Schooltools®

User Instructions
# For
Requesting
Transportation

Introduction

This instruction manual is designed to assist users of School Tool's Transportation Module request transportation for field trips and extra curricular purposes. The steps to request transportation are outlined in this manual.

Users should refer to campus and district regulations for requesting transportation. Question should be directed to campus administrators, transportation personnel, or district administration.

Request Trip Transportation

The Transportation Module may be used to request transportation for non route use. This includes Co-curricular, Extracurricular, Career and Technology, and other types of trips authorized by your district. To request authorization for transportation, a user will login to the district's School Tools page. The School Tools page is located at http://school district.datadrive.net

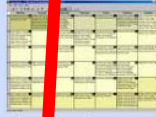The following district login screen will be displayed.
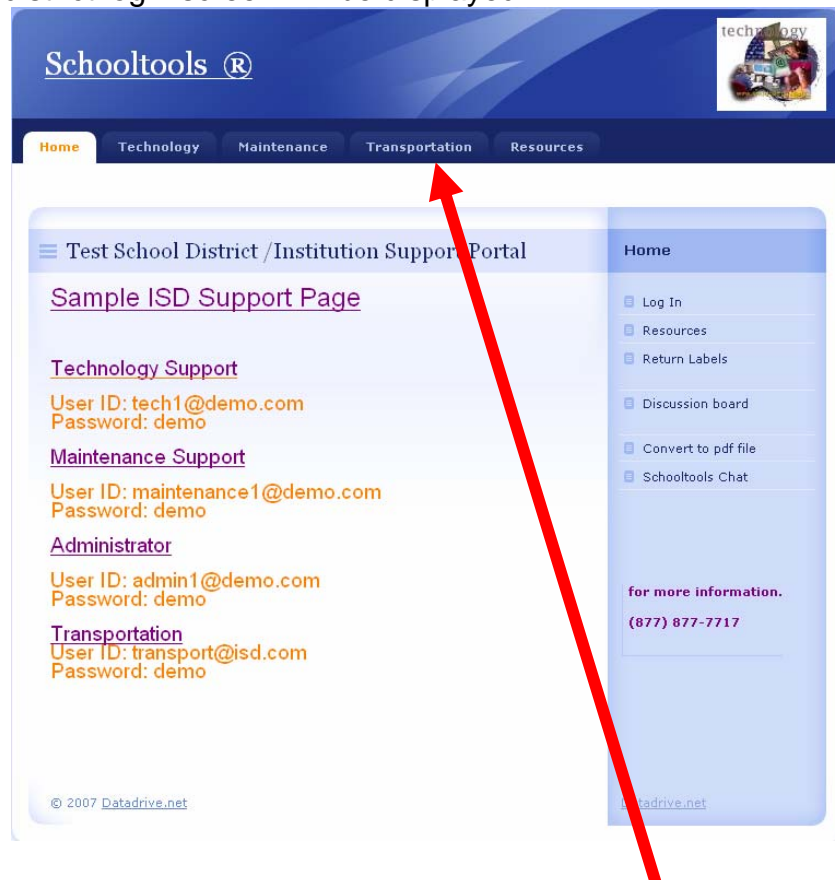
To request transportation the user will click on the Transportation button in the links at the top of the page.
The following page will be displayed.

To begin a trip request, click on the [New Request] link

The following page will appear.

Enter the email in the form and click [Next].
The next screen will depend upon the registration status of the user.

New Users
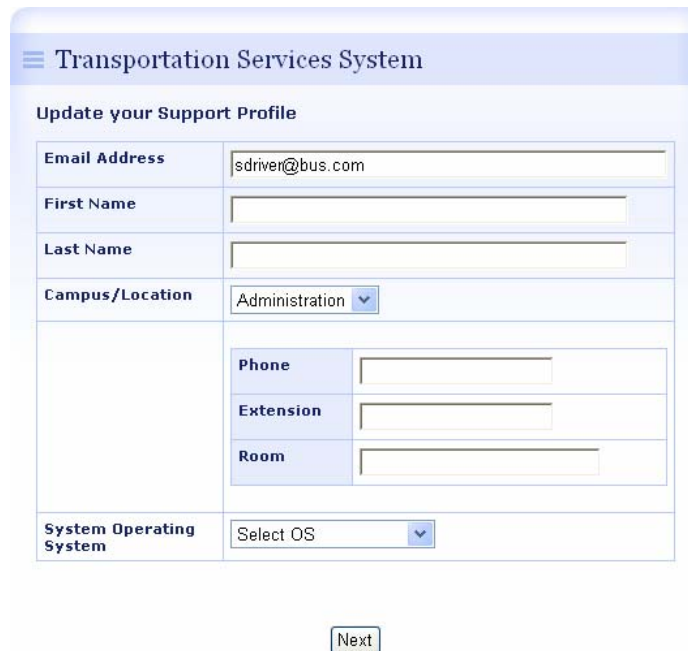
If you are not a registered user the following screen will appear prompting you to set up a user profile.

Click the Click Here. link to bring up the registration screen.

Complete all the information and click Next to update the information.

Campus/ Location Dropdown
This dropdown allows you to select the campus or location where you are based.
It is important to enter accurate information in this area to route transportation requests to the proper authorizing administrator.
All district authorized campuses and locations will be listed in the dropdown.

System Operating System

Select the type of Operating System used by your computer. This information may be necessary to resolve problems if they arise. Operating systems include all types of Windows systems, MAC, Novell, and others.
After clicking NEXT the following screen will appear.

Schooltools ®

Quick links: content, navigation, search.

technology

Navigation

- Home
- Technology
- Maintenance
- Transportation
- Return Labels
- Resources

Transportation Services System

Update your Support Profile

Thank you

Click on the Thank you link to display the Trip Request Screen.

Previously Registered Users

If you have previously registered your information in the Transportation Module the following screen will appear after entering your email address.

☰ Transportation Services System

To Request trip Click Here

To Access Trip Status Click Here

To Update your Profile If changed Click Here

Click on the appropriate link.

If you click on the **To Request trip Click Here** link, the following trip request form will be displayed.

The user information is automatically populated.

Complete all the information for the trip request.

Start Date:
- The date the trip will begin.
- Enter the date using the mm/dd/yyyy format.
- In the Start Time area select the time the trip will begin.

Start Date	06/12/2007
	Time 8 ⌄ 30 ⌄ AM ⌄

Return Date
- Click on the Return Date field and complete the return date.
- Complete the Return Time field

Return Date	06/12/2007
	Time 6 ⌄ 00 ⌄ PM ⌄

Departure Point
- Enter the Departure point for the trip

Departure Point	High School

Destination
- Enter the destination of the trip.

destination	Mount Pleasant High School

Trip Type
- A dropdown list is available to indicate the type of trip.

Select ▼
Select
Co-Curricular
Extra-Curricular
Career Technology

- Use Co-curricular for Class Field Trips and general academic trips
- Use Extra-Curricular for athletics, band, clubs, cheerleaders, etc
- Use Career Technology for trips associated with Career and Technology
- Your district may have other types of trips. Enter as directed by your school policy.

Specify the trip Detail

- In this section briefly describe the purpose of the trip.

Specify the trip Details	High school basketball game. 9th, JV, and Varsity Girls

Round Trip

- Click yes or no

Student and Adults

- Enter the estimated number of students and adults

Students 35   Adults 3

Vehicle type

- A dropdown exists for the type of vehicle needed.
- Select the type of vehicle requested.

Select ▼

Select
Bus
Van
Car
Truck
SUV

Activity

- Type in a brief description of the type of activity

Activity Athletics: Basketball Game

After completing and verifying information click on the Submit Request button. Your request is now complete.

The following screen will appear. It indicates that your request is complete. You may check the status of the request by clicking on the check status link or you may submit another request.

Thank you. Your Request for transportation has been submitted succesfully. You will receive an Email Confirmation with the request number.
Done..
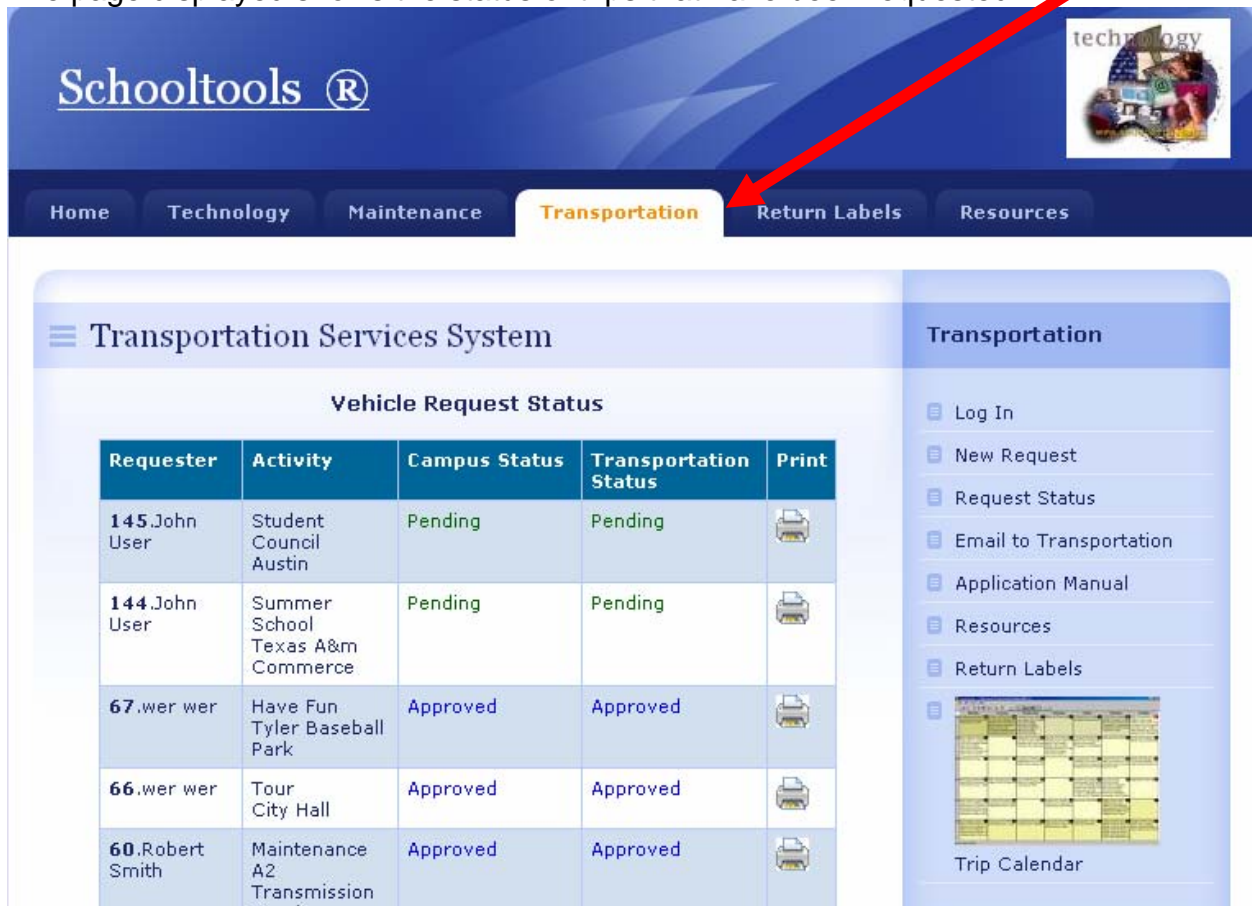
If you are finished requesting transportation, click on the Done.. link to return to the Vehicle Status Page.

Vehicle Request Status

Requester	Activity	Campus Status	Transportation Status	Print
145.John User	Student Council Austin	Pending	Pending	🖨
144.John User	Summer School Texas A&m Commerce	Pending	Pending	🖨
67.wer wer	Have Fun Tyler Baseball Park	Approved	Approved	🖨
66.wer wer	Tour City Hall	Approved	Approved	🖨

Check on Status of Trip Request

The status of a Trip Request may be checked when you click on the Transportation link at the top of the page.

The page displayed shows the status of trips that have been requested.

The list of requested trips is displayed.
- The status of each of these trips is identified.
- There are two levels of approval for trips requests.
- These are the Campus level and the District Transportation Level.
- A request is labeled as pending until it is approved or denied.
- A trip must be approved at each level before the trip takes place.
- The requestor will receive an email when the request is approved, denied, or more information is required.
- When a trip has been approved at the campus and district levels the requestor may print the request ticket to be used for recording the mileage of the trip.

To print the trip request click on the Print ⊟ button,

The approved screen will appear for printing.

Print This Page

Trip Request
Test School District /Institution

Trip Number	56	Req. date :	12/1606 12:33 PM
Campus	High School		
Requester	John User	email	juser@anywhereisd.net
Phone	903.555.5555 Ext	Fax	
Departure	High School Gym 01/09/2007 04:30 PM		
Return	01/09/2007 10:00 PM		
Destination	Mount Pleasant High School		
Trip type	Extra-Curricular	Round trip	Yes
Passengers Count	adults 3	Students	35
Activity	Athletics: Basketball Game		
status	New Request		
PO		budget	
Vehicle Type	Bus	Unit Number UN-75	Driver Joe Driver/ na/ na
Trip Description	High school basketball game. 9th, JV, and Varsity Girls		
Approved Campus	Approved Mr Principal Transportation Demo 12/16/2006 5:17 PM		
Campus Reasons			
Approved Transportation	Approved tttt tttt 12/16/2006 8:56 PM		
Transportation reasons			

Odometer Reading: Leaving: _____   Return:_____

- Print the screen
- Record the beginning and ending odometer readings of the vehicle.
- After the trip, return the completed form to the designated person..

Trip Calendar

A user can check the availability of vehicles or determine if their request has been scheduled by using the Trip Calendar. The Trip Calendar is available in the links on the right side of the main Transportation page.

To check the Trip Calendar, click on the [Trip Calendar] icon. A monthly calendar will be displayed. You can change the month on the calendar or print a copy for your records.

NOTE: Only fully approved trips are displayed in the calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 4:30 PM - 10:00 PM // Athletics: Basketball Game // High school basketball game. 9th, JV, and Varsity Girls // John User	10 9:15 AM - 2:30 PM // Class Field Trip // Field trip to History Museum to view World War I Exhibit // Robert Smith	11 8:30 AM - 11:00 AM // Maintenance // GS 400 needs transmission adjustment // Robert Smith	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			