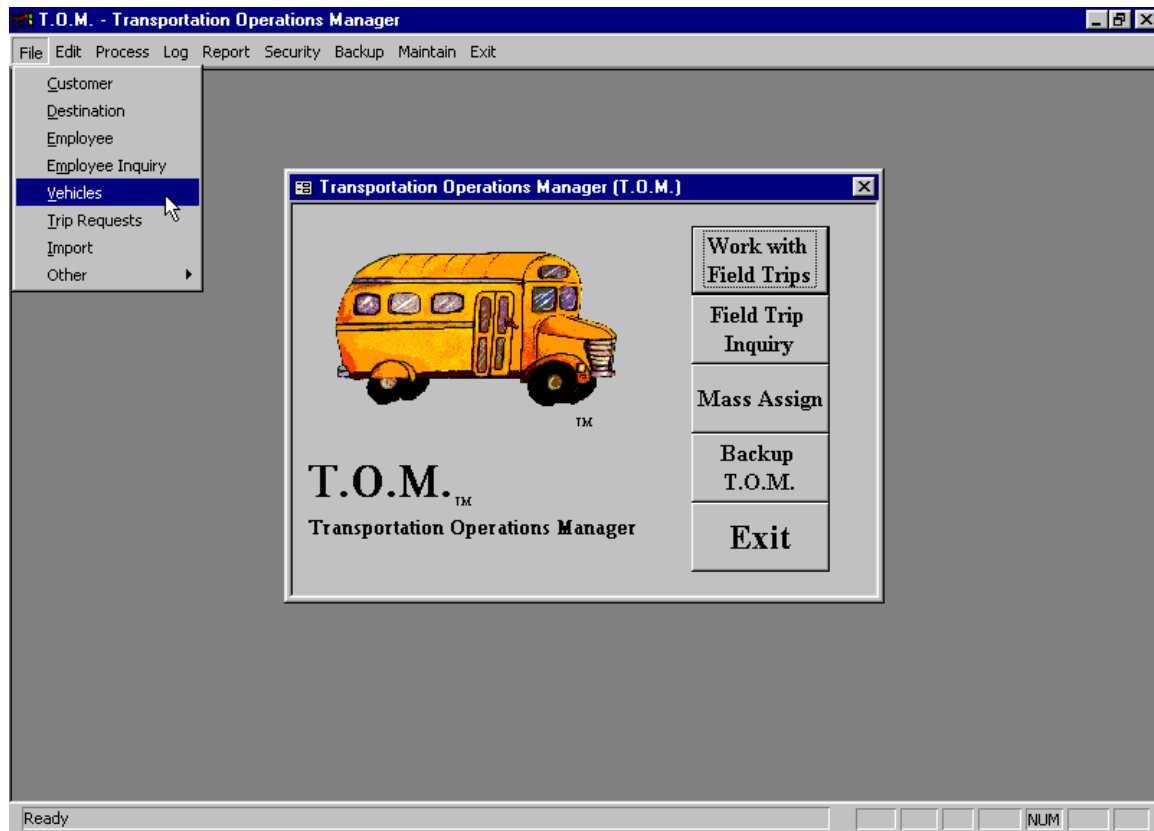


## Chapter 6

# Vehicles And Their Schedules

T.O.M. was designed to store almost if not all of the information your department must retain for your vehicles. When you select the Vehicle Maintenance Routine (Figure 6-1), the Vehicle List screen is displayed (Figure 6-2). When entering your vehicles into T.O.M. you must at least enter all of the vehicles you will assign to field trips. However, it is to your benefit to enter ALL of your vehicles because you will then have just one place to go to look up information concerning your vehicles. Take a moment to study the Vehicle Roster to see the flexibility's in retrieving vehicle information that it offers your department.



*Figure 6-1. Accessing the Vehicle List Screen*

When setting up your vehicle you can enter the vehicle's make, year of manufacture, license, fuel type, and a description and the vehicle's total miles. You can categorize each vehicle by selecting one of the Vehicle Types from the Vehicle Type list that you previously setup. If you have defined one or more custom fields, you may also enter this specific information for each vehicle.

## Working with Vehicles

Figure 6-2 is the list / search screen showing you all of the Vehicles that you have setup with T.O.M. From this screen you tell T.O.M. if you want to add a new Vehicle, change an existing Vehicle and remove existing Vehicle.

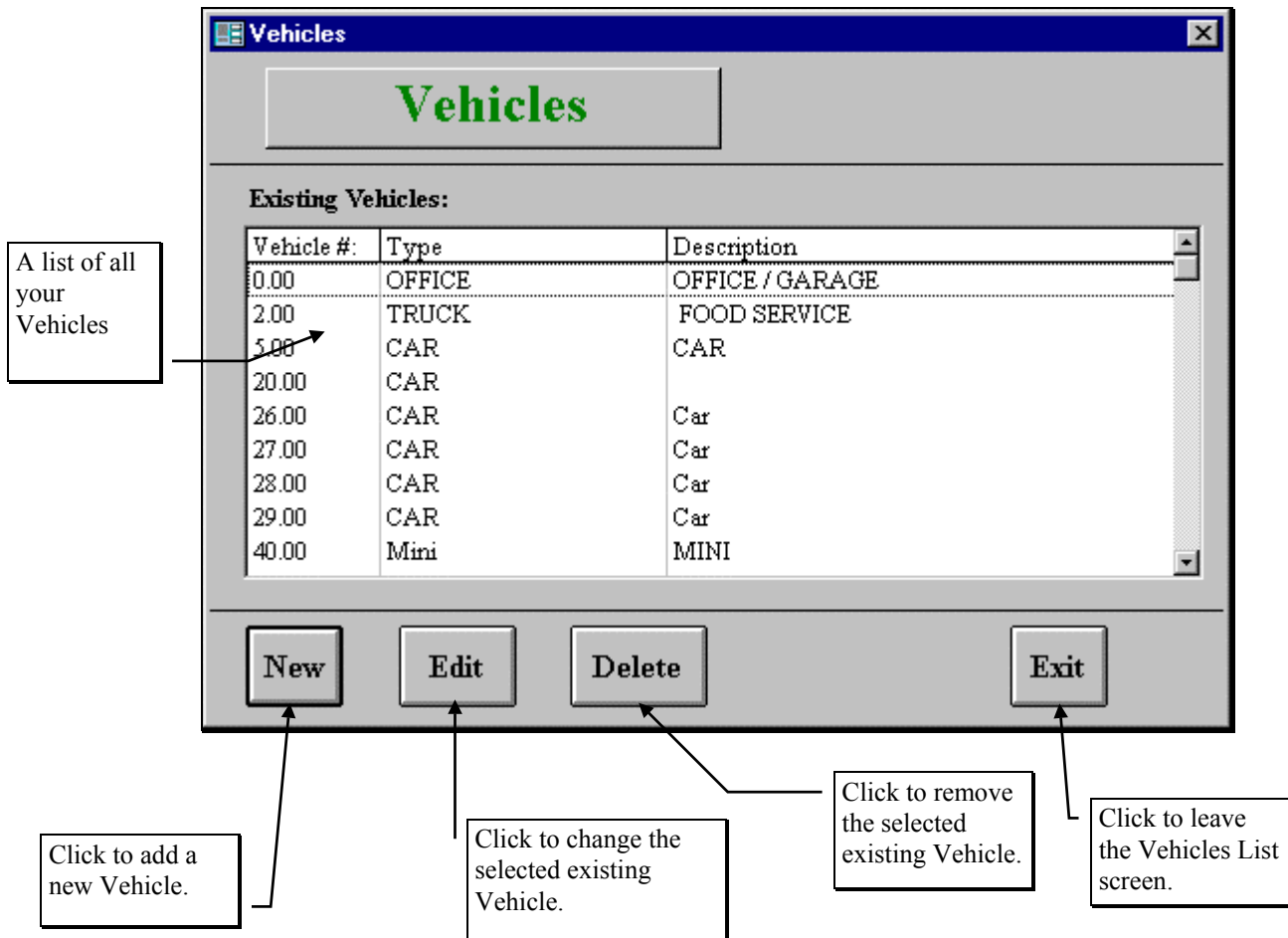


Figure 6-2. The Vehicle List Screen

### Adding a New Vehicle

If you wish to add a new Vehicle click the New button and you will be taken to the Vehicle Data Entry screen (Figure 6-3). This screen will let you enter all of the Vehicle information. To save the Vehicle information you have entered, click the OK button. To exit this form without saving the information you have entered, click the Exit button. See *Vehicle Data Entry Screen Options* below for a complete description of the data entry fields and options.

### Changing an Existing Vehicle

If you wish to change an existing Vehicle, select a Vehicle on the Vehicle List (Figure 6-2) by clicking the row containing the desired Vehicle. Then click the Edit button. You will be taken to the Vehicle Data Entry screen (Figure 6-3). This screen will let you change any of the Vehicle information except the Vehicle number. (See *Appendix E – Changing a Vehicle's Number* for details about changing a vehicle number.) To save the Vehicle information you have changed, click the OK button. To exit this form without saving the information you have entered, click the Exit button. See *Vehicle Data Entry Screen Options* below for a complete description of the data entry fields and options.



The screenshot shows the 'VEHICLE' data entry window. It contains the following fields and controls:

- Vehicle #:** 111
- Vehicle Type:** 1 (dropdown) | Transit
- Description:** TRANSIT
- License:** G560AB
- Fuel Type:** D
- Year of Manufacture:** 91
- Active:** ☒
- Vehicle Make:** BLUEBIRD
- Total Miles:** 0.0
- SEATBELTS:** Yes
- Buttons:** OK, Schedules, Exit

Callouts from the bottom of the screen:

- OK:** Click to save the Vehicle information and return to the Vehicles List screen.
- Schedules:** Click to work with the Schedules that the vehicle is listed as a spare vehicle. See Figure 6-4.
- SEATBELTS:** This is a Custom Field.
- Exit:** Click to return to the Vehicles List screen WITHOUT saving the information that you typed.

Figure 6-3. The Vehicle Data Entry Screen

## Deleting an Existing Vehicle

If you wish to remove an existing Vehicle, select a Vehicle on the Vehicle List (Figure 6-2) by clicking the row containing the desired Vehicle. Then click the Delete button. T.O.M. will ask you to confirm that you really want to delete this Vehicle. If you do confirm to T.O.M. that you want to delete the Vehicle, T.O.M. will remove the Vehicle from your T.O.M. database. *NOTE: T.O.M. will not allow you to delete a Vehicle that is being used by a Field Trip, Employee or Schedule.*

## Vehicle Data Entry Screen Options

**Vehicle #:** This is the unique number assigned to each vehicle. Unlike customers, destinations and employees, T.O.M. does NOT assign a number to vehicles. T.O.M. assumes that the district has already assigned a unique number to each vehicle. You may enter a number from 0 to 99999 in this field. Each vehicle must have a number that is unique to that vehicle. You must enter a vehicle number.

**NOTE:** You may find it necessary to renumber a vehicle's number for a particular reason. When you do this, all field trips and other references to that vehicle are changed as well. See *Appendix D – Changing a Customer's Number* later in this manual for details. Make sure you have a current backup of your T.O.M. database BEFORE using the Vehicle Renumber maintenance routine. (See *Chapter 10 – Backing Up and Restoring* in the *T.O.M. User Guide*.) Also, make sure you are the ONLY person using T.O.M.



**Vehicle Type:** This is the category that you have assigned to this vehicle. The button with the arrow pointing down to the right of this field indicates that this field is a drop down list field. That is if you click this button you are given the valid choices available for this field. When you click this button you are shown all of the vehicle types that you have entered into T.O.M. For more information about vehicle types see *Vehicle Types in Chapter 3 - Entering Lookup Lists* in this manual.

**Description:** This field allows you to enter any additional description about the vehicle that you desire. It is 30 characters long. You are not required to enter any information in this field. You may find it useful to use this field to further distinguish a vehicle from other vehicles of the same vehicle type and vehicle make.

**License:** This is the vehicle's license number. It is 8 characters long. You may put either letters or numbers in this field.

**Year of Manufacture:** This is the year that the vehicle was made. You may enter the year as either "91" or "1991" for example. You should, however, be consistent on how you enter the Year of Manufacture for all of the vehicles. T.O.M. allows you to select all vehicles that were made on a certain year in the Vehicle Roster Report. If you enter some vehicles that were made in 1991 as "91" and some as "1991", then you would have to run the report twice. Once requesting all vehicles with the Year of Manufacture of "91" and the second requesting all vehicles with the Year of Manufacture of "1991".

**Vehicle Make:** This is the manufacturer of the vehicle. It is 30 characters long. You would usually enter the name of the company that produced your vehicle. You should be consistent on how you enter the Vehicle Make for all of the vehicles. T.O.M. allows you to select all vehicles with a certain Vehicle Make in the Vehicle Roster Report. If you enter some vehicles that were made by Bluebird for example, as "Blue" and some as "Bluebird" then you would have to run the report twice. Once requesting all vehicles with the Vehicle Make of "Blue" and the second requesting all vehicles with the Vehicle Make of "Bluebird".

**Total Miles:** This is the total miles that the vehicle has been driven. T.O.M. does NOT maintain this information. You would enter this information on a regular basis (weekly, monthly, quarterly, etc.) and have it available for management reports. You may enter whole miles as well as tenths of miles in this field.

**Fuel Type:** This is the type of fuel that the vehicle uses. It is a 1-character field. You may enter a single character that represents the type of fuel used by this vehicle. For example, G-Gasoline, Diesel, Compressed Natural Gas, or Electric. You should be consistent on how you enter the Fuel Type for all of the vehicles. T.O.M. allows you to select all vehicles with a certain Fuel Type in the Vehicle Roster Report. If you enter some vehicles that use diesel for example, as "D" and some as "E" then you would have to run the report twice. Once requesting all vehicles with the Fuel Type of "D" and the second requesting all vehicles with the Fuel Type of "E".

**Active:** This checkbox is used to signify if this is an active vehicle or not. If this box is checked the vehicle is considered active. If this box is not checked the vehicle is considered inactive. In the Vehicle Directory Report T.O.M. allows you to specify whether you wish to list active, inactive or all vehicles on the report.

**Custom Fields 1-3:** These are the three user defined fields available for your use for each vehicle. They are NOT visible unless you have given them a caption. You give a custom field a caption by going into the Custom Fields screen from the District Options screen. Each of these custom fields is 5 characters long. You may enter either numbers and or letters in these fields. They can be used to store any type of information or code that you require concerning your district's vehicles. You should be consistent on how you enter the value of the custom fields for all of the vehicles. T.O.M. allows you to select all vehicles with a certain value in these custom fields in the Vehicle Roster Report. The uses of these custom fields are limited only to your imagination! For more information about defining your vehicle custom fields see *Chapter 4 - District Options* in this manual.





## Working with Vehicle Schedules

While entering the vehicle information, you may also establish in which schedules that vehicle will belong.

**NOTE:** IN ORDER TO ENSURE THAT T.O.M. AUTOMATICALLY ASSIGNS VEHICLES TO FIELD TRIPS CORRECTLY, YOU MUST PROPERLY ESTABLISH WHICH SCHEDULE EACH VEHICLE BELONGS. You can view what schedules a vehicle belongs in as well as add or remove schedules that a vehicle belongs in by clicking the Schedule button which displays the Add / Remove Vehicles From Schedule screen (Figure 6-4).

*It is important that you understand how schedules are setup and how they work with the automatic assignment function. Please take time to read Appendix A - Schedules - Setting Them Up & How They Affect Automatic Assignment.*

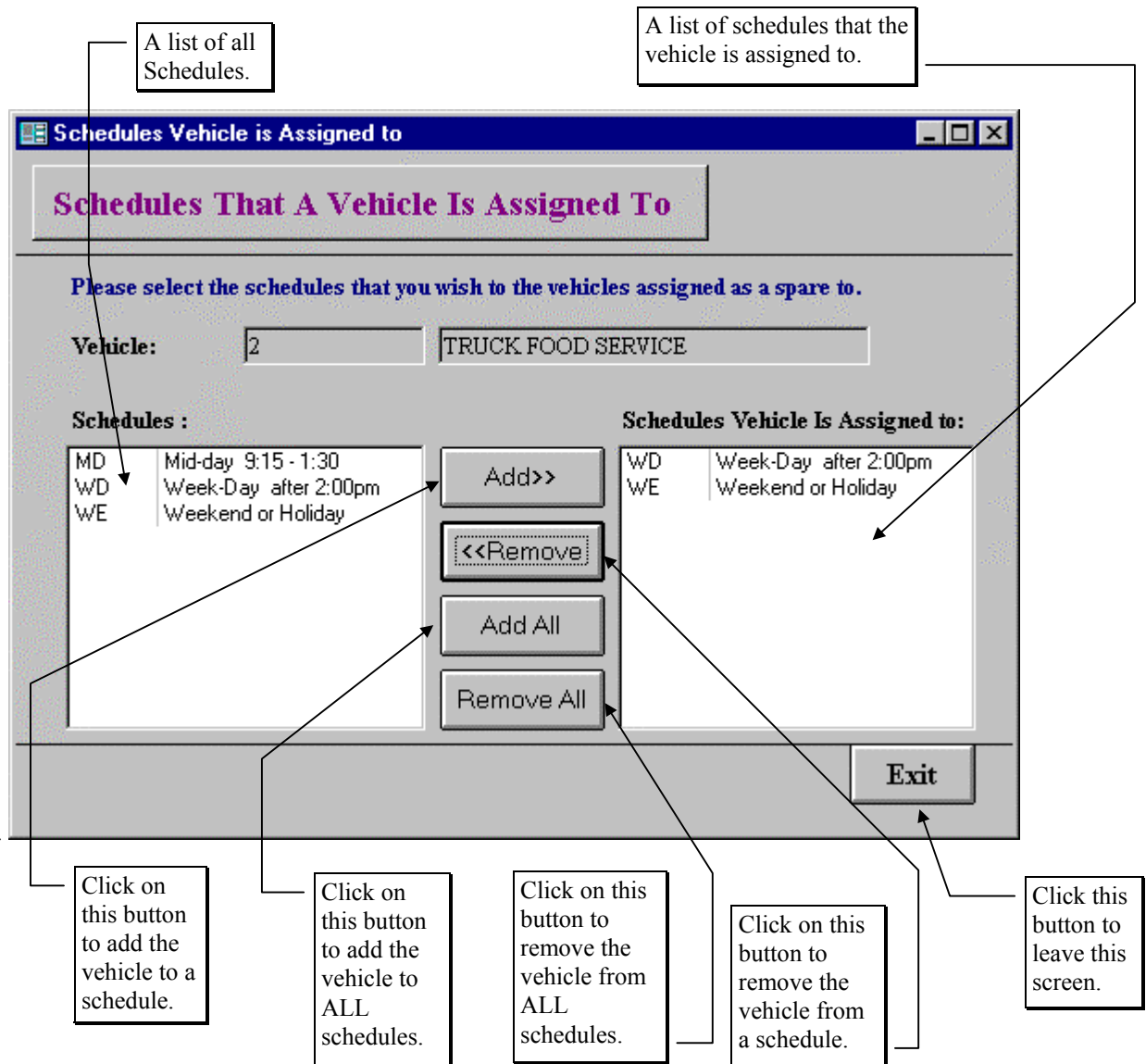


Figure 6-4. The Add / Remove Vehicle To Schedules Screen