

JORDAN SCHOOL DISTRICT  
Dr. Anthony Godfrey., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

DATE: May 7, 2025

TO: School Administrators

FROM: Scott Thomas, Administrator of Auxiliary Services  
Paul Bergera, Director of Transportation  
Kitt Soumpholphakdy, Field/Activity Trips Coordinator

SUBJECT: Field/Activity Trips Planning for the 2025-26 School Year

The Department of Transportation's Field/Activity Trips Office is preparing to launch a new software solution for managing field/activity trip requests, approvals and resource allocations.

Schools will continue to use BusHive for all field/activity trip requests for the duration of the 2024-25 school year until June 30, 2025. The new software solution will become activated beginning July 1, 2025.

Therefore, please refrain from scheduling any field/activity trips for the 2025-26 school year after July 1, 2025, until the new software solution has become activated. Requests received by the Field/Activity Trips Office will be denied.

More information will be forthcoming as we prepare to launch the new software solution for field/activity trips.

Contact Mike Westover at [michael.westover@jordandistrict.org](mailto:michael.westover@jordandistrict.org) or ext. 88809 or Michele Yuill at [michele.yuill@jordandistrict.org](mailto:michele.yuill@jordandistrict.org) or ext. 88804 with any questions you may have.

Thank you for your support and understanding.