

Transportation for Learning Partners-Funded Trips

Dallas ISD Board Policy states that transportation for fieldtrips must be requested at least 15 school days in advance of the requested fieldtrip date. The fieldtrip request form must also include the bus confirmation number for that field trip.

Vouchers that include requests for transportation will need special attention since they require an extra step for getting a PO number to book with Dallas County Buses. The funding source (either 2016 Dallas ISD Science & Social Studies or 2016 Dallas ISD Fine Arts) is listed underneath the school name on each Learning Partners Payment voucher (see page 26 example in Learning Partners Education Guide).

When requesting 2016 Dallas ISD Science & Social Studies funding to pay for transportation:

- Fill out any Dallas ISD field trip and bus paperwork required by your feeder/campus leadership.
- Contact Margie Guzman in the Teaching & Learning Division at mguzman@dallasisd.org; 972-925-8949. Give Ms. Guzman the Learning Partners voucher number, approval code and approved bus amount as well as the grade level and date of trip.
- Ms. Guzman will assign a Purchase Order (PO) number that the person designated to schedule buses (campus office manager or field trip coordinator) will use when ordering the bus for that particular trip through Dallas County Buses website www.powerfleet.org.

When requesting 2016 Dallas ISD Fine Arts funding to pay for transportation:

- Fill out any Dallas ISD field trip and bus paperwork required by your feeder/campus leadership
- Contact Marilyn Miller in the Visual and Performing Arts Department at marymiller@dallasisd.org 214-932-5090. Give Ms. Miller the Learning Partners voucher number, approval code and approved bus amount as well as the grade level and date of trip.
- Ms. Miller will assign a Purchase Order (PO) number that the person designated to schedule buses (campus office manager or fieldtrip coordinator) will use when ordering the bus for that particular trip through Dallas County Buses website www.powerfleet.org.

Please reference the Dallas County Bus website, www.powerfleet.org or by email trips@dcschools.com if you need assistance booking a bus or have questions.