Transportation Request Instructions

**NOTE:** All trips must be requested at least ten full school days in advance. If it is under the ten days, you will need to complete the Transportation Request Form and email to [transportation@plymouth.k12.in.us](mailto:transportation@plymouth.k12.in.us)

**Step 1:** Go to Transportation Page of the PCSC Website

**Step 2:** Clink on InfoFinder

**Step 3:** Log In using your network ID and Password

Note: If you’re unable to log in, send an email to [transportation@plymouth.k12.in.us](mailto:transportation@plymouth.k12.in.us)

**Step 4:** Click on Field Trips

**Step 5:** Click on New Field Trip

**Step 6:** Enter Required Trip Data

Field Trip Name = Event

Example: FFA Soil Contest

Please indicate if requesting Van or Focus or Admin Van

Example: FFA Soil Contest – Van School & Department = Responsible For Trip Activity = Club or Team

Contact = Your Name and Info

Departure = Date and Time When you Want to Leave School

Return = Date and Approximate Time of Return

Departure = Location Leaving From

Notes = Please Indicate Pick Up Door and Any Info for Driver

Destination = Arrival Location (Please use the drop down options when at all possible. If it’s not listed you can type it in.)

Number of Students and Adults Attending Event

Number of Students in Wheel Chairs Attending Event

Number of Vehicles = How Many Vehicles Your Requesting

Invoicing Information = This is not required but it’s helpful if that information is included so that Transportation knows where to send the invoice.

**Step 7:** Hit Save when Complete