Scheduling Transportation for Science & Social Studies funded vouchers

Before scheduling the transportation, you will need access to the Learning Partners Payment voucher for that specific trip. An example of a Learning Partners Payment Voucher is on page 26.

Learning Partners Site Coordinators may access the Learning Partners Payment voucher information:

- Log in to Arbiz (www.bigthought.org/learningpartners).
- Go to My Stuff, My Vouchers.
- Locate the program and then click on the printer icon to the far right.
- This will open the Learning Partners Payment voucher information for that program.

The fund is noted on each Learning Partners voucher Information Payment Voucher as to either a Fine Arts Funded or Science and Social Studies funded voucher. This is always located directly underneath the school name and above the provider listed for that particular program.

Here’s an example of what a voucher that is funded with a Science & Social Studies Fund would look like:

![Image of a voucher example]

The transportation and programming have the same Voucher# but a DIFFERENT Approval Code!!

For Science & Social Studies funded buses will be reimbursed by the STEM department.

- Contact Elaine Williams in STEM department
  Elwilliams@dallasisd.org; (972) 925-6779

- Send Ms. Williams a copy of the Learning Partners voucher information page and the transportation line code that your school will be using to order the bus.

- Ms. Williams will transfer the approved amount to your school’s transportation line code. When the trip is over, the transportation bill is to be paid by your campus using those funds.
Transportation for Learning Partners-Funded Trips

You may choose to use your Learning Partners funds for transportation to a Learning Partners funded fieldtrip. There are different procedures to secure transportation depending on which fund you used to make the voucher. You will need access to the Learning Partners voucher Payment voucher for that specific trip. See an example on page 25. You will see it has the voucher number, approval code and approved amount.

For Science and Social Studies transportation:

- Contact Elaine Williams, STEM Dept.
  elwilliams@dallasisd.org; (972) 925-8934

- Send Ms. Williams a copy of the Learning Partners voucher information page and the transportation line code that your school will be using to order the bus.

- Ms. Williams will transfer the approved amount to your school line code and your school will pay for it with the transferred funds.

Transportation must be scheduled 21 days prior to the field trip date.

www.bigthought.org/LearningPartners
Learning Partners (Science & Social Studies) Field Trip Proposal

Google Chrome web browser recommended

http://fieldtrips.dallasisd.org

1. Requires DISDWIFI. This is your start page. Click on School Leadership.

![Campus Field Trip Proposal Forms]

- School Leadership
  - Submit field trip request to School Leadership
- Student Activities
  - Submit field trip request to Student Activities
- Teaching and Learning
  - Submit field trip request to Teaching and Learning
- Visual & Performing Arts
  - Submit field trip request to Visual & Performing Arts

2. Laserfische authentication

a. Change "Finance" to "Forms" in dropdown menu.
b. Enter "EAD\yourEADusername"
c. Enter your EAD password
d. Click Sign In
3. **Section 1:** In the first section of the form, enter all required data (marked with a red asterisk)

   a. Employee ID: Enter your employee ID#
   b. School: Select your school
   c. Type of Field Trip: Select "in-county" or "out-of-county" based on the destination.
   d. Pre-Approved Destination: If the Learning Partners field trip location is included in the "Pre-Approved Destination" list, select it. If not, simply leave this blank.
   e. Transportation: Select Other and enter "to be scheduled by V&PA"

Special Needs Request: Include any pertinent information such as the need for a handicapped bus.
4. **Destination Information:** enter all required data (marked with a red asterisk)

   a. Destination: Enter the name of your field trip destination (example: Fair Park Music Hall)
   b. Departure Date: Select the departure date from the dropdown calendar
   c. Return Date: Select the return date from the dropdown calendar
   d. Physical Address: Enter the physical address of the location
e. City: Enter the city
f. State: Enter the state (TX)
g. Zip: Enter the zip code of the physical address
h. Departure Time: Enter the time the bus(es) should depart the school (ex: 10:00AM)
i. Return Time: Enter the time the bus(es) should return to the school (ex: 12:00PM)

5. **Group Traveling**: enter all required data (marked with a red asterisk)

   a. Student Group: Enter the name of the student group traveling (ex: Mr. Linley's 2nd Grade Class)
   b. Traveler Information: Enter the number of students, number of faculty, number of non-staff members (volunteer chaperones) and which grade levels are attending the trip.
   c. Genders Represented: Answer Yes or No
   d. All Ethnicities Represented: Answer Yes or No
6. **Learning Expectation:** This information can be taken from the Learning Partners Catalog.

   a. In a separate tab, visit [https://bighought.org/LearningPartners/Programs/FeaturedPrograms.aspx](https://bighought.org/LearningPartners/Programs/FeaturedPrograms.aspx)
   b. Click on "Search" from the menu at the top of the page.
   c. Search for the field trip your school is planning to take using "Keywords" and "Art Form" to help narrow down the search.
   d. Click on the name of the experience.
   e. On the activity information page that follows, scroll to the bottom of the page and click on "Display Standards".
   f. Copy and paste the appropriate standards into the "Learning Expectations" box on the field trip form.

**Tip:** Make sure that you choose Science or Social Studies TEKS! If you don’t the STEM Department will not pay for it with Science & Social Studies Funding.
### Learning Expectation

**TEKS/Objectives Addressed**

Copy/Paste Appropriate TEKS Here (F)

### 7. Trip Sponsor:
Enter the name and phone number for the teacher sponsor.

### 8. Overnight Accommodations:
Skip this section

### 9. Funding Source:

- **Funding Source:** Select “Learning Partners- Science & Social Studies”
- **Trip Total:** Enter the total cost of the trip. You can calculate this using information from page 23 in the Learning Partners Educator Guide
- **Voucher #** Enter your Voucher Number (provided by Big Thought/Learning Partners)
Learning Partners Science & Social Studies

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

d. Transportation Approval Code: Enter your Transportation Approval Code (provided by Big Thought)
e. Upload Voucher Copy: Upload a scanned copy of your Voucher
f. Fundraisers: leave blank unless applicable
g. Payment Plan: leave blank unless applicable

Funding Source

Select this option! (A)
- Activity Fund
- Learning Partners – Science and Social Studies
- General Operating
- Other

Trip Total

$ B

Voucher #*
C

Upload Voucher Copy
Document Name*
Voucher Copy

Transportation Approval Code*
D

Upload *
Click to upload scanned copy of voucher (E)

Date

Fundraisers
F

Payment Plan
G $
10. **Final Steps:**
   a. Enter details of your field trip itinerary.
   b. Attach files as requested by your principal (such as student roster, etc.)
   c. Click Submit

**Field Trip Itinerary**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>AM</td>
</tr>
</tbody>
</table>

**Attach Files**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

**Submitter Information**

**Campus Information**

Submit C
Transportation for Science & Social Studies funded transportation (continued)

Once request is completed:

1) Your request will be routed to the campus principal for approval.

2) Once the principal has approved, then your Office Manager or you may complete scheduling the bus through Powerfleet.

3) After the bus request has been entered into Powerfleet, you will be able to track the request through their system tracker.

4) The Powerfleet system will also have the phone number to the bus depot.

5) You or your Office Manager will communicate with the bus depot pertaining to this transportation transaction.

Tip: It is advised to call the bus depot listed on the tracker before they are due to arrive in order to tell them where to pick you up.

What if my bus is late or doesn’t show up?

You or your Office Manager must call your bus or the bus depot if your scheduled bus is late.

It is the school’s responsibility to handle all scheduling and communication with bus depot when scheduling transportation using the Science & Social Studies funding.