Electronic Bus Requests

Beginning with the 2017-2018 School Year, the district will no longer use paper bus requests forms. Instead, we have started using an electronic system called Rethink Workflow. Directions for submitting a bus request electronically are below. For a video tutorial, visit https://youtu.be/bw-dr-S2UsM

1. Go to the district's website, www.ksdr1.net, and click on STAFF at the top.

2. Click **Bus Requests** in the list.

3. Sign in using your district Google account, if prompted.

4. You may be asked to allow Rethink Workflow to link with your Google account. Click **Allow**.

5. Once you have signed in, you will be directed to the Rethink Workflow dashboard. Click **Skip** on any tour messages. This screen will show you any in progress and completed Bus Requests.

6. Click the button at the bottom right with the document icon.

7. Click **Create** next to Bus Request Form

8. Fill out the Bus Request fields using the following guidelines:
   a. **Building:** select your building.
   b. **Building Administrator:** select the administrator for your building who approves bus requests
   c. **Name of Group:** enter the name of the group or a short description of the trip
   d. **Sponsor:** Start typing the name of the sponsor of the group or activity, and select them from the list. The sponsor (if not you) will also get email notifications about the bus request's approval status.
   e. **Sponsor Cell Phone:** Enter a cell phone number where the bus supervisor or driver may reach the sponsor, if needed.
   f. **Loading Area:** Enter the specific building and location where the bus will be loaded.
   g. **Destination:** Enter the name and address of the place you will be going.
   h. **Additional Stops:** Enter the name and address of any additional stops on your trip (such as lunch). Enter each additional stop on a separate line.
   i. **Departure Date/Time:** Enter the date and time the bus will leave. Use the clock icon in the popup to change the time, or edit it directly in the box.
   j. **Return Date/Time:** Enter the date and time the bus will return to school grounds.
   k. **Number of Passengers:** Enter the number of passengers for the trip
   l. **Bill Trip To:** Enter the budget account code, activity club, or a description of the account that will be charged for this trip. If you are unsure, ask your building administrator or administrative assistant in charge of purchasing.

9. Check your form for accuracy, and click **Submit**. Click **Yes, Proceed** to confirm submission.

10. Watch for emails from **Rethink Workflow** for status updates on your bus request.

For technical problems with Rethink Workflow, please contact Ryan Blankenship at blankenshipr@ksdr1.net