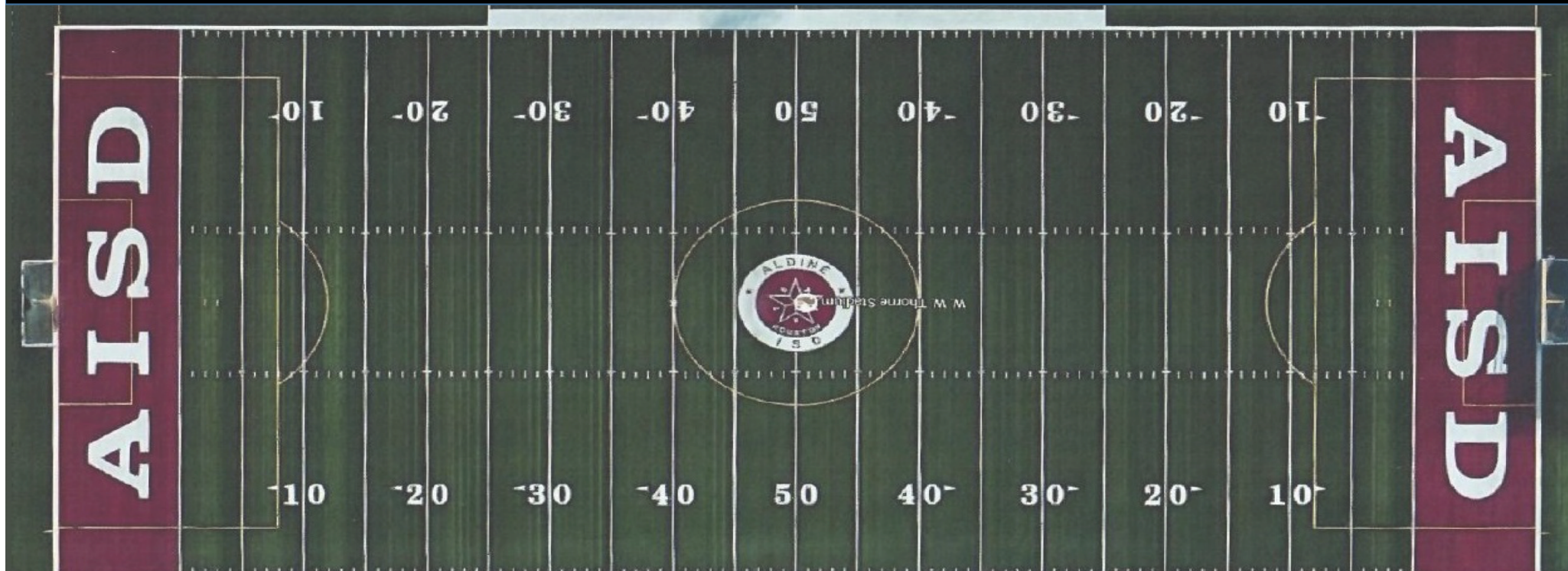






Field Trip Software Training

August 17, 2016



Log In

You may now log onto FieldTripRequest.com using your full email address as your username and the password provided via email.



Field Trip Request Login

Email:

Password:

>> [Create new user](#)
>> [I forgot my password](#)

* If you wish to change your password, click **Settings**, then **Change Password**. *

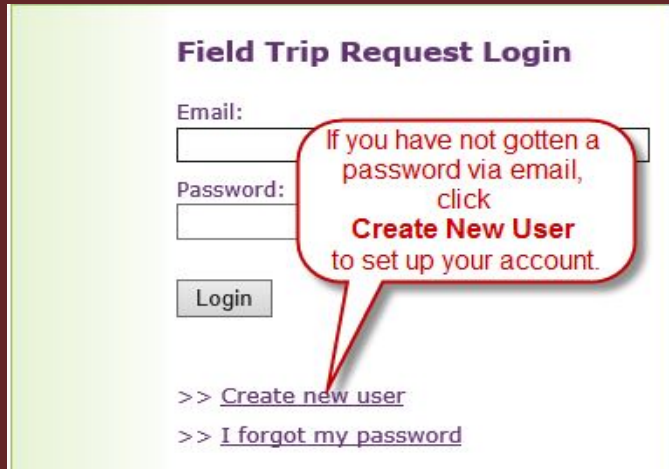
Create your FieldTrip Request Account

NOTE To Approvers and Field Trip Requestors:

If you approve other users' trips, or if you have been using an older version of Field Trip Request, your account may be active. If you have an email message with the subject line:

FieldTrip Request Welcome, proceed to the next step.

Click Create New User.



Field Trip Request Login

Email:

Password:

>> [Create new user](#)

>> [I forgot my password](#)

If you have not gotten a password via email, click **Create New User** to set up your account.

All fields with a red asterisk* are required. If your Organization Code does not appear automatically, enter the Organization Code provided by the transportation department.



Create User

Organization Code: *

Email: *

First Name: *

Last Name: *

Phone: x

>> [Return to Login](#)

The Organization Code shown here is an example.
Contact Transportation if your organization code does not appear.

Click Create User

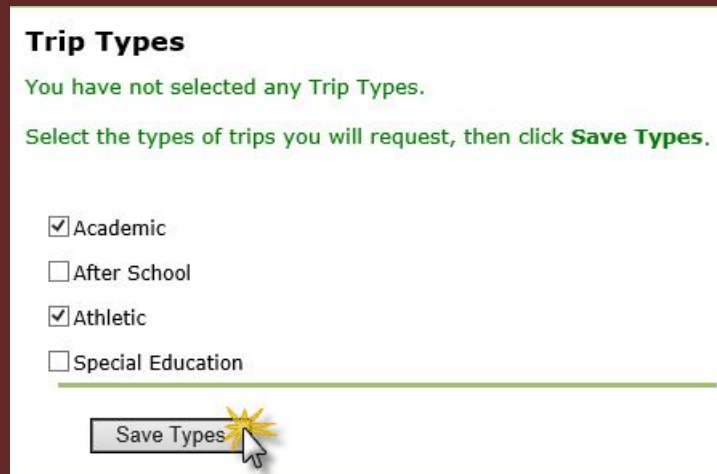
The email address you have provided will be your user name and password will be emailed to you.

Select Trip Types

FieldTrip Request requires you select which trip types you will be requesting.

Check the box for each type of trip you will be requesting.

Click Save Types. Your account is now completely set up and you may request trips.



The screenshot shows a web form titled "Trip Types". Below the title, it says "You have not selected any Trip Types." and "Select the types of trips you will request, then click **Save Types**." There are four checkboxes: "Academic" (checked), "After School" (unchecked), "Athletic" (checked), and "Special Education" (unchecked). A horizontal line separates the checkboxes from a "Save Types" button at the bottom, which has a mouse cursor clicking it.

Trip Type	Selected
Academic	Yes
After School	No
Athletic	Yes
Special Education	No

NOTE: Only select the types of trips you are authorized to request. Selecting unauthorized **Trip Types** may lead to unnecessary extra steps in the request process, denial of requests, and possible delay of pending trip requests. If you have any questions as to the **Trip Types** you should select, contact the transportation department.

NOTE: For Approvers: Any Trip Types you are authorized to approve will be automatically selected for you. These types will appear grayed out and checked. You are automatically able to request trips from these types as well. Contact the Transportation Department to modify these Approval Roles if necessary.

Creating a New Trip Request

From the navigation bar, click
New Request.

The screenshot shows a web application titled "FIELD TRIP REQUEST". It has a navigation bar with three tabs: "Home", "New Request", and "Favorites". The "New Request" tab is highlighted with a yellow starburst and a hand cursor. On the left, there is a "Favorites" section stating "No favorites have been saved." The main content area is titled "Home My Trips" and contains a table with the following data:

Trip ID	Activity	Destination
R500001	3rd Grade	Riverside Park

At the bottom right of the page, the text "Field Trip Reque" is partially visible.

Trip requests can be generated using two methods, manually or by using **Favorites**. This section will deal only with creating new trip requests. To learn how to create a request using a **Favorite**, see [Creating a Request from a Favorite](#).

If you selected more than one Trip Type when setting up your account, you will be prompted to select which type of trip you wish to request. Select the appropriate type of trip and click **Continue**.

If you had originally only selected one Trip Type, you will be taken directly to the request screen

Creating a New Trip Request


Trip Type:

- AHS Academic
- AHS Athletics
- AHS CTE
- AHS Guidance & Counseling
- AHS Multilingual
- AHS Physical Education Trip
- AHS Special Needs Trip
- AHS VASE
- ALD 9 Guidance & Counseling
- ALD 9 Multilingual
- ALD 9 Student Financial Aid
- ALDINE 9 Advanced Academics
- ALDINE 9TH Academic
- ALDINE 9TH CTE
- ALDINE 9TH Physical Education Trip
- Aldine HS OOT
- AMS Advanced Academics
- AMS CAMPUS SPONSORED F.T.
- AMS CTE
- AMS Guidance & Counseling
- AMS Math
- AMS Performing Arts Trip
- AMS Social Studies
- AHS Advanced Academics
- AHS CAMPUS SPONSORED F.T.
- AHS Foreign Language
- AHS Math
- AHS Performing Arts
- AHS Social Studies
- AHS Student Financial Aid
- ALD 9 Foreign Language
- ALD 9 Math
- ALD 9 Social Studies
- ALD 9 VASE
- ALDINE 9 CAMPUS SPONSORED F.T.
- ALDINE 9TH Athletics
- ALDINE 9TH Performing Arts Trip
- ALDINE 9TH Special Needs Trip
- AMS Academic
- AMS Athletics
- AMS Community Based Involvement
- AMS Foreign Language
- AMS JR VASE
- AMS Multilingual
- AMS Physical Education Trip
- AND ACDMY Academic

We have made new changes to make the process more streamline.

Team coach is now required for all trips

We have also added a section for overnight trips / out of town

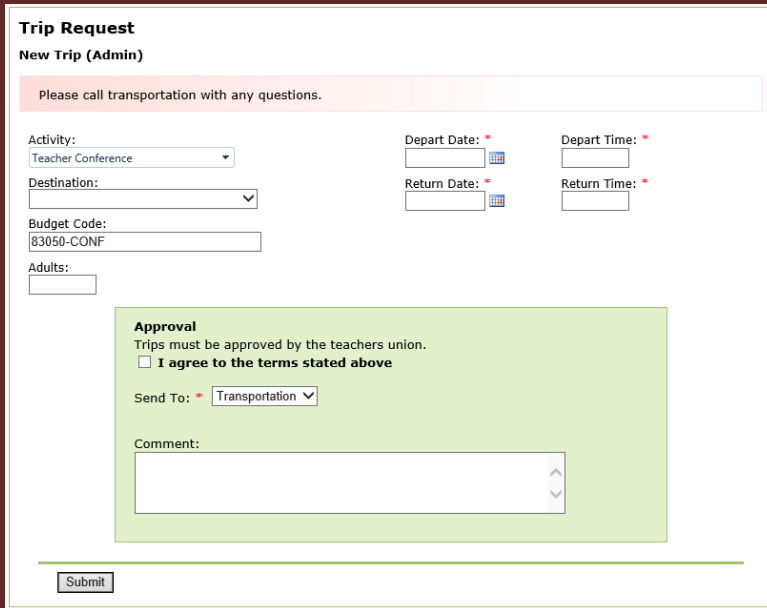


Activity: *		For Depart Time , enter the time the bus should leave the campus.	
<input type="text"/>		Depart Date: *	Depart Time: *
<input type="text"/>		<input type="text"/>	<input type="text"/>
Destination: *		For Return Time , enter the time the bus should be BACK ON CAMPUS.	
<input type="text"/>		Return Date: *	Return Time: *
(if not listed) Destination w/address:		<input type="text"/>	<input type="text"/>
<input type="text"/>		Type of bus needed: *	Number of buses: *
Purpose: *		<input type="text"/>	<input type="text"/>
<input type="text"/>		Additional vehicle type:	Number of vehicles: *
Number of Adults: *		<input type="text"/>	<input type="text"/>
Number of Students: *		<input type="text"/>	<input type="text"/>
<input type="text"/>		Head Coach & Sport: *	<input type="text"/>
Pickup Area: *		Coach(es) Driving: *	
<input type="text"/>		<input type="text"/>	
PickUp Details:			
<input type="text"/>			
Drop Off Details:			
<input type="text"/>			
Budget Code:			
<input type="text"/>			
Overnight Field Trip:			
<input type="text"/>			

Fill out the request form completely. Fields marked with a red asterisk * are required; the system will not allow the request to be submitted if these fields are left blank.

Disclaimer

There is a disclaimer at the bottom of the request, check to agree to the terms.



Trip Request
New Trip (Admin)

Please call transportation with any questions.

Activity:

Destination:

Budget Code:

Adults:

Depart Date:

Return Date:

Depart Time:

Return Time:

Approval
Trips must be approved by the teachers union.
☐ I agree to the terms stated above

Send To:

Comment:

Depending on your setup, there may only be one choice in the **Send To** drop down. In this case, your trip will always go to the appropriate approver automatically. Select the appropriate approval office, then click **Submit**.

You will receive an email confirming your trip has submitted.

Notification Emails

A representative from the approving office will receive an email which notifies them they need to approve your request. Subsequent approvers will also receive an email as the request moves up the chain. These emails are for notification only, and it is not necessary for approvers to respond to them. As long as all requestors and approvers log into FieldTrip Request and perform the duties outlined to them on the Home page, trips will move swiftly through the appropriate channels.

On-line requests

- Athletic activities must be submitted to the Athletic Director by the 5th of the month prior to the month the trip is scheduled
- All trips are not automatically approved, nor ready when you submit.
- Please login and continue to check regularly on the status of your trip.
- Keep in mind trips scheduled must adhere to the District Guidelines.
- Buses may not be guaranteed if request is not submitted in a timely manner.

Additional Information

You will not be issued a bus if you do not have your “**Clear to Drive**” card. You will be requested to show your card to a dispatcher when picking up a bus.

Second Appointment

ALDINE ISD TRANSPORTATION - CLEAR TO DRIVE

Date of Issue: _____ By: _____

Expiration Date Reminder: _____

TDL: _____ Certification: _____

Physical: _____ CPR/First Aid: _____

COPY

Be prepared to present this card to Dispatch when picking up a bus.

All coaches in good standing, with an active CDL must complete Coaches Camp.

Please call the Academy to schedule a class at 281-985-7374.

If you need to use the toll road you must fill out the Toll Road Usage Form and turn in with your field trip request.

You may **only** use Harris County EZ Tag managed lanes; if we received a violation, you will be required to pay the fee.

All buses are now equipped with GPS.

Additional Information

- All cancellations must be emailed to the field trip coordinator when the trip is confirmed cancelled.
- Email or call dispatch the day prior to your trip if you are picking up your bus before school starts at your campus. Any trip out of town/district requires a bus inspection prior to leaving.
- Buses must be returned fueled, cleaned and the bus key returned to the drop box or to dispatch.
- All completed field trip forms must be turned in to transportation immediately following the trip in order for you to be paid for your trip.
- Field trip forms turned in after two weeks may not be paid.

New Driver Itinerary Form Process

In an effort to speed up the process and get you paid, we have introduced your trip via PDF in an email. Please print your trip, fill it out and turn in to Transportation.

Trip 8416



Inbox x



Nathan Bauman <NRBauman@aldineisd.org>



Jun 13



to me ▾

ALDINE INDEPENDENT SCHOOL DISTRICT REQUEST FOR SCHOOL BUS TRANSPORTATION		
Trip ID #: 8416		
DEPARTING INFORMATION		
TRIP TYPE: eastside emergency trip	DEPARTURE DATE: 6/13/16	DEPARTURE TIME: 12:00 PM
REPORT TO: Helen Bigley	DEPARTURE AREA: test	TOTAL # OF BUSES: 1
DESTINATION: 6 - OTHER LISTED BELOW	TOTAL NUMBER OF PASSENGERS: ADULTS: 1 STUDENTS: 2	
PURPOSE: Eastside emergency trip		
RETURNING INFORMATION		
RETURN DATE: 6/13/16	RETURN TIME: 1:00 PM	
PLEASE CHECK ONE OF THE FOLLOWING DESCRIPTIONS:		
FIELD TRIP TO BE CHARGED TO TRANSPORTATION BUDGET:		
I REGULAR		
I BAND EXTRACURRICULAR		
LIST THE TERS # ADDRESSED		

Trip 8416

Questions?



Have a great year!

