STIMS Field Trip

User Guide ver.2
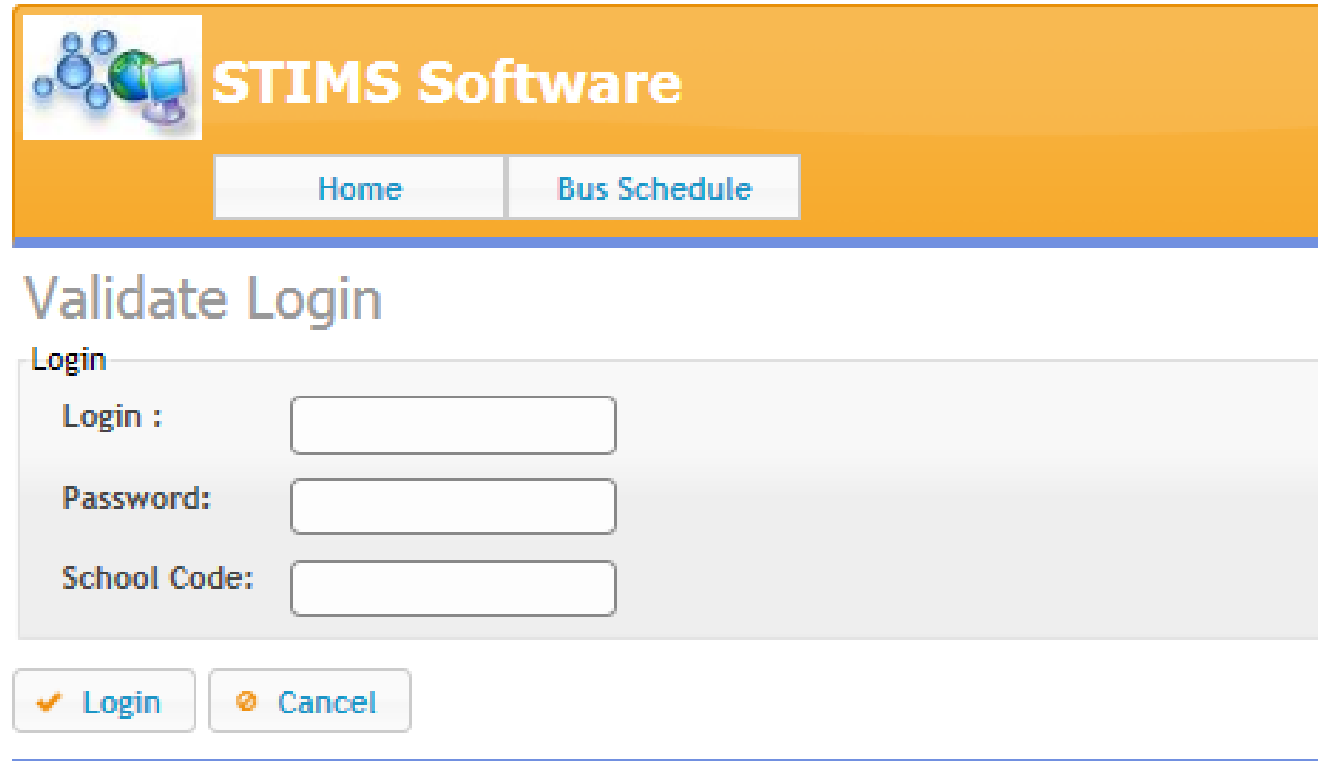
STIMS Field Trip Login

- ▶ Create a desktop shortcut for STIMS Field Trip : http://stims.clayton.k12.ga.us:88/

- ▶ Each School will login using the following:

- ▶ **Login ID** – Last 4 digits of the

  school's main number

- ▶ **Login ID for Athletic Directors-** AD plus 4 digits of the school's main number

- ▶ **Password-** (will be provided)

- ▶ **School code-** xxx digits

- ❖ All other departments (Special Needs, Fine Arts, CTAE) user accounts will be provided.

(Use ALL CAPS when logging into the web application)

View status of Field Trips

- ✓ Pending status is assigned once field trip request form submitted
- ✓ Funded status change once the Fund Account contact approves funding for field trip
- ✓ **Denied** status when a field trip request submitted but not approved
- ✓ **Cancelled** status when a field trip request has been cancelled after approved
- ✓ Approved status change once Area Superintendent approves the field trip request and will be scheduled.

FIELD TRIP REQUEST FORM

Field Trip Request Form ✖

✔ Save   ⊘ Cancel

General   **Estimates**

Req No.: 201700001   **School Code:** 770   **District Approval:** [   ] [?] Required

Req Date: 07/10/2017   **Dropoff / Pick:** [No ▼]   **Destination** [   ] Required

Contact: [   ] Required   **Contact No:** [   ] Required

Group: [   ]   **Chaprone:** [   ] Required

Activity: [   ] [?] Required   **Fund Account:** [   ] [?]

Dep Date: [mm/dd/yyyy 📅] mm/dd/yyyy Required   **Dep Time:** [   ] Required

Ret Date: [mm/dd/yyyy 📅] mm/dd/yyyy Required   **Ret Time:** [   ] Required

Total Students: [0] A Number   **Total Adults:** [0] A Number

No of Buses: [0] A Number   **Miles Per Bus:** [0.00]

Bus Needed [✔ Yes]   **Lift Needed:** [No ▼]   **Approved Status:** [PENDING ▼]

Approved: [Y ▼]   **Sch Approval:** [   ]

Approved Date: [mm/dd/yyyy 📅] mm/dd/yyyy   **Approved Time:** [   ] A Number

Approved Notes: [   ]   **Over Night Trip:** [N ▼]   **No Of Nights:** [0] A Number

Request Type: [▼]

Sch Notes: [   ]   **Shop Notes:** [   ]

FIELD TRIP REQUEST FORM

Required Fields

➤ **District Approval**: Select Area Superintendent based on school for approval.

➤ **All Athletic trips select 'ATH'**

 ➤ AS1- Cluster B Colbert
 ➤ AS2- Cluster C- Hendrix
 ➤ AS3- Cluster A- Guiney
 ➤ AS4- Cluster D- Johnson
 ➤ AS5- Student Services
 ➤ ATH- Kevin May

➤ **Drop-off/Pick up**: yes(Y) or no (N)

➤ **Destination**: Provide the name and address of all stops included in the field trip.
  COMPLETE ADDRESS REQUIRED

➤ **Contact and number** Field trip primary contact attending and coordinating field trip and reporting issues.

➤ **Chaperone(s): List** all persons who will attend field trip. **Chaperone list must be sent to Area Superintendent.**

➤ **Fund Account**: Responsible party paying for the field trip (School, Fine Arts, CTAE, Special Needs and Athletics)

FIELD TRIP REQUEST FORM

Required Fields cont'd

➢ **Activity**: School(SCH) or Private (PRI) outside CCPS)

➢ Depart (Dep) Date/Time and Return (Ret) Date/time

➢ Total number of students/adults/buses

➢ **Miles per bus**: round trip

➢

➢ **Lift Needed:** special need accommodations

➢ **Approved/Sch Approval:** <u>All trip requests </u>will be automatically approved (Y) and school principal name appears grayed out.

➢ **School Notes**: special instructions/detail information. Specifically if stop(s) made during the trip.

➢ **SAVE**: Field trip request form submitted successfully.

Field Trip Contacts/Chaperones

1

STOP- Requester can only make changes before the **field trip request form** is saved. If an error occurs during submission, please submit a new field trip request and provide the cancelled request number to Transportation.

2

Identify

- Please identify the person to contact in case of a problem with billing or trips. Include their cell phone numbers. Schools can not use main number for the chaperone contact number.

3

Same day cancellation

- Cancellation of a Trip: Call your Field Trip Supervisor as soon as possible. If the driver arrives at the school then you are billed for 2-hr minimum.

4

School/Program

- Overnight Trips: School/Program pays for all driver accommodations - room and meals.

- Bus Parking

How To: Submit School field trips

1. Select AS1, AS2,AS3, AS4 and AS5 for District Approval

2. Group: Example 1st Grade

3. DESTINATION- Complete Address required: *Example* Type: School name and school address

    1. Origin (pick-up location)

    2. Destination (drop- off location)

4. Contact and Chaperone: Primary teacher name/phone number. Chaperones names (all teachers/parents) physically on bus.

5. Fund Account- Select SCHOOL, SPN, FA, ATH or CT

6. Request type: Select overnight, day, night, special needs, athletics

    vocational (CTAE/Fine Arts)

1. School Notes: If making multiple stops add place and address (ex. McDonald's)

2. **ALL OTHER REQUIRED FIELDS POPULATED.**

How To: Submit Athletics field trips

1. Select 'ATH' for District Approval

2. Group: Example: football

3. Complete Address required: *Example* Type: School name and school address

   1. Origin (pick-up location)

   2. Destination (pick-up location)

4. Contact and Chaperone: Primary Coach name/phone number. Chaperones names (all coaches) physically on bus.

5. Fund Account- Select ATH (Athletics)

6. Request type: Select Athletics

7. School Notes: If making multiple stops add place and address (ex. McDonald's)

8. **ALL OTHER REQUIRED FIELDS POPULATED.**

- ▶ **COPY** an existing request form: The original request form must be saved and make sure to update the required fields, click on the fund account again **(RESET)** and save your new field trip request form.

- ▶ **CANCEL** a field trip request form can only be cancelled by the school.

  - ▶ Click Cancel Trip

  - ▶ Highlight the request to cancel

  - ▶ Click Change

  - ▶ Change Status 'X'

  - ▶ Save

- ▶ When creating a field trip request form please do not click 'x' to exit out of your session. Please click save or cancel before logging out successfully.

STIMS How To:

- All school day trips must be scheduled between the hours of 9:00AM -1:30PM or after 4:30pm to avoid interruptions to transporting during normal school bell times.

- **Reminder:** All drivers are assigned elementary runs and need to be on time to transport the students home.

- Exceptions to this rule will be competition related events. Please make notes in the comments area of competition times.

Field Trip Scheduling

STIMS Approval Process

STEP 1: Submitted Field Trip (save) and request is placed in a 'pending' status.

STEP 2: All field trips based on the point-of-contact will appear in the status window after a successful login based on the **Fund Account** selected. Approval Level 2 open approval tab or use drop down to change from '**PENDING**' to '**FUNDED**' and add comments/notes.

STEP 3: All field trips based on the point-of-contact will appear in the status window after a successful login based on the District Approval selected. Approval Level 3 open approval tab or use drop down and change status from '**FUNDED**' to '**APPROVED**' and add comments/notes.

Denied status when a field trip request submitted but not approved.

Note: Transportation Supervisors will cancel same day field trips and responsible party will be charged 2-hr minimum.

Fund Account- Approval 2 Level

STIMS Software

| Home | Approval Level 2 | Bus Schedule | Logout |

Open And Pending Trips

Req No	Approved Status	School	School Name	Group	Contact	Destination	Req Date	Dep Date	Dep Time	Ret Date	Ret Time
201700562	PENDING ▼	003	Morrow High School	JV Cheerleaders	Jamillah Stanfo	Twelve Oaks Stadium 1587 McDonough Rd	08/20/2017	10/05/2017	4:30 PM	10/05/2017	8:00 PM
201700561	PENDING ▼	003	Morrow High School	JV Cheerleaders	Jamillah Stanfo	Mt. Zion High 2535 Mount Zion Pkwy	08/20/2017	09/21/2017	4:30 PM	09/21/2017	8:00 PM
201700560	PENDING ▼	003	Morrow High School	JV Cheerleadrs	Jamillah Stanfo	North Clayton 1525 Norman Drive	08/20/2017	09/14/2017	4:30 PM	09/14/2017	8:00 PM

Logon
- login ID
- Password
- district code

Click on Approval Level 2

Highlight trip and click change

Approved status to 'funded' and add notes

Approving Field Trip- Approval Level 3
(District Approval by Area Superintendent)

STIMS Software

| Home | Approval Level 3 | Bus Schedule | Logout |

Pending Trips For Approval

Req No	School	Approved Status	Contact	Req Date	Dep Date	Dep Time	Ret Date	Ret Time	
201700534	012	APPROVED	Jennifer Thomas	08/17/2017	02/07/2018	9:30 AM	02/07/2018	1:00 PM	🔑

Logon
- login ID
- Password
- district code

Click on Approval Level 3

Highlight trip and click change

Approved status to 'Approved' add notes.

- ▶ Once the requester selects school, the school is responsible for the bill.

- ▶ Request number is now the field trip number and invoice number.

- ▶ To ensure proper billing, please select the correct program, department and/or school as follows:

  - ▶ School, Athletics, Special Needs, Fine Arts or CTAE

- ▶ Bus Rate: $21.00hr

- ▶ Deadhead: $10.00 per bus

- ▶ Mileage cost: $.50 per mile

- ▶ Bus Capacity: 50 passengers (elementary, middle, high)

STIMS Field Trip Billing

Field Trip Request Form

✔ Save   ⊘ Cancel

General   **Estimates**

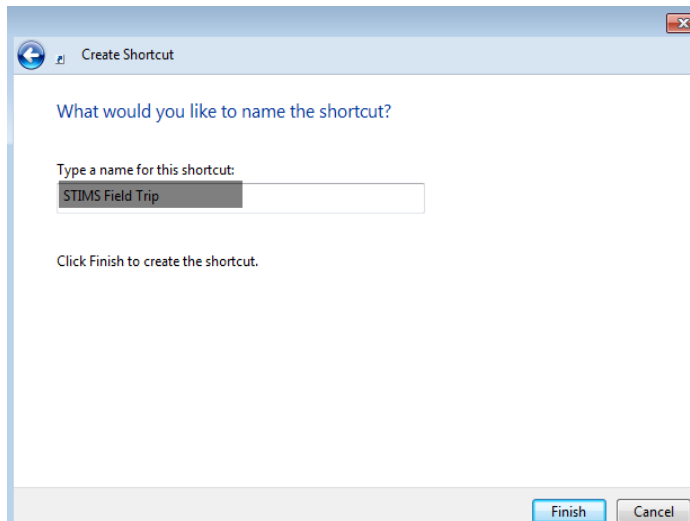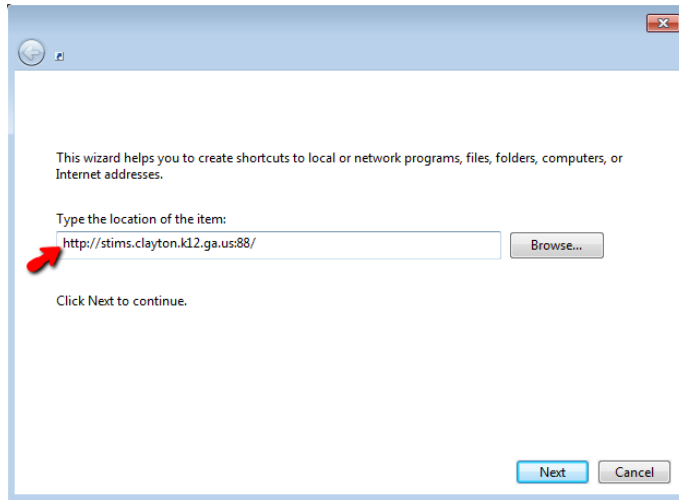|	
Estimated Hour Per Bus:	0.00
Estimated Per Hour Cost Per Bus:	0.00
Estimated Total Hours:	0.00
Estimated Total Hours Cost:	0.00
Estimated Per Mile Cost Per Bus:	0.00
Estimated Total Mileage Cost:	0.00
Total Miles:	0.00
Estimated Trip Total:	0.00

STIMS Field Trip Billing

► Required fields must be populated with correct information in order for the system to calculate field trip billing properly.

❖ **Total number of students**

❖ **Total number of adults**

❖ **Number of buses**

❖ **Number of miles (roundtrip- to/from)**

Additional required fields that will affect your invoice are:

► Drop-off/Pick-up: (Y) Driver leaves and come back to location; **Charges double**

        (N) Driver will remain at the location: **Charged as roundtrip**

► **Overnight** field trips follow same rule for drop-off/pick-up. Please provide overnight itinerary in advance to determine estimate cost before trip is taken. STIMS Administrators will make adjustments to the field trip and provide a comment.

► Charter Buses use the Activity Code: **Private**; Drivers will not be assigned

❖ *Notes: Charter bus usage is for District tracking purposes*

How To Create Desktop Shortcut

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

http://stims.clayton.k12.ga.us:88/   Browse...

Click Next to continue.

Next   Cancel

Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:

STIMS Field Trip

Click Finish to create the shortcut.

Finish   Cancel

Highlight the weblink and then right click to '**copy**'

Go to Desktop right click anywhere and select new -> '**shortcut**'

Place cursor in field and Right click and **paste and click next**

Type' **STIMS Field Trip**' as the name for this shortcut

Transportation contacts:

- Tracie Holloway- Project Manager
- Wanda Dozier- Supervisor (trips)
- Sheila Turner- Supervisor (trips)
- Trina Mccalla- Billing/Invoicing