

ATLANTIC CITY PUBLIC SCHOOLS

Field Trip Guidelines

Transportation Department

2018-2019

- The teacher/staff member requesting the trip must put their **own** request into Transfinder.
**If you don't have an account, please contact the Transportation Department. (twilliams@acboe.org)*

Transfinder is on the district webpage. (www.acboe.org)

Click on District Departments; Click on Transportation; Click on Transfinder-LE Login; Click on Transfinder-LE Login; Enter your user id and password

- Provide your information in the contact and phone number fields.
- **All** buses will be booked by the transportation department. Coach buses can only be reserved if the student activity (fund raising) account is being used.
- If a bus is going to **multiple locations**, all must be listed under the destination notes field.
- Please note in advance if a wheelchair accessible bus is needed. Not all the bus companies have them available for trips.
- Choose dates and times carefully because they can't be changed. A rain date is suggested for any outdoor activities or walking trips. (The rain date does not guarantee bus availability.)
- The return time should be what time you will be back at your school **not** the time you are leaving the venue. **Note: School buses can't leave any earlier than 7:45am for trips.**
- Bus trips that are not cancelled two weeks prior to the scheduled date may incur a cancellation fee. Email cancellations **prior** to the date of the trip to (twilliams@acboe.org)
- The bus companies charge a fee (minimum \$125) each time a trip is cancelled without notification.
- For all trips, walking or by bus, if the destination and or date change after it has been board approved it will have to be reapproved. (Changes will only be made at the request of the venue and approval from Ms. Yahn.)
- **Trips to the beach are no longer permitted.**
- **LATE RETURNS, DESTINATION CHANGES AND ANY ADDITIONAL COST WITHOUT BOARD APPROVAL WILL RESULT IN THE LOSS OF TRIP PRIVILEGES. THE SCHOOL WILL BE RESPONSIBLE FOR ANY UNAUTHORIZED CHARGES OR ADDITIONAL FEES.**

Please contact the Transportation Department if you need a user id or a password change.

Teya Williams - twilliams@acboe.org
343-7200 ext. 5010

ATLANTIC CITY PUBLIC SCHOOLS

Field Trip Guidelines

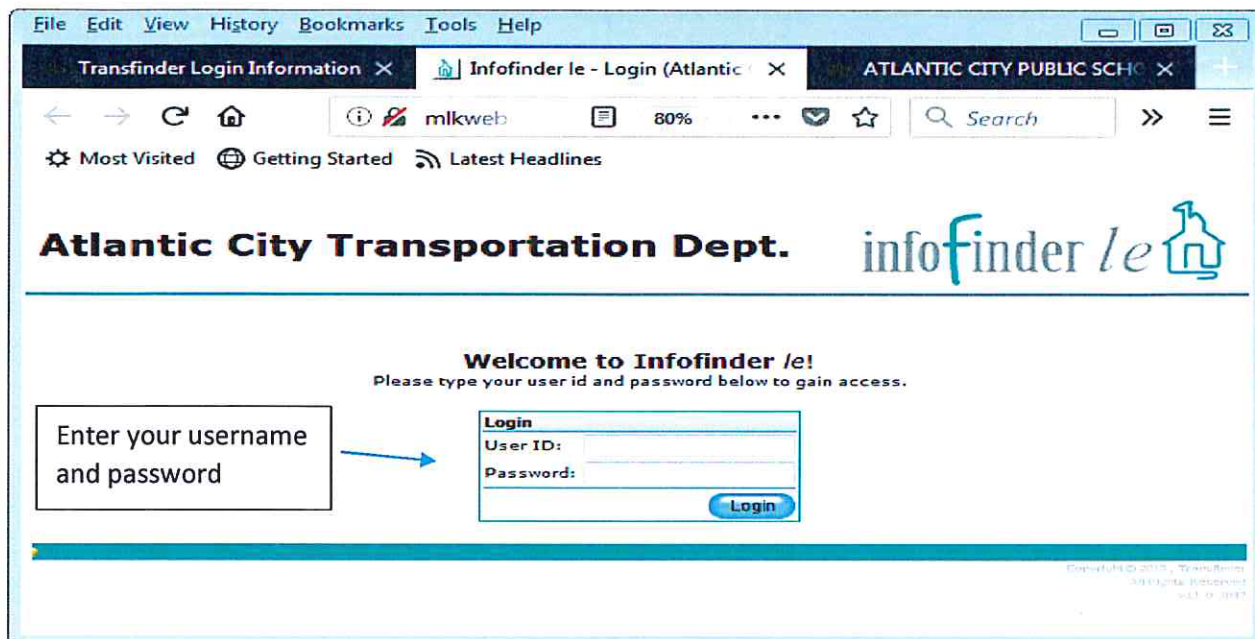
Transportation Department

2018-2019

- **All school trips** must be scheduled on Transfinder even if they take place when school is not in session.
- All field trips **must** be preapproved by the ACBOE.
- Trips taking place in the month of **November** must be completed on Transfinder **Level 2** by **Friday, September 28, 2018**.
- **All Annual Grade Level Trips** taking place **after** November 30th must be completed on Transfinder **Level 2** by **Monday, October 29, 2018**.
- There must be a description of the trip and the educational value (i.e., CCSS). **The account number for admission and price must be listed in the destination notes.** The trip will be declined if this is missing. Please refer to the user guide for the proper format.
- The Business Office will put on the requisition for transportation only; a separate requisition for admission fees must come from the school and should be submitted immediately to the Assistant Superintendent of Curriculum and Instruction. If admission fees must be paid prior to the date of the trip, please indicate such on the requisition.
- Transportation and admission fees being paid from the Student Activity Account require a check request. Send all paperwork needed for the check request to your school secretary, Principal or designated representative.

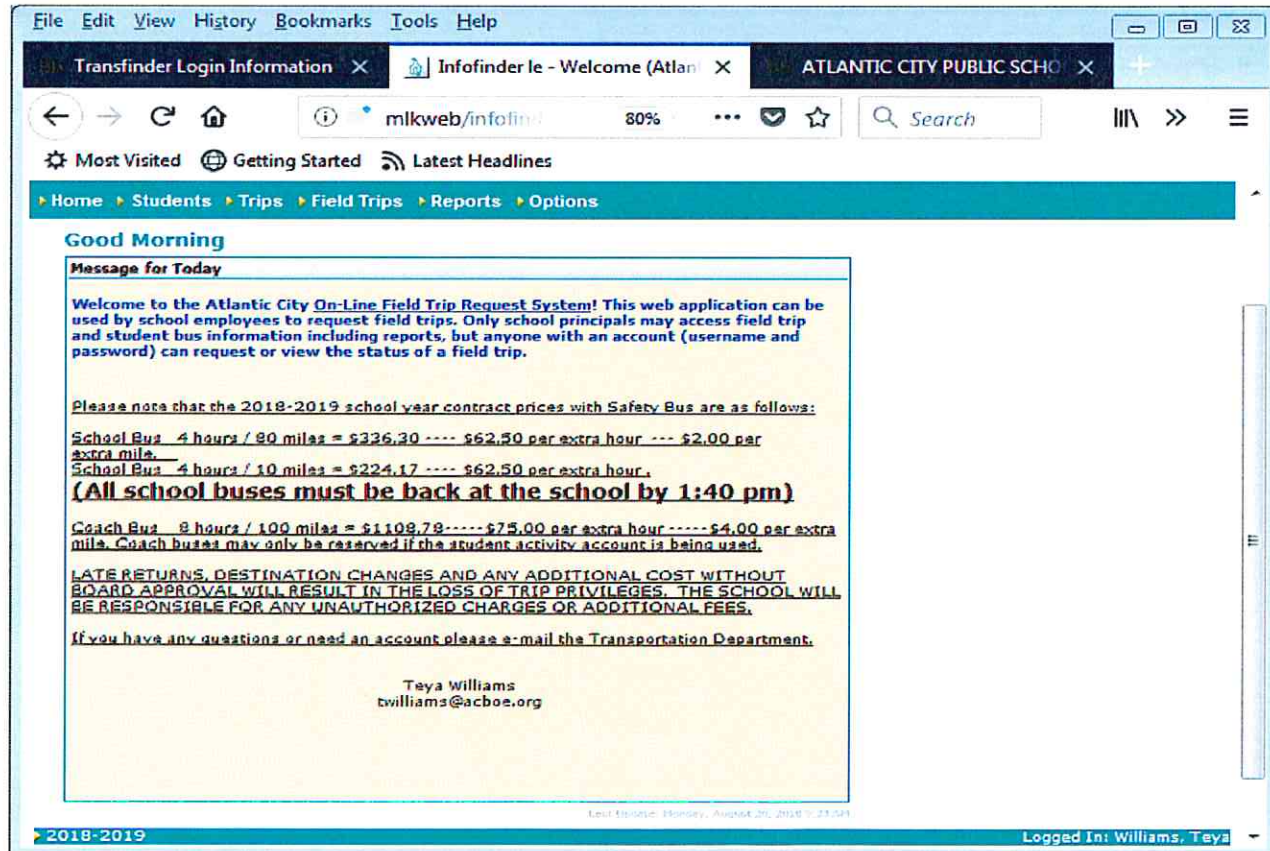
Cc: Barry S. Caldwell, Superintendent of Schools
Sherry Yahn, Assistant Superintendent of Curriculum and Instruction
Celeste Ricketts, Business Administrator
Jennifer Nickles, Office Manager of Transportation
Teya Williams, Transportation Secretary
Principals/Assistant Principals/Supervisors/Directors

Field Trip User Guide



Requesting Field Trips

- At the Transfinder LE Welcome Screen, click the link for Field Trips.



Field Trip User Guide

- You'll be taken to a screen where you can choose to request a new field trip or search for an existing field trip.
- Click the Request New Field trip button to access the field trip request form.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Transfinder Login Information, Infofinder le - Field Trips (Atlan..., ATLANTIC CITY PUBLIC SCHO...
- Address Bar:** mlkweb/info...
- Navigation:** Back, Forward, Home, Refresh buttons.
- Search:** Search bar with a magnifying glass icon.
- Menu:** Home, Students, Trips, Field Trips, Reports, Options.
- Text:** Enter the criteria by which to view field trips by or click the "New Field Trip" button to create a new field trip.
- Form:**
 - Field Trips:** A blue button labeled "New Field Trip".
 - Display Existing Field Trips:**
 - Request Status: [All] (dropdown)
 - School: [All] (dropdown)
 - Department: [All] (dropdown)
 - From: [dropdown]
 - To: [dropdown]
 - Trip ID: [text input]
 - Trip Name: [text input]
 - Additional Filter:** Filter: [None] (dropdown)
 - Display Options:** View: List (dropdown)
 - Buttons: Clear, Search
- Footer:** 2018-2019, Logged In: Williams, Teya

- Required fields on the Field Trip Request form are marked with a red star (*). The trip **will not save** if the required fields aren't filled out.
- Enter information about the field trip that you are requesting, making sure to fill in all required fields.

Field Trip User Guide

Home ▸ Students ▸ Trips ▸ Field Trips ▸ Reports ▸ Options

Field Trip: [New]

Main Notes Documents History

*-Required Fields

Template:

* Field Trip Name:

* Field Trip Contact:

* School:

* Department/Activity:

Field Trip Contact = Teacher in charge.

Department/Activity = account that will pay for bus.

Departure

* Depart Date: * Time:

* Return Date: * Time:

* Departure:

Notes:

Destination

* Destination:

* Street:

* City:

* State: * Zip:

Contact:

Title:

* Phone: Phone Ext:

Fax:

Email:

* Notes:

Destination Notes needs.

****NJCCCS Educational Value of the Trip****

****Admission****

Example: Admission Cost - 15 students and 2 teacher/aide \$11.00 each total \$ 187.00 Charge to account #4750796877 –ACHS –Herald Yearbooks

****Rain Date: 00/00/0000****

Directions

Directions:

Trip Details

* Equipment:

* Classification:

* Number of Students: * Number of Adults:

Number of Wheel Chairs: * Number of Vehicles:

Estimated Miles: Estimated Cost:

Estimated Hours: Total Cost:

Invoicing Information:

Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
<input type="text" value="[Select One]"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rows: 0 Total: 0.00

Delete Request

Map It

Cancel/Return to List

Save