

## Field Trip Instructions:

NOTE: All teachers must get the approval from their building principal (many of the building Admins. will enter the trips for you)

## Coaches/Teachers:

You must have a log on name and password to request a trip. If you need a name and password please email [Mickey.Long@Jonesboroschools.net](mailto:Mickey.Long@Jonesboroschools.net) for this information. Once you have obtained the name and password use the following instructions to complete request.

Open this link in **Google (it will not work in Internet Explorer):**

<https://plus.transfinder.com/tripfinder/> Client ID is: **jonesboroschools**. Log in with username and password that was provided to you

## **ALL REQUEST MUST BE MADE 10 DAYS PRIOR TO THE DATE OF THE TRIP**

**To request a trip:** Select the Submit New Request tab on the top right. Fill out the form that will appear you must fill out the boxes with the (\*). Press save at the very bottom to save and submit it to transportation. Under the activity section please specify if it is a field trip or athletics. Please make sure to give us a contact name and phone number under the contact section. The depart date is when you want your trip to start and the return date is when you will be returning from the trip. Your departure should be the school at which the driver will pick your group up. You can leave any notes for transportation or for the driver under the Notes Tab. Destination tab, select a destination to where you will be going. You can add a destination if the one you are needing is not listed. To add one, you will just simply type in the destination name under destination and type in the address. Your number of students, number of adults, number of wheelchairs, and number of vehicles are required information. Just as an optional feature you can add documents such as itineraries, seating charts, or any other documents you think the bus driver or the transportation department might need. When you are done with your request down at the bottom you will select Save and Close. It will then be submitted to transportation for approval.

**Reviewing Trips:** After submitting your field trip you will then be able to look at your all your request that you have submitted. Select the 4<sup>th</sup> icon on your left. A grid will open with all of your submitted trips and the status of your trip.

**Editing:** If you do have to edit or change anything about your trip please contact transportation and let us know so we can change everything on our end.

If you fill something out incorrectly or omit a required field you will get an error telling you what is missing. If you have issues and cannot complete the request you can call Mickey, Denyel or Stephanie at the Transportation Dept. at 870-933-5870. Also if you have waited and it is inside the 10-day window you can contact Mickey, Denyel or Stephanie and we can get the request entered for you.