

Chapter 18

Working with Trip Types

As you know a bus may stop at the same physical bus stop many times throughout the day for various students. For example, the bus stop 1231 Elm Street for the school Willow Elementary may have the bus stop to pick elementary children for the morning, drop off mid-day kindergartners in the late morning, pickup the second mid-day kindergartners in the early afternoon and drop of elementary children from school in the afternoon. Many other routing software programs would require you to create a physical bus stop for each of these occurrences. T.O.M. Routing does not! T.O.M. allows you to create “trip types” and assign them to both your students and your stops.

Trip types allow you to tell T.O.M.:

- What kind of bus runs the student requires and that the bus stop accommodates.
- Whether or not a bus stop is a valid one to assign a student to during the automatic assigning of students to bus stops.
- What occurrences of a bus stop you want to pickup or drop off for a particular bus run.

Accessing Trip Types

Trip types are accessed from the T.O.M. Routing Main Menu, as shown Figure 18-1. From the File menu, choose the Other menu and then the Trip Types command. The Trip Types screen is displayed (Figure 18-2).

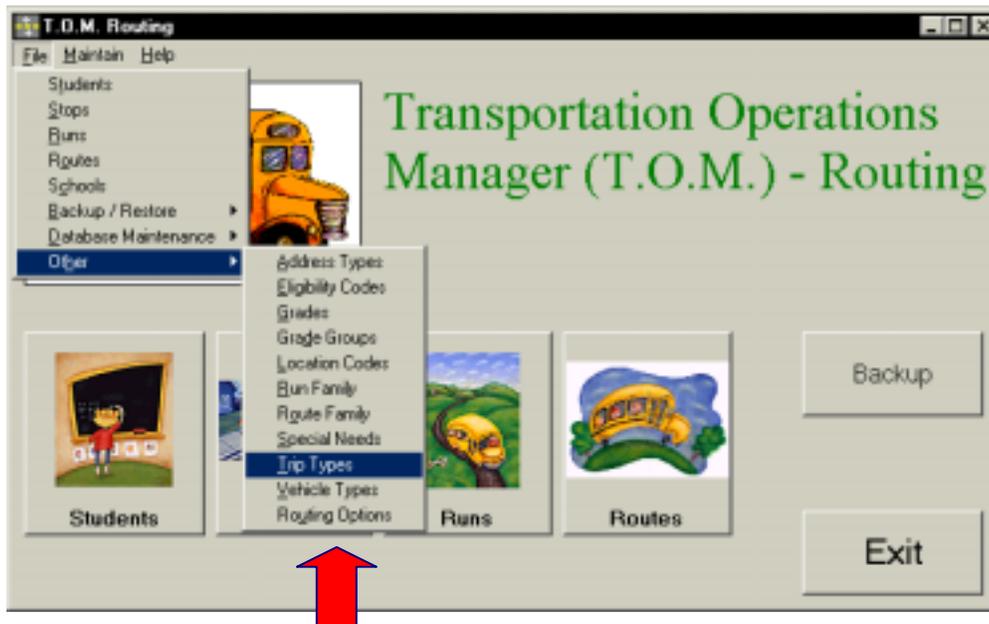


Figure 18-1. Accessing Trip Types

Using the Trip Types Search Screen

The Trip Types Search screen (Figure 18-2) displays the trip types you have already set up in T.O.M. Routing. To find a trip type, scroll through the list using the vertical scroll bar, if necessary.



See Table 18-1 for field descriptions

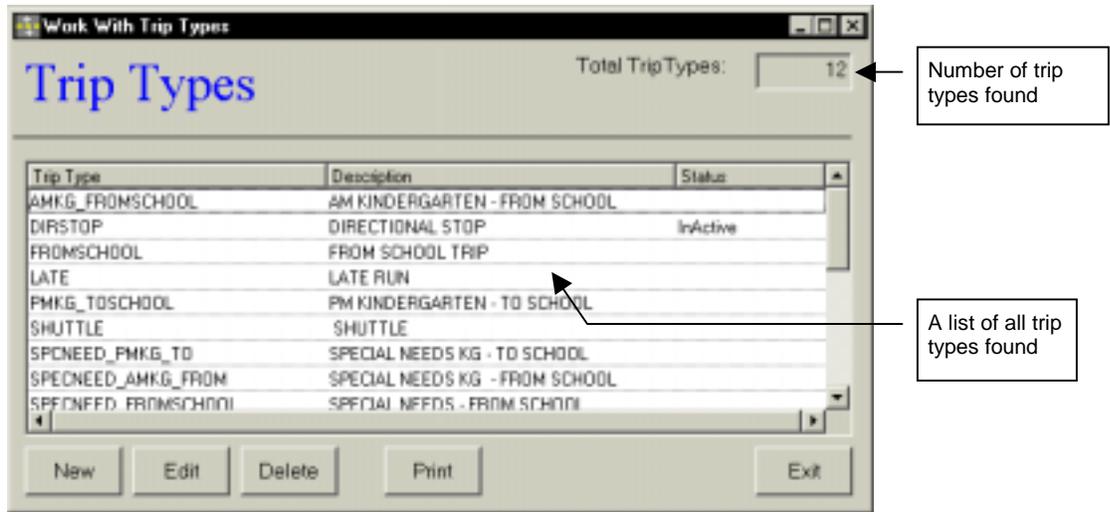


Figure 18-2. The Trip Types Search Screen

From the Trip Types Search screen (Figure 18-2), you can add a new trip type, edit an existing trip type or delete all but the system (default) trip types. You can also print a complete list. See Table 18-1 for details.

Table 18-1. Trip Types Search Screen Options (Figure 18-2)

Field	Description
Total Trip Types	Displays the total number of trip types found in your T.O.M. Routing database, including both active and inactive.
Trip Type	The trip type identifies a particular trip type, such as to school trip, from school trip, directional stop, late run, and so on. [Lisa: I take it there no default trip types?] You add trip types using the New button.
Description	The description field provides a clarifying description for the trip type. See Table 18-2 for details.
Status	Displays whether the trip type is active or inactive. See Table 18-2 for details.
	To add a new trip type, click the New button. See Adding a New Run Trip Type for details.
	To edit an existing trip type, select it in the list and then click the Edit button, or simply double-click the trip type in the list. See Editing an Existing Trip Type for details.
	To delete an existing trip type, select it in the list and then click the Delete button. See Deleting an Existing Trip Type for details.
	Prints a list of all trip types.
	Closes the Trip Types screen.



Using the Trip Type Maintenance Screen

See Table 18-2 for field descriptions

Figure 18-3. The Trip Type Maintenance Screen

Table 18-2 describes options in the Trip Type Maintenance screen.

Table 18-2. Trip Type Maintenance Screen Options (Figure 18-3)

Field	Required?	Limitations	Description
Run Family	Yes	20 characters (letters, numbers or both)	The trip type identifies a particular trip type, such as to school trip, from school trip, directional stop, late run, and so on. [Lisa: I take it there no default trip types?]
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the trip type. Enter the description as you wish it to be sorted in a list or searched in the database. For example, start your descriptions with "PM" if you want to search all PM runs. Or start with "KG" or "Kindergarten" if you want to search by one of those descriptions.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the trip type is active (checked) or inactive (unchecked). It allows you to make a trip type inactive without deleting it from the database. To use it again later, simply check this option to make it active. It is also useful during a search when you want your search results to show records with only active or inactive trip types.



Adding a New Run Trip Type

1. Click the New button on the Trip Types Search screen (Figure 18-2). The Trip Type Maintenance screen is displayed (Figure 18-4). This screen allows you to enter the new trip type and description. The new trip type is checked active by default. See Table 18-2 for details.

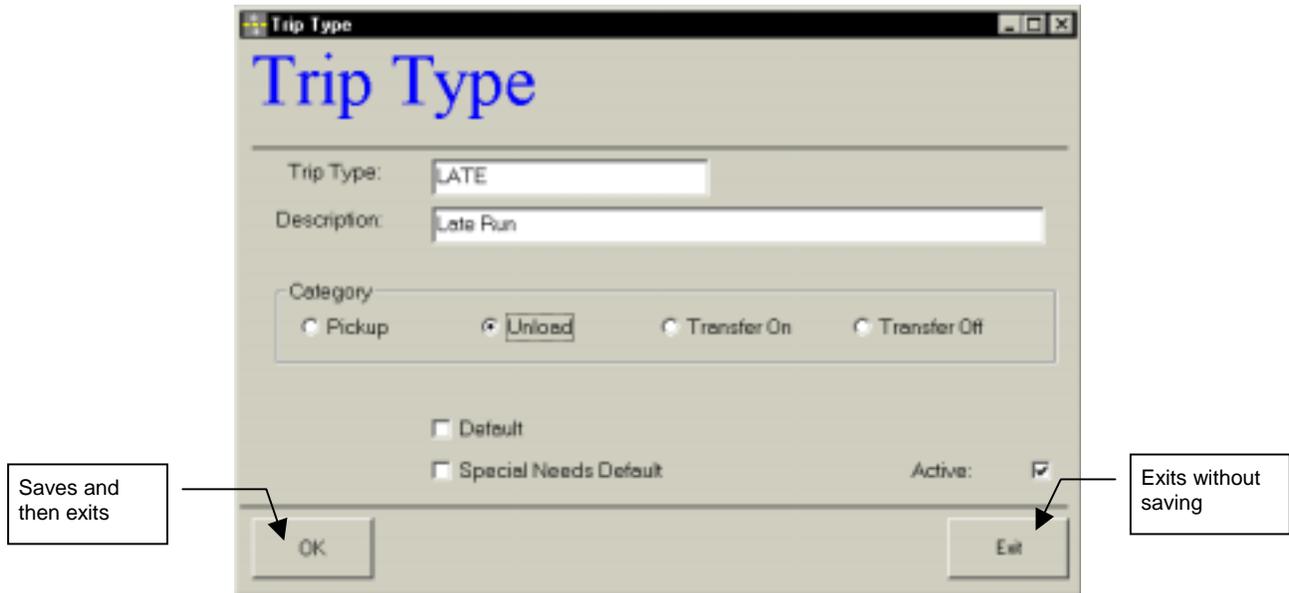


Figure 18-4. Adding a New Trip Type

2. To save the new run family, click the OK button. To close the screen without saving the run family, click the Exit button.

Editing an Existing Trip Type

1. Select the trip type you wish to edit on the Trip Types Search screen and then click the Edit button (Figure 18-2). The Trip Type Maintenance screen is displayed (Figure 18-5). This screen allows you to make changes as described in Table 18-2.

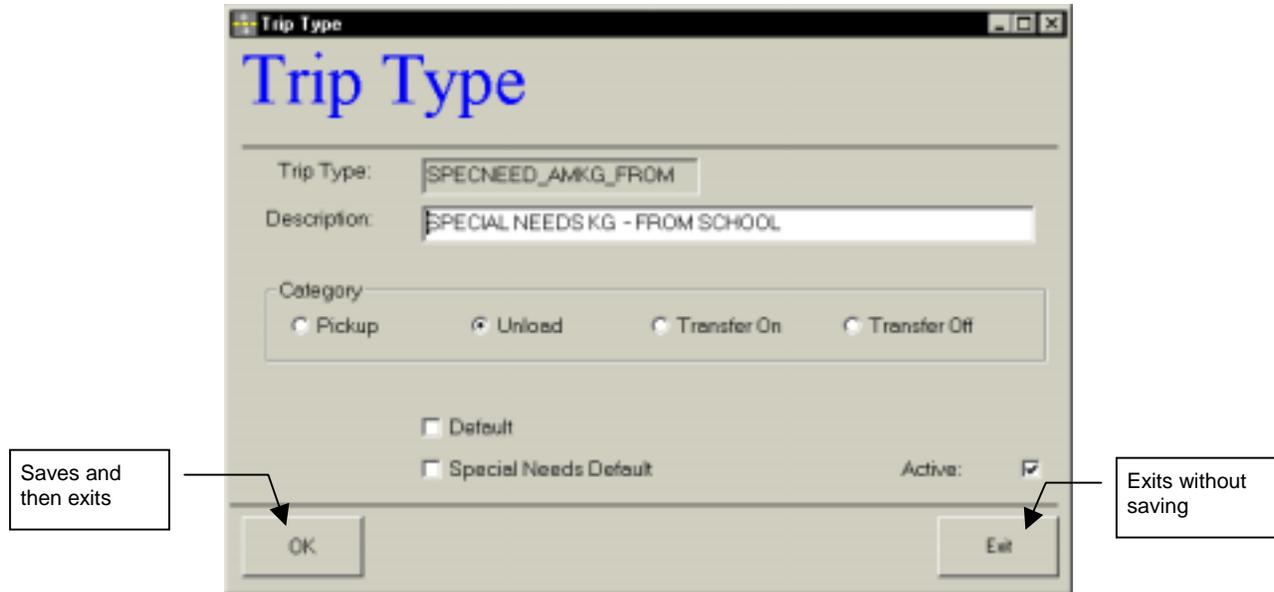


Figure 18-5. Editing an Existing Trip Type

- To save your changes, click the OK button. To close the screen without saving the changes, click the Exit button.

Deleting an Existing Trip Type

- Select the trip type you wish to delete on the Trip Types Search screen and then click the Delete button (Figure 18-6).

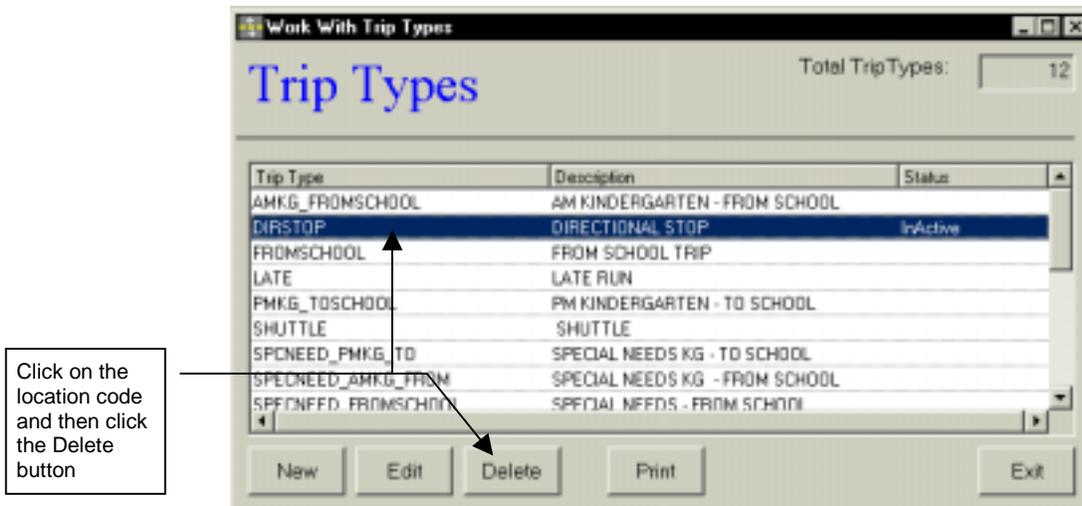


Figure 18-6. Deleting an Existing Trip Type

- Click Yes to confirm that you want to delete this trip type from the T.O.M. Routing database; otherwise, click No (Figure 18-7).



Figure 18-7. Confirming the Trip Type Deletion

NOTE: You cannot delete a trip type that is currently being used. Figure 18-8 shows the error message indicating the trip type is still in use.



Figure 18-8. The Cannot Delete Trip Type Error Message