# STIMS Field Trip
## User Guide ver.4
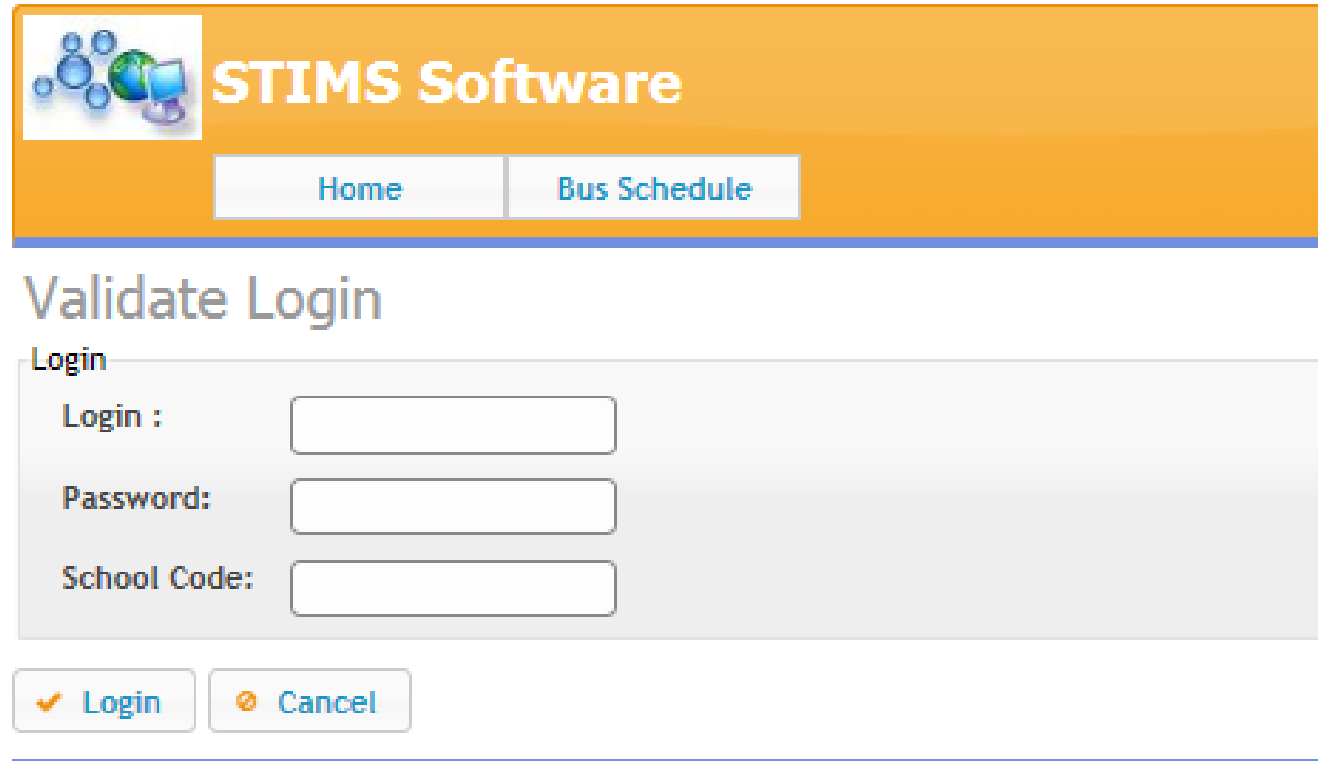
7/16/2020

# 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)**

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**STIMS Software**

| Home | Bus Schedule |

## Validate Login

**Login**

Login :  [          ]

Password:  [          ]

School Code:  [          ]

✔ Login    ⊘ Cancel

# 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

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## 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 – State of Georgia Only for CCPS school buses.**

➢ **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:** **enter one-way total miles (system automatically calculates as roundtrip)**
➢
➢ **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 (IMPORTANT TO REFLECT INVOICE STATEMENT)
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) or **SHARING a bus with another school or department please list school name and number of students**
2. **ALL OTHER REQUIRED FIELDS POPULATED.**

# How To: Submit Athletics field trips

1. Select 'ATH' for District Approval
2. Group:  Example: football (IMPORTANT TO REFLECT INVOICE STATEMENT)
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

- **ADD Group for each school accounts so the invoice will reflect subtotals and a total will be calculated for every 30-days.**

- 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** |
|---------|---------------|

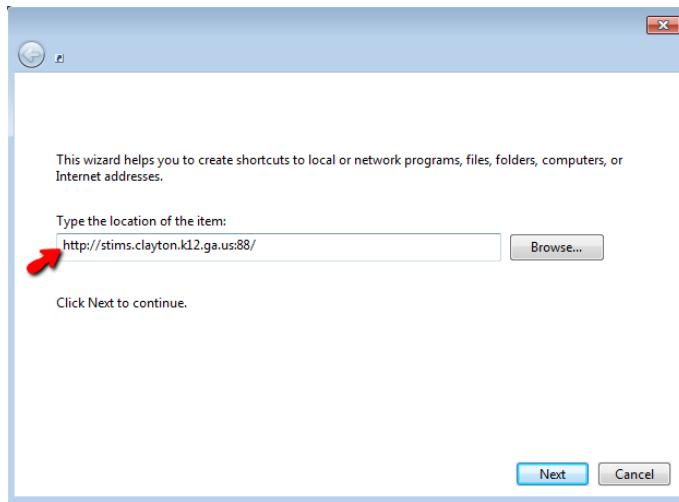| | |
|---|---|
| Estimated Hour Per Bus: | 0.00 |
| Estimated Per Hour Cost Per Bus: | 0.00 |
| Estimated Total Hours: | 0.00 |
| Estimated Total Hours Cost: | 0.00 |
| Estimated Per Mile Cost Per Bus: | 0.00 |
| Estimated Total Mileage Cost: | 0.00 |
| Total Miles: | 0.00 |
| Estimated Trip Total: | 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 (one-way total miles) * If you don't enter the correct miles; 40 miles will automatically be populated**

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

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

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

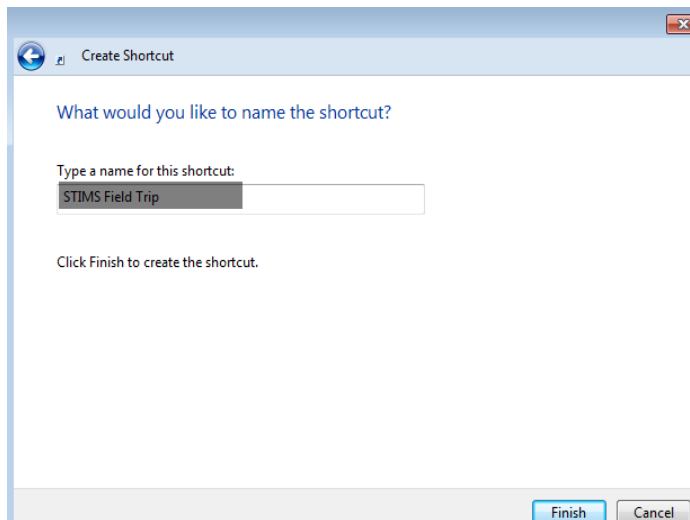Click Finish to create the shortcut.

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
- Sheila Turner Supervisor (trips)
- Denise Muhammad Supervisor (trips)
- Benita Hope: Billing/Invoicing