

**\*\*To enter a bus request into the TOM field trip system:**

Go to the Duncanville ISD Web page. Click on the Staff Icon. On the Staff page there will be a list of items on the left under the word Staff. Click on this. Fill in your user id and password.

- Click on: Enter New Request.
- Use pulldown menu for Customer space
- Use pulldown menu for Destination space (if your destination is not in the menu please contact me and I can enter it) • Use pull down menu for Departure date
- Use pull down menu for Return date
- Enter a Departure and Return time
- Enter the number of Adults, Children, and if there are any wheelchair students • Purpose of trip i.e.; field trip, competition, tour, etc.
- Customer Special Instruction: This space is for details you should include. Such as; where you would like to board the bus, going to more than one destination like the park for lunch after your initial trip. Anything you'd like for Transportation to know. ALWAYS include a contact cell number for a teacher on the trip.
- Use the pull down menu for a Trip Category
- Use the pulldown menu for the Grade
- Type Budget Code in the Special Instructions
- When you are finished Click on SAVE at the bottom

If there are any spaces that have been left blank, the program will prompt you to fill in those blanks.

If after you click SAVE you need to make changes you can contact me and I can make changes from my master screen.

You will receive a quote, at that time you will put in for the PO.

After transportation receives the PO# we will assign a bus and driver. WE MUST HAVE A PO TO ASSIGN A TRIP.

I hope I have included everything. As always you can call me, Chris Lockhart at 2235 anytime if you have a question or concern. Please call 36 - 48 hours before a trip to make sure everything is a go.