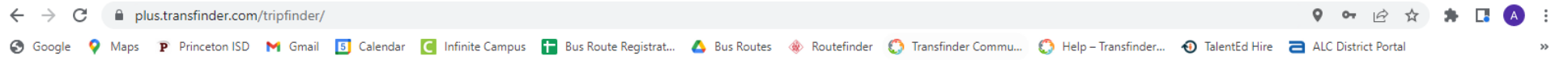


FIELD TRIP TRAINING FOR TRIPFINDER

- All trip requests must be submitted to the Transportation office via Tripfinder at least **5** days in advance.
- Unless prior approval is given by the Transportation department, buses will not leave before 8:30 am and should be back to their respective campuses by 2:15 pm during school days when driven by a route driver.
- The bus will be at your campus 15 minutes prior to departure to load.
- It is the sponsor's responsibility to manage student behavior on the bus during the trip.
- There should be no food or drink on the bus, this applies to sponsors as well. If the sponsor decides to allow eating or drinking on the bus, it is their responsibility to make sure the bus is clean when they return from the trip.
- Aisle Way and Exit Doors must not be blocked at any time-THIS IS STATE LAW.
- Please complete all paperwork and turn in with keys after trip.
- Do **not** edit the layout titled "Field Trip Layout" when viewing the details of a submitted trip.
- Detailed View - After a trip is submitted you can click on the Icon for Detailed view to review your trip info. If you make changes after Transportation has approved the trip then please let us know ASAP.
- Please make sure that you are in the current year database, "PISD #### - ####". You can check this by clicking on the ellipsis on the bottom left side then clicking on the 3-tier cylinder.

Login

- Website: <https://plus.transfinder.com/tripfinder/>
- The Client ID is princetonisd
- User Name and Password are the same and will be provided to you.



Client ID

User Name

Password

Remember Me

[Forgot Password?](#)

Log In

Version 2.0.1379

Calendar View

plus.transfinder.com/tripfinder/

Google Maps Princeton ISD Gmail Calendar Infinite Campus Bus Route Registrat... Bus Routes Routefinder Transfinder Commu... Help - Transfinder... TalentEd Hire ALC District Portal

FIELD TRIPS

Today May, 2022 Day Week Month List

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	29	30
◀ 00006 Leadership Conference in Round Rock						
01	02	03	04	05	06	07
08	09	10	11	00001 PHS Cheer to Navarro		14
15	16	17	18	00004 Lacy 4th Grade SpEd to		21
22	23	24	00002 CMS 7th Boys Basketball		26	28
29	00005 Southard MS Track to		31	01	02	04
					00003 PHS JV Football to	

On the “Grid View” Screen Click the “Submit New Request” (top right-hand corner)

- Fill out all required fields “*” Then hit save and close. Trip then comes to the transportation office where it will be approved and scheduled. You will be able to see when the trip is scheduled and completed on your calendar or grid.
- You may use the copy feature if you are entering multiple trips with similar information. Just make sure you adjust the individual trips.
- Notes (If you don’t have any notes to enter then type in “none”). This is a good place to say what door/lane you would like to be picked up at and who will be driving or if you are requesting a driver, or have any special requests.
- The trip will then appear on your screen as a Yellow Level 1 Request Submitted trip.
- You may filter or reorder your field trip grid for viewing. Again, please do not make changes to the layout.

plus.transfinder.com/tripfinder/

Google Maps Princeton ISD Gmail Calendar Infinite Campus Bus Route Registrat... Bus Routes Routefinder Transfinder Commu... Help – Transfinder... TalentEd Hire ALC District Portal

FIELD TRIPS

Submit New Request

Filter: None, Layout: Field Trip Layout

ID	Trip Stage	Name	School Name	Destination	Departure Date	Departure Time	Return Date	Return Time
00001	Transportation Approved	PHS Cheer to Navarro	Princeton High School	Navarro College	05/12/2022	7:00 AM	05/15/2022	6:00 PM
00002	Canceled - Request Canceled	CMS 7th Boys Basketb...	Clark Middle School	Greenville Middle School	05/25/2022	2:45 PM	05/25/2022	10:00 PM
00003	Declined by Transportation	PHS JV Football to Mc...	Princeton High School	McKinney North High ...	05/27/2022	3:00 PM	05/27/2022	11:30 PM
00004	Transportation Approved	Lacy 4th Grade SpEd t...	Lacy Elementary	Finch Park	05/19/2022	9:00 AM	05/19/2022	2:00 PM
00005	Level 1 - Request Submitted	Southard MS Track to ...	Southard Middle School	Jackie Hendricks Stadi...	05/30/2022	2:15 PM	05/30/2022	6:15 PM
00006	Completed - Request Completed	Leadership Conferenc...	Admin/IT	Kalahari Resorts	04/22/2022	8:00 AM	04/25/2022	6:00 PM

6 of 6

FIELD TRIPS

Filter: None, Layout: Field Trip Layout

ID	Trip Stage	Name	School Name
00001	Transportation Approved	PHS Cheer to Navarro	Princeton High School
00002	Canceled - Request Canceled	CMS 7th Boys Basketb...	Clark Middle School
00003	Declined by Transportation	PHS JV Football to Mc...	Princeton High School
00004	Transportation Approved	Lacy 4th Grade SpEd t...	Lacy Elementary
00005	Level 1 - Request Submitted	Southard MS Track to ...	Southard Middle School
00006	Completed - Request Completed	Leadership Conferenc...	Admin/IT

6 of 6

Add Field Trip

Template
None

Field Trip Name *

required

School *

Department *

Activity

Contact

Contact *

Phone * **Phone Ext**

Email

Departure

Save Save as Template Save & Close Close

FIELD TRIPS

Filter: None, Layout: Field Trip Layout

ID	Trip Stage	Name	School Name
00001	Transportation Approved	PHS Cheer to Navarro	Princeton High School
00002	Canceled - Request Canceled	CMS 7th Boys Basketb...	Clark Middle School
00003	Declined by Transportation	PHS JV Football to Mc...	Princeton High School
00004	Transportation Approved	Lacy 4th Grade SpEd t...	Lacy Elementary
00005	Level 1 - Request Submitted	Southard MS Track to ...	Southard Middle School
00006	Completed - Request Completed	Leadership Conferenc...	Admin/IT

6 of 6

Add Field Trip

Departure

Depart Date * Time *

Return Date * Time *

Departure *

Notes

Destination

Destination *

Street *

City *

State * Zip

Save Save as Template Save & Close Close

FIELD TRIPS

Filter: None, Layout: Field Trip Layout

ID	Trip Stage	Name	School Name
00001	Transportation Approved	PHS Cheer to Navarro	Princeton High School
00002	Canceled - Request Canceled	CMS 7th Boys Basketb...	Clark Middle School
00003	Declined by Transportation	PHS JV Football to Mc...	Princeton High School
00004	Transportation Approved	Lacy 4th Grade SpEd t...	Lacy Elementary
00005	Level 1 - Request Submitted	Southard MS Track to ...	Southard Middle School
00006	Completed - Request Completed	Leadership Conferenc...	Admin/IT

6 of 6

Add Field Trip

Trip Details

Equipment

Classification

Number of Students * Number of Adults *

Number of Wheel Chairs * Number of Vehicles *

Estimated Miles Estimated Cost

Estimated Hours

Notes *