Chapter 11
Trip Ticket Templates

T.O.M. comes with a predefined Trip Ticket template that you can use to print your trip tickets. In addition, you can create your own Trip Ticket templates, choosing the information you want printed on the trip ticket. T.O.M. makes it easy to create Trip Ticket templates by simply checking and unchecking print options and entering custom titles to be printed on the trip ticket You can also edit existing templates as necessary and delete templates you no longer need.

To access the various Trip Ticket templates routines open the File menu, then click Other (Figure 11-1). Click Templates and then Trip Ticket templates. The Trip Ticket Templates List screen (Figure 11-2) will be displayed.

Figure 11-1. Accessing Trip Ticket Templates on T.O.M.'s Main Screen

The Trip Ticket Templates list screen (Figure 11-2) allows you to add, change and remove items in the list. Figure 11-2 gives a brief explanation of the various function buttons offered to you when you maintain a Trip Ticket templates list file.

Working with Trip Ticket Templates

Trip Ticket templates are used to print your trip tickets in the format you define and with the print options you select. You may create an unlimited number of Trip Ticket templates.
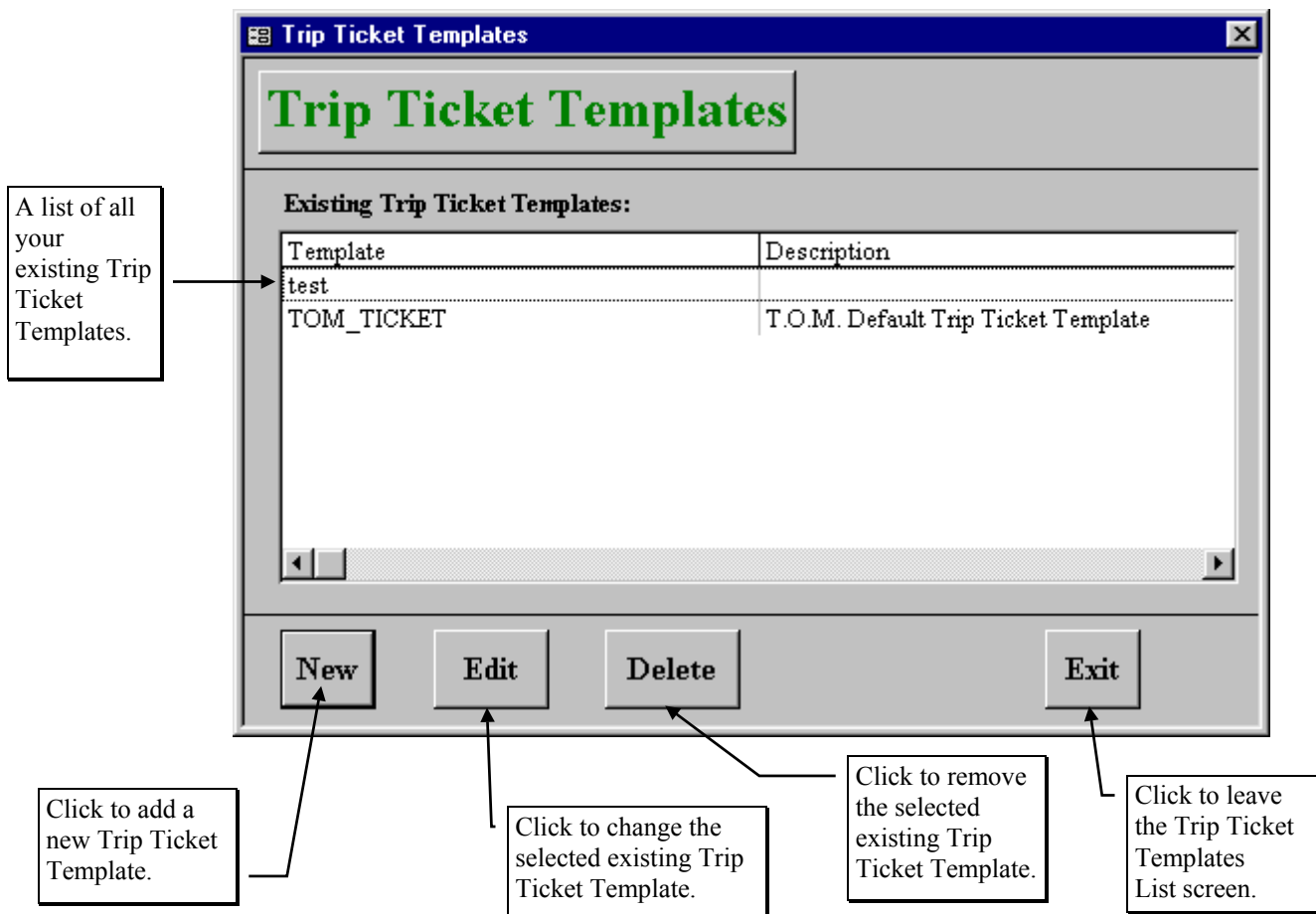

A list of all your existing Trip Ticket Templates.

Click to add a new Trip Ticket Template.

Click to change the selected existing Trip Ticket Template.

Click to remove the selected existing Trip Ticket Template.

Click to leave the Trip Ticket Templates List screen.

Figure 11-2. The Trip Ticket Templates List Screen

Figure 11-2 shows the Trip Ticket Templates List screen, which lists all of the Trip Ticket templates that you have set up with T.O.M. From this screen you tell T.O.M. if you want to add a new Trip Ticket Template, change an existing Trip Ticket Template or delete an existing Trip Ticket Template.

Adding a New Trip Ticket Template

If you wish to add a new Trip Ticket Template click the New button and you will be taken to the Trip Ticket Templates Data Entry screen (Figure 11-3, Figure 11-4, Figure 11-5, Figure 11-6, Figure 11-7 and

Figure 11-8). This screen will let you define the print options and titles for your Trip Ticket Template. To save the Trip Ticket Template information you have entered click the OK button. To exit this screen without saving the information you have entered click the Exit button. See *Trip Ticket Templates Data Entry Screen Options* below for a complete description of print selections and title fields.

> **Note: You can see a sample of a trip ticket at the end of this chapter**.

Changing an Existing Trip Ticket Template

If you wish to change an existing Trip Ticket Template, then select a Trip Ticket Template on the Trip Ticket Templates List screen (Figure 11-2) by clicking the row containing the desired Trip Ticket Template and then click the Edit button. You will be taken to the Trip Ticket Templates Data Entry screen (Figure 11-3, Figure 11-4, Figure 11-5, Figure 11-6, Figure 11-7 and

Figure 11-8), which will let you change any of the Trip Ticket Template print options and titles. To save the Trip Ticket Template information you have changed, click the OK button. To exit this screen without saving the information you have entered click the Exit button. See *Trip Ticket Templates Data Entry Screen Options* below for a complete description of print selections and title fields.

Deleting an Existing Trip Ticket Template

To remove an existing Trip Ticket Template, then select a Trip Ticket Template on the Trip Ticket Templates List screen (Figure 11-2) by clicking the row containing the desired Trip Ticket Template and then click the Delete button. T.O.M. will ask you to confirm that you really want to delete this Trip Ticket Template. If you do confirm to T.O.M. that you want to delete the Trip Ticket Template, T.O.M. will remove the Trip Ticket Template from your T.O.M. database.

Trip Ticket Templates Data Entry Screen Options

The Trip Ticket Templates Data Entry screen (Figure 11-3) uses six tabs to help you select your print options and enter titles for different sections on the trip ticket, as well as a user section. These tabs are the Top Section tab (Figure 11-3), the Section 1 tab (Figure 11-4), the Section 2 tab (Figure 11-5), the Section 3 tab (Figure 11-6), Section 4 tab (Figure 11-7) and the User Section tab (

Figure 11-8). Click on the tab to see its options. The following describes the print options and titles for these tabs. A sample trip ticket in shown at the end of this chapter in Figure 11-14.

Template ID: The number that you assign a Trip Ticket Template. The number must be unique for that invoice template. The number can be between 1 and 32,767. This field appears at the top of the Trip Ticket template no matter which tab section you select.

Template Description: The long description of the Trip Ticket Template. This description can be a maximum of 30 characters. This field appears at the top of the Trip Ticket template no matter which tab section you select.

The Top Section Tab on the Trip Ticket Templates Data Entry Screen

Click on the Top Section tab in the Trip Ticket Templates Data Entry screen (Figure 11-3), if it is not already displayed. These selections print in the top section of your trip ticket.

District Name: Check this checkbox in the Print column to print the district name in the top section of the trip ticket. This is taken from the District Name field as entered in the District Options Data Entry screen. (See *Chapter 4 – District Options* in this manual.) Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Trip #: Check this checkbox in the Print column to print the trip number in the top section of the trip ticket. This is taken from the Field Trip # field assigned by T.O.M. when you create a new field trip in the Field Trips Search / Selection screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the*

Field Trip Inquiry in the *T.O.M. User Guide.*) Enter a new title or use the title already displayed in the Print column. The default title is "TRIP TICKET #:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Figure 11-3. The Top Section Tab on the Trip Ticket Templates Data Entry Screen

Replacing Trip #: Check this checkbox in the Print column to print the replacing trip number in the top section of the trip ticket. T.O.M. provides this number. Enter a new title or use the title already displayed in the Print column. The default title is "REPLACING TRIP #:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Internal Trip #: Check this checkbox in the Print column to print the internal trip number in the top section of the trip ticket. This is taken from the Internal Field Trip Number as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide.*) Enter a new title or use the title already displayed in the Print column. The default title is "INTERNAL TRIP #:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket..

Driver's Name: Check this checkbox in the Print column to print the driver's name in the top section of the trip ticket. This is taken from the Name field corresponding to the Driver # as entered in the Trip Driver Information screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide.*) Enter a new title or use the title already displayed in the Print column.

The default title is "DRIVER:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

The Section 1 Tab on the Trip Ticket Templates Data Entry Screen

Click on the Section 1 tab in the Trip Ticket Templates Data Entry screen (Figure 11-4), if it is not already displayed.

Figure 11-4. The Section 1 Tab on the Trip Ticket Templates Data Entry Screen

Vehicle #: Check this checkbox in the Print column to print the vehicle number in section 1 of the trip ticket. This is taken from the Vehicle # field as entered in the Trip Driver Information screen. Enter a new title or use the title already displayed in the Print column. The default title is "VEHICLE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Vehicle Type Description: Check this checkbox in the Print column to print the vehicle type description in section 1 of the trip ticket. This is the Description field corresponding to the Vehicle # as entered in the Vehicle Type Data Entry screen. (See *Chapter 3 – Lookup Lists* in this manual.) Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Departure Date: Check this checkbox in the Print column to print the departure date in section 1 of the trip ticket. This is taken from the Departure Date field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User*

Guide.) Enter a new title or use the title already displayed in the Print column. The default title is "DEPARTURE DATE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Departure Time: Check this checkbox in the Print column to print the departure time in section 1 of the trip ticket. This is taken from the Departure Time field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "TIME OF DEPARTURE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Arrival Time: Check this checkbox in the Print column to print the arrival time in section 1 of the trip ticket. This is taken from the Arrival Time field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "TIME OF ARRIVAL:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Customer Name: Check this checkbox in the Print column to print the customer name in section 1 of the trip ticket. This is taken from the Name field corresponding to the Customer # as entered in the Customer Data Entry screen. (See *Chapter 5 – Customers* in this manual.) Enter a new title or use the title already displayed in the Print column. The default title is "PICKUP:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Contact: Check this checkbox in the Print column to print the contact in section 1 of the trip ticket. This is taken from the Contact field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "CONTACT:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Customer Address: Check this checkbox in the Print column to print the customer address in section 1 of the trip ticket. This is taken from the Address field corresponding to the Customer # as entered in the Customer Data Entry screen. (See *Chapter 5 – Customers* in this manual.) Enter a new title or use the title already displayed in the Print column. The default title is "ADDRESS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

The Section 2 Tab on the Trip Ticket Templates Data Entry Screen

Click on the Section 2 tab in the Trip Ticket Templates Data Entry screen (Figure 11-5), if it is not already displayed.

Drop / Return Message: Check this checkbox in the Print column to print the drop / return message in section 2 of the trip ticket. When you check the Drop / Return checkbox on the Detailed Field Trip screen, you can enter a message here to make a note to whoever receives the trip ticket that the field trip is a drop / return trip. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "DROP / RETURN:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Shuttle Trip Message: Check this checkbox in the Print column to print the shuttle trip message in section 2 of the trip ticket. When you check the Shuttle Trip checkbox on the Detailed Field Trip screen, you can enter a message here to make a note to whoever receives the trip ticket that the field trip is a shuttle trip. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is

"SHUTTLE TRIP:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Multi-Destination Message: Check this checkbox in the Print column to print the multi-destination message in section 2 of the trip ticket. When you use the Multi-Dest. button on the Detailed Field Trip screen, you can enter a message here to make a note to whoever receives the trip ticket that the field trip is multi-destination trip. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "MULTI DESTINATIONS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Figure 11-5. The Section 2 Tab on the Trip Ticket Templates Data Entry Screen

Destination Description: Check this checkbox in the Print column to print the destination description in section 2 of the trip ticket. This is taken from the Description field corresponding to the Destination # as entered in the Destination Data Entry screen. (See *Chapter 8 – Destinations* in this manual.) Enter a new title or use the title already displayed in the Print column. The default title is "DESTINATION:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Destination Address: Check this checkbox in the Print column to print the destination address in section 2 of the trip ticket. This is taken from the Address field corresponding to the Destination # as entered in the Destination Data Entry screen. (See *Chapter 8 – Destinations* in this manual.) Enter a new title or use the title already displayed in the Print column. The default title is "ADDRESS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Grade: Check this checkbox in the Print column to print the grade in section 2 of the trip ticket. This is taken from the Grade field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "GRADE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Return Time: Check this checkbox in the Print column to print the return time in section 2 of the trip ticket. This is taken from the Return Time field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "RETURN TIME:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Leave Time: Check this checkbox in the Print column to print the leave time in section 2 of the trip ticket. This is taken from the Leave Time field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "LEAVE TIME:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Return Date: Check this checkbox in the Print column to print the return date in section 2 of the trip ticket. This is taken from the Return Date field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "RETURN TO SCHOOL DATE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

The Section 3 Tab on the Trip Ticket Templates Data Entry Screen

Click on the Section 3 tab in the Trip Ticket Templates Data Entry screen (Figure 11-6), if it is not already displayed.

Fund: Check this checkbox in the Print column to print the fund in section 3 of the trip ticket. This is taken from the Fund field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "FUND:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Purpose: Check this checkbox in the Print column to print the trip purpose in section 3 of the trip ticket. This is taken from the Purpose field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "PURPOSE:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

# of Passengers: Check this checkbox in the Print column to print the number of passengers in section 3 of the trip ticket. This is taken from the total number taken from the # of Adults and # of Students fields as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "PASSENGERS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

# of Disabled Passengers: Check this checkbox in the Print column to print the number of disabled passengers in section 3 of the trip ticket. This is taken from the # of Handicap field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column.

The default title is "NUMBER DISABLED:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Category: Check this checkbox in the Print column to print the category in section 3 of the trip ticket. This is taken from the Field Trip Category field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "CATEGORY:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Figure 11-6. The Section 3 Tab on the Trip Ticket Templates Data Entry Screen

Estimated Miles: Check this checkbox in the Print column to print the estimated miles in section 3 of the trip ticket. This is taken from the Estimated Miles field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "EST. MILES:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Estimated Hours: Check this checkbox in the Print column to print the estimated hours in section 3 of the trip ticket. This is taken from the Estimated Time field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "EST. HOURS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Other Drivers Assigned to Trip: Check this checkbox in the Print column to print the other drivers assigned to the field trip in section 3 of the trip ticket. This prints the other drivers if there are more than one and allows you to make a note to whoever receives the trip ticket that the field trip has other drivers. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "TRIP DRIVERS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

The Section 4 Tab on the Trip Ticket Templates Data Entry Screen

Click on the Section 4 tab in the Trip Ticket Templates Data Entry screen (Figure 11-7), if it is not already displayed.

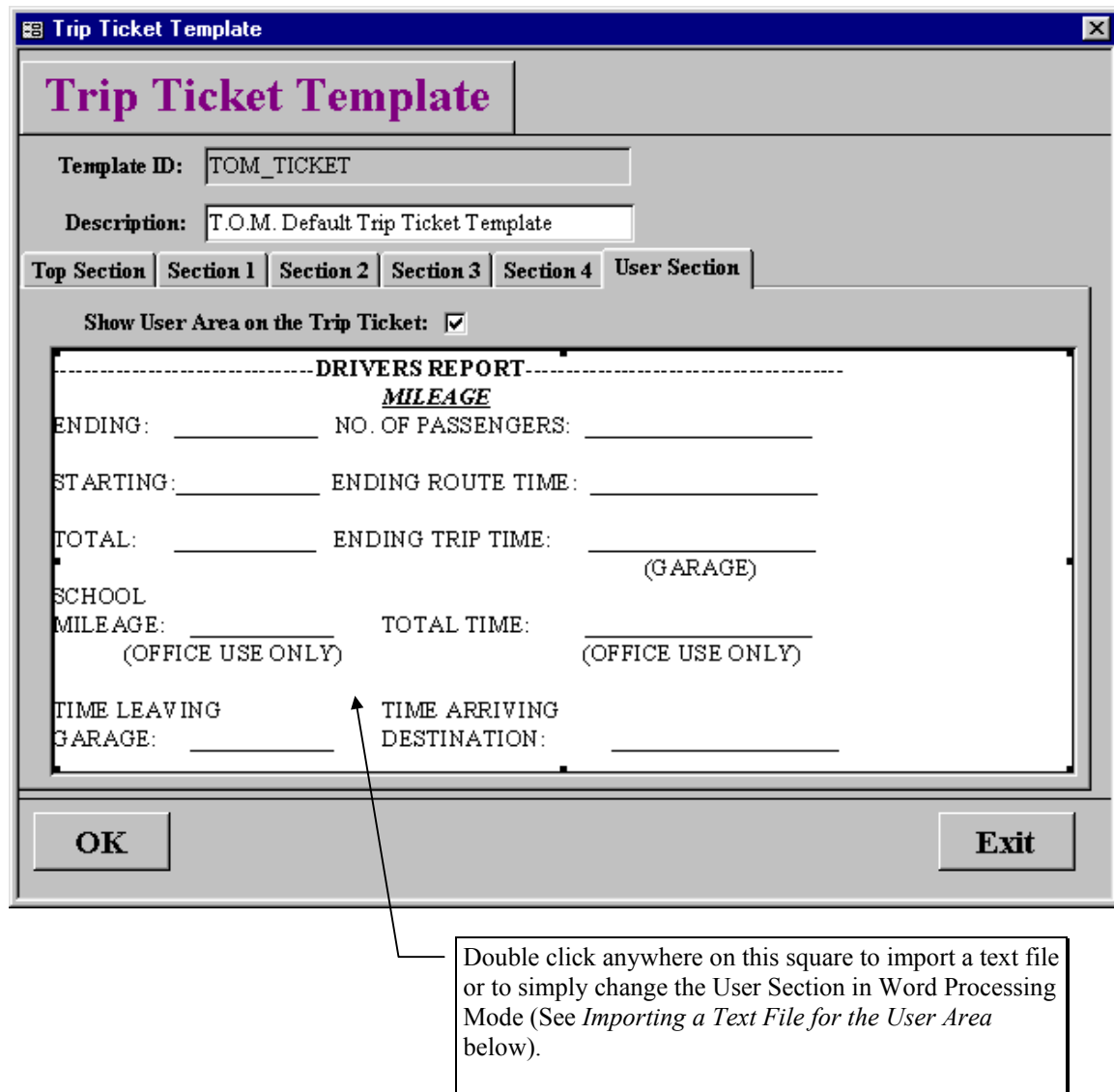*Figure 11-7. The Section 4 Tab on the Trip Ticket Templates Data Entry Screen*

Customer Special Instructions: Check this checkbox in the Print column to print the customer special instructions in section 4 of the trip ticket. This is taken from the Customer Special Instructions field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "CUSTOMER SPECIAL INSTRUCTIONS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

Destination Special Instructions: Check this checkbox in the Print column to print the destination special instructions in section 4 of the trip ticket. This is taken from the Destination Special Instructions field as entered in the Detailed Field Trip screen. (See *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* in the *T.O.M. User Guide*.) Enter a new title or use the title already displayed in the Print column. The default title is "DESTINATION SPECIAL INSTRUCTIONS:". Uncheck this checkbox in the Print column if you do NOT want to print this field on the trip ticket.

The User Section Tab on the Trip Ticket Templates Data Entry Screen

Click on the User Section tab in the Trip Ticket Templates Data Entry screen (Figure 11-8), if it is not already displayed.

Figure 11-8. The User Section Tab on the Trip Ticket Templates Data Entry Screen

Show User Area on the Trip Ticket: Check this checkbox to print the User Area displayed on this tab on the trip ticket. Figure 11-14 shows you the area that prints when you check this checkbox. Uncheck this checkbox if you do NOT want to print the User Area displayed on this tab on the trip ticket.

Importing a Text File for the User Area and / or Changing the User Section in Word Processing Mode.

The User Section Tab allows you to import your own text file you create or have already created in a text or word processor, such as Microsoft Notepad, WordPad or Word. This section describes how to import an existing Microsoft Word document.

NOTE: You do not have to import a word processing file to modify the user section of the trip ticket. You can simply the CANCEL button in the Insert Object Screen *(Figure 11-9)* and T.O.M. will display the insert User Section in *Word Processing Mode (Figure 11-13).* You can then just modify the user section in this Word Processing Mode screen if you wish. (If you do not wish to import a word processing document then skip to steps 2 and 3 and on the Insert Object Screen (Figure 11-9) click the Cancel button and skip to step 8).

1. **Create and save your file in Microsoft Word.**

2. **Start T.O.M. and go to the User Section Tab on the Trip Ticket Templates Data Entry screen.**

    Double-click on the User Section area. *While in the User Section Tab on the Trip Ticket Templates Data Entry screen*

3. Figure 11-8, point to the User Section and double-click it with your mouse. The Insert Object screen should appear.
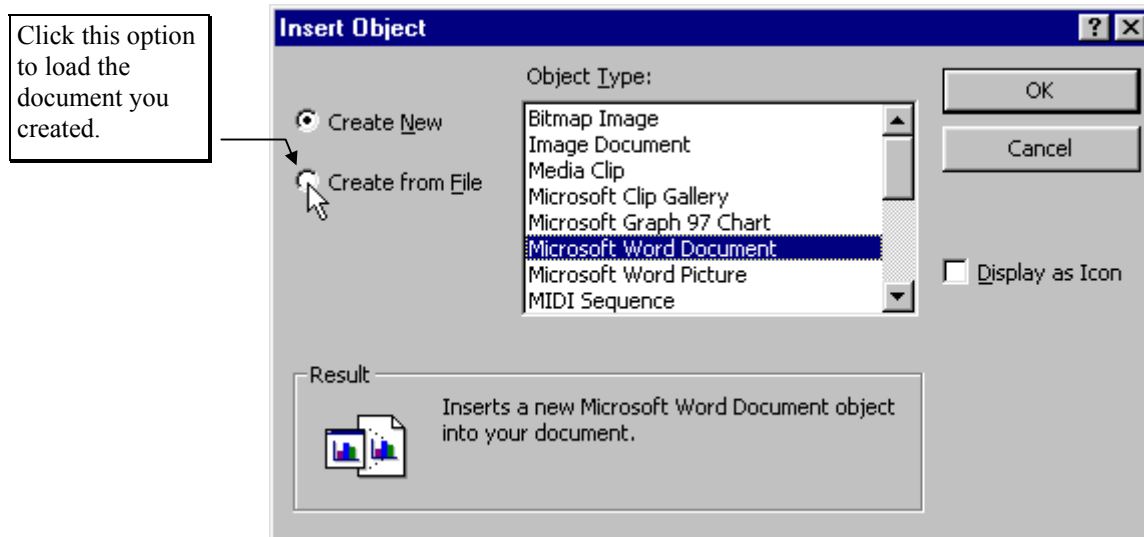
Click this option to load the document you created.

Figure 11-9. The Insert Object Screen - Selecting the Create From File Option

4. **Select the Microsoft Word Document object type and then click the option marked Create From File.** While in the Insert Object screen (Figure 11-9) click the option labeled Microsoft Word Document in the Object Type list box. Then click the option labeled Create From File. The Insert Object screen should change in appearance to look like Figure 11-10.
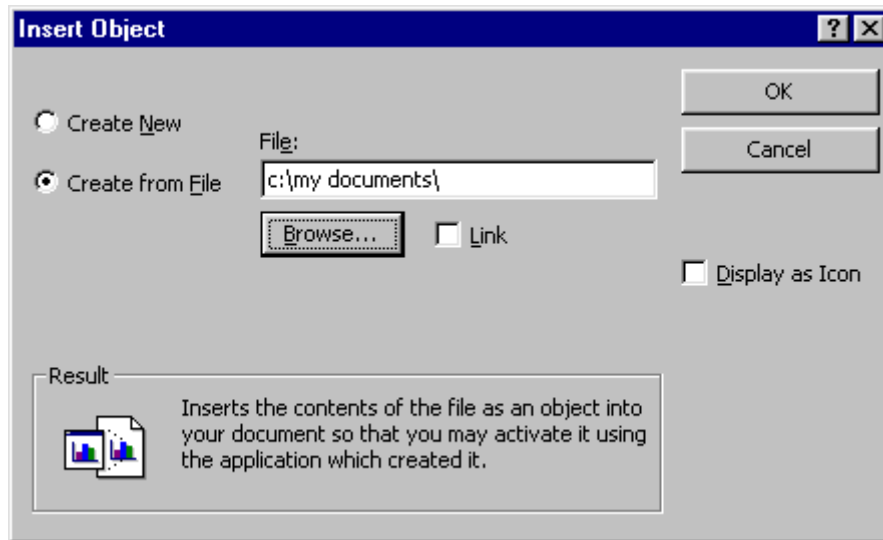
Click the button labeled Browse.

Figure 11-10. Insert Object Screen - Create From File - Selecting the Browse Option

5. **Click the Browse button and find your text file.** While in the new Insert Object screen (Figure 11-10) type in the File field the name of the drive and directory where your Word document is stored and click the Browse button. A standard Windows File Browse screen will appear which will allow you to view the various files stored in your system (Figure 11-11).
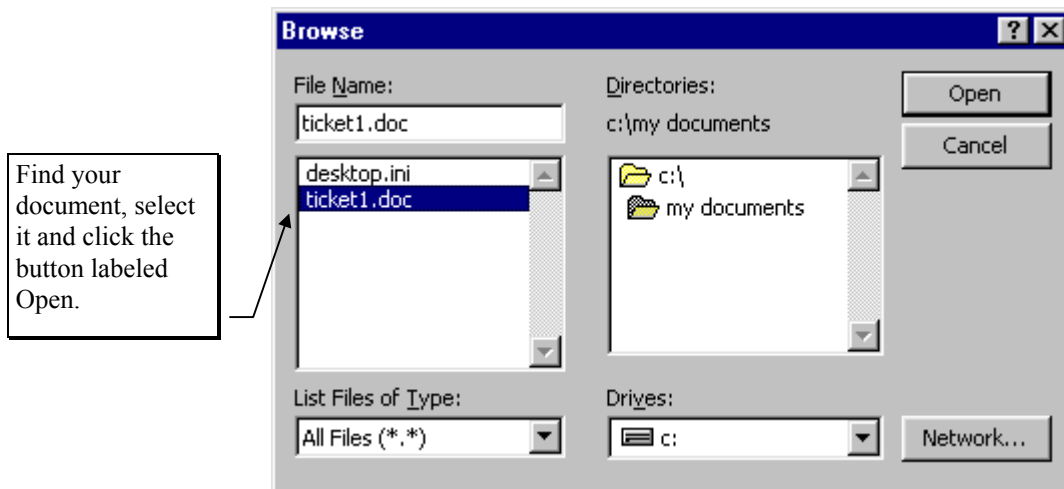

Find your document, select it and click the button labeled Open.

Figure 11-11. The File Browse Screen - Locate Your Document File and Select It

6. **Select that text file and click the OPEN button.** You will be returned to the Insert Object screen and your text filename will appear in the File field (Figure 11-12).
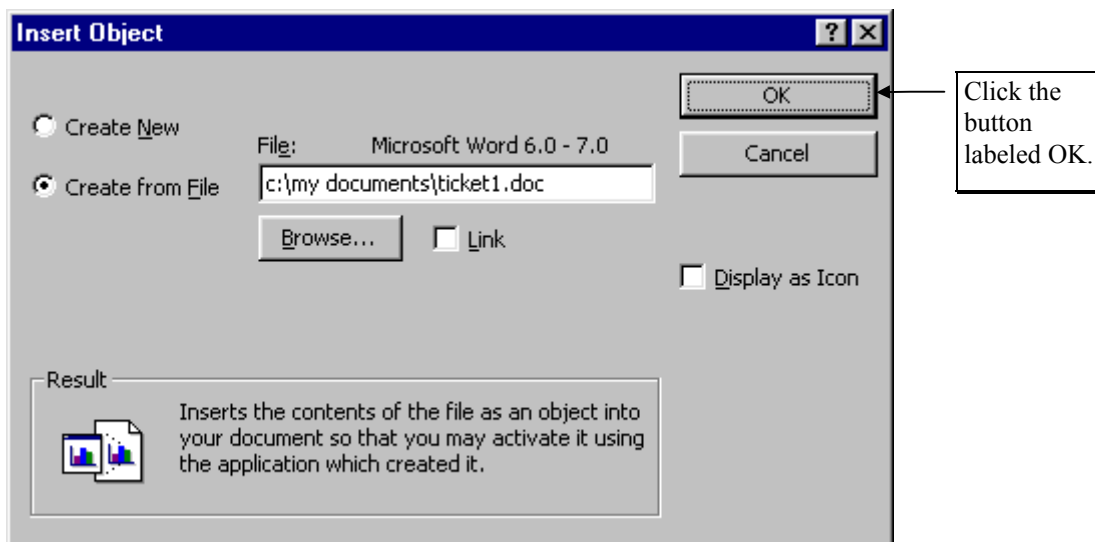
Click the button labeled OK.

Figure 11-12. Insert Object Screen AFTER Your Word File Has Been Selected

7. **Click the OK button.** Click the OK button in the Insert Object screen (Figure 11-12). Microsoft Word will automatically open up with your Word document in *Word Processing Mode* (Figure 11-13). This is done to allow you to make any changes to your User Section.
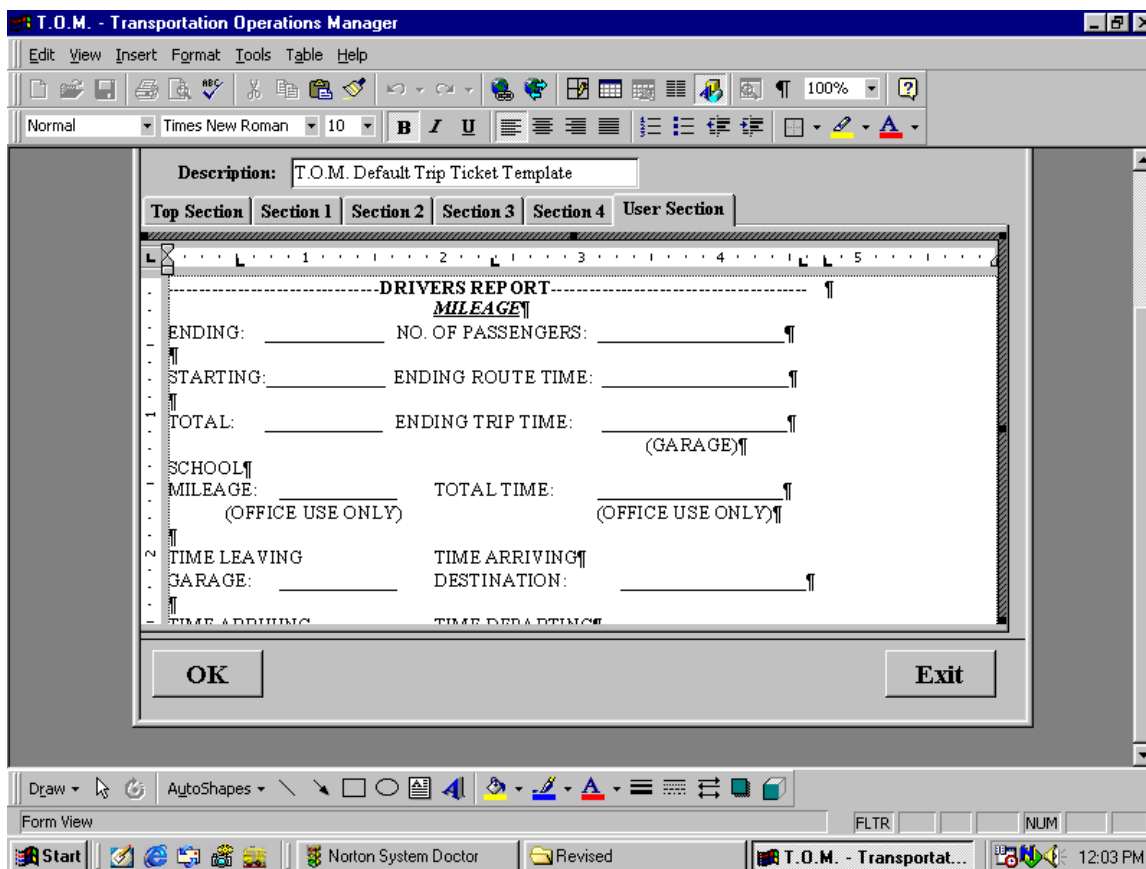

Figure 11-13. Microsoft Word Screen With Your Word Document Loaded in Word Processing Mode

8. **Modifying the User Section in the Word Processor Mode Screen.** Regardless of whether you chose to import a word processing document into your User Section or you just clicked the Cancel button in the Insert Object Screen (Figure 11-9) T.O.M. returns you to the User Section of the Trip Ticket Template Screen in *Word Processing Mode* (Figure 11-13). This means you will see word process tool bars appear and vertical and horizontal rulers. You can use your arrow and page up and page down keys to maneuver and your mouse, key board and word processing tool bar to make changes just like Microsoft Word Pad. When you are done making changes to your User Section simply click on any other part of the Trip Ticket Template Screen besides the User area and T.O.M. will save your changes and close down the Word Processing Mode.

Figure 11-14 shows a sample trip ticket with the User Section printed.

Printing the Trip Ticket

The Trip Ticket that uses the Trip Ticket template is printed from the Detailed Field Trip screen. See *Chapter 2 – Assigning Driver & Vehicles to Field Trips, Printing Trip Tickets & Garage Check Lists* in the *T.O.M. User Guide* for details about printing the Trip Ticket.

Sample Trip Ticket

User

Top

2

2

2

1

4

3

Figure 11-14. A Sample Trip Ticket

4/4/00 11:48:51 AM

PARADISE VALLEY SCHOOL DISTRICT # 69

TRIP TICKET #: **10267** REPLACING TRIP#: 9435 INTERNAL TRIP #:

DRIVER: **SUSAN** **CAUNDISC**
VEHICLE: 103 –
TRANSIT

DEPARTURE DATE: Monday, February 07, 2000
TIME OF DEPARTURE: 9:15 AM TIME OF ARRIVAL:
PICKUP: SUNRISE MIDDLE
CONTACT: M. WILLIAMS
ADDRESS: 4960 E. ACOMA
SCOTTSDALE, AZ 85254

Transit GRADE:

DESTINATION: AMERICAN WEST ARENA
1ST STREET & JEFFERSON
PHOENIX,

RETURN TIME: 11:30 AM LEAVE TIME:
RETURN TO SCHOOL DATE: Monday, February 07, 2000
BUDGET #: 8
PURPOSE: 1-W/C BUS
PASSENGERS: 99 NUMBER DISABLED:

TRIP DRIVERS:
CAUNDISC SUSAN
BILYCH ARTHUR
McCUSDY DOROTHY

* EST. MILES: 55.00
EST. HOURS: 2.75

1

—————DRIVERS REPORT—————
MILEAGE
ENDING: _____ NO. OF PASSENGERS: _____
STARTING: _____ ENDING ROUTE TIME: _____
TOTAL: _____ ENDING TRIP TIME: _____
(GARAGE)
SCHOOL
MILEAGE: _____ TOTAL TIME: _____
(OFFICE USE ONLY) (OFFICE USE ONLY)
TIME LEAVING TIME ARRIVING
GARAGE: _____ DESTINATION: _____
TIME ARRIVING TIME DEPARTING
SCHOOL: _____ DESTINATION: _____
TIME LEAVING TIME ARIVING
SCHOOL: _____ SCHOOL: _____

_____ SIGNATURE OF PERSON IN CHARGE

_____ SIGNATURE OF DRIVER

DESTINATION SPECIAL INSTRUCTIONS:
32ND STREET SOUTH TO SQUAW PEAK, TO 10 WEST, EXIT AT 7TH STREET
AND TURN SOUTH, TO WASHINGTON THEN TURN WEST, TO 1ST AVE.
TURN SOUTH TO JEFFERSON, TURN EAST TO 1ST STREET.

CUSTOMER SPECIAL INSTRUCTIONS:
PICK UP ALL FIELD TRIPS ON ACOMA, IN THE BUS PULL-
OUT NEED 1 W/C BUS