typically recommend at least one adult to every 10 students. Please remember the tour is onboard a moving vessel with two decks. Please ensure that you have adequate and appropriate staff to provide supervision for your entire group.

### ***What happens if it rains?***

Tours are conducted rain or shine. The vessels offer a cabin on the lower deck, with plenty of windows and seats for everyone to enjoy the tour.

### ***What type of vessel will we board?***

In most cases, your school group will be touring aboard a 90-foot motor yacht chartered by the Port of Los Angeles.

### ***After the tour is completed, where can we have a picnic lunch or go eat?***

School groups may eat lunch on the pier [in between the Downtown Harbor and the Los Angeles Maritime Museum](#). Additional areas include picnic tables and benches [closest to the Fire station](#) and benches on the walkway, south of the Maritime Museum.

### ***Are supplemental materials available to enhance our tour?***

Supplemental materials are available on the [Port's Educational Resources site](#).

## **Contact**

### ***What if I have other questions?***

Contact the Education Programs Coordinator at (310) 732-0463 or at [edtours@portla.org](mailto:edtours@portla.org). For additional assistance, please contact the Community Relations Division at (310) 732-3508.