PORT OF LOS ANGELES SCHOOL BOAT TOUR PROGRAM
FREQUENTLY ASKED QUESTIONS

GENERAL
Where do I go to reserve a Port of LA School Boat Tour Program?
Schools interested in participating in the Port’s School Boat Tour Program can visit www.portoflosangeles.org/boat-tours. You can check tour availability, make a 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 a week before your scheduled tour with a Port of Los Angeles staff member. If you need to reschedule your tour, visit www.portoflosangeles.org/boat-tours. Alternatively, you can email edtours@portla.org or call (310) 732-3508 to reschedule.

In addition, please submit a final roster of all attendees, including students and chaperones, at least 48 hours to your tour.

Where do we tell the bus driver to go?
Please direct your bus drivers to 504 S Harbor Blvd, San Pedro, CA 90731. Group drop-offs can be done in the roundabout in front of the LA Maritime Museum.

Please instruct your bus drivers to wait in the free lot at 210 E 22nd St, San Pedro, CA 90731. Paid parking in the West Harbor lot adjacent to the Maritime Museum is available for $20.

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 a 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, and private schools, as well as homeschool groups, college students, and other specialty schools.

What is your cancelation policy?
Schools have 48 hours to cancel their tours. Visit www.portoflosangeles.org/boat-tours to cancel your tour. Alternatively, you can email edtours@portla.org or call (310) 732-3508 and let us know if you need to cancel.

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 tour requests for one school year.

Is a tour of the 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 or call (310) 548-7618.
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.
- 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 make 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.
- 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 any difference over the $300 allotment per school for transportation.

How many bus subsidies does a school qualify for?
The Port provides qualifying schools one subsidy per school year. 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 15 minutes before departure time, to ensure a full tour with minimal waiting and lag time.

What if we arrive late? Will we still be granted a tour?
Arriving late will shorten your scheduled tour. If you believe you are going to be late, call (310) 732-3508, so we may alert the tour boat company.

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 are able to accommodate students with physical challenges. Please contact edtours@portla.org to arrange accommodations in advance.

How many chaperones are required per student?
We typically recommend at least one adult to 10 students. Please remember the tour is onboard a moving vessel with two decks. Please ensure 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 in the lower deck, with plenty of windows and seats for everyone to enjoy the tour.

What type of tour 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 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 at www.portoflosangeles.org/community/education/educational-resources.

CONTACT

What if I have other questions?
Contact the Education Programs Coordinator at (310) 732-3960 or at edtours@portla.org. For additional assistance, please contact the Community Relations Division at (310) 732-3508.