

## Flagstaff Unified School District – Trip Information

### Transportation Request instructions: Principals

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Transportation requests must be submitted using the online system. The online system allows you to request trips and check on the status of your pending requests as well as sends email notifications of trip changes.

There are two levels assigned per site. For elementary and middle schools, level one is for the school secretary and other individuals as requested by the Principal. All field trips must be approved by a level two, the Principal. Once a field trip is requested an email is sent to the Principal for that school to review and approve the trip. After approval by the Principal an email is sent to Transportation for approval.

- ❖ Login with your user name and password.
- ❖ The user name should match your email login ID. The first time you need to log in you will need to request a password reset from Transportation. You may change your password at any time and are encouraged to change it periodically.
- ❖ After you log in select Field Trips from the top menu.
- ❖ To request a new trip click on the Request a New Field Trip button towards the top of the display box.
  - Enter a sensible name in the Name: field. i.e. “Freshman football”
  - Select the appropriate school from the drop down box.
  - Select the department: Athletics for AIA events, Trips for non-AIA events, Shuttles for one way in-town travel, Specials for events that require the driver to stay with the group.
  - Select the Activity. This field will contain the destination as well as field trip type.
  - Fill out the depart date and time and the return date and time.
  - Fill in the destination field. Use the names of schools/stadiums, etc. for sports events.
  - Enter the contact name and phone number of the trip sponsor.
  - In the notes field, enter the PO for this activity as well as any additional stops.
  - Optional: enter the destination address
  - Optional: enter Depart from School: By default we will pick up at the school making the request. If you are loading anywhere other than the school, enter that information in the Notes/Directions section.
  - Under Trip Details enter number of students, number of adults and number of wheelchairs. If any item is 0, enter “0”
- ❖ An email will be sent to the Principal for approval.
- ❖ To view all field trips click on the Search button at the bottom right corner of the display box.
- ❖ To approve a previously submitted request select the name or the trip number from the list.
- ❖ After reviewing the trip select a new status from the Change To: drop down list. Click the Save button at the bottom of the page.