

# Chapter 19

## Working with Vehicle Types

T.O.M. allows you to define your various types of vehicles. You can assign various passenger capacities for these vehicle types. You can even define any special needs capabilities and capacities for your vehicle types. Once you have created your various vehicle types you can then use them to categorize and group your vehicles that you can also set up in T.O.M.

### Accessing Vehicle Types

Vehicle types are accessed from the T.O.M. Routing Main Menu, as shown Figure 19-1. From the File menu, choose the Other menu and then the Vehicle Types command. The Vehicle Types Search screen is displayed (Figure 19-2).



Figure 19-1. Accessing Vehicle Types

### Using the Vehicle Types Search Screen

The Vehicle Types Search screen (Figure 19-2) displays the vehicle types you have already set up in T.O.M. Routing. To find a vehicle type, scroll through the list using the vertical scroll bar, if necessary.



See Table 19-1 for field descriptions

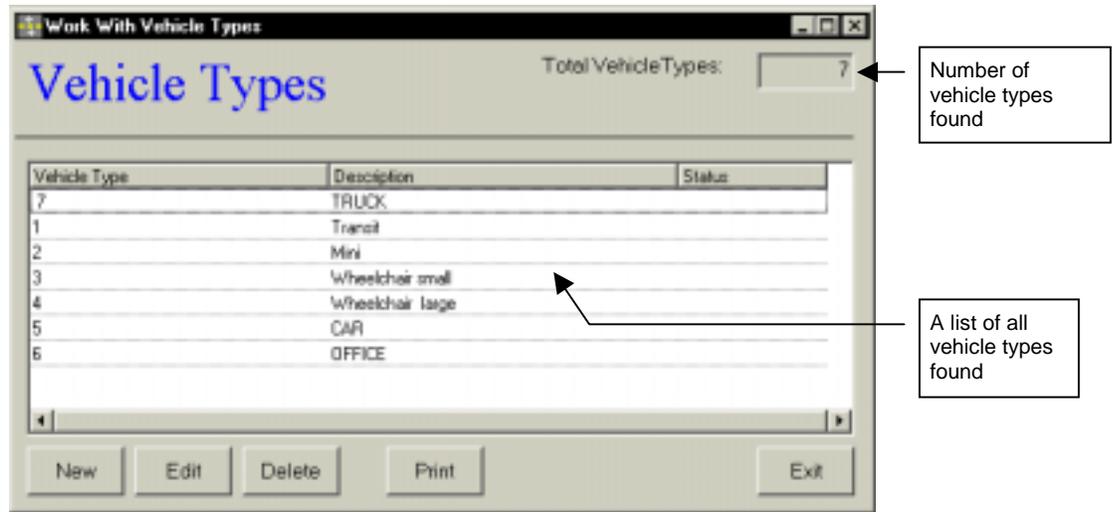
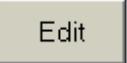


Figure 19-2. The Vehicle Types Search Screen

From the Vehicle Types Search screen (Figure 19-2), you can add a new vehicle type, edit an existing vehicle type or delete all but the system (default) vehicle types. You can also print a complete list. See Table 19-1 for details.

Table 19-1. Vehicle Types Search Screen Options (Figure 19-2)

Field	Description
Total Vehicle Types	Displays the total number of vehicle types found in your T.O.M. Routing database, including both active and inactive.
Vehicle Type	The vehicle type identifies is a code assigned to a particular type of transportation vehicle, such as trucks, minis, wheelchair accessible vehicles and so on. They can also identify the size of the vehicle. This code can have both letters and numbers and it is 3 characters long. [Lisa: Are there any default vehicle types?] You add vehicle types using the New button.
Description	The description field provides a clarifying description for the vehicle type. See Table 19-2 for details.
Status	Displays whether the vehicle type is active or inactive. See Table 19-2 for details.
	To add a new vehicle type, click the New button. See <a href="#">Adding a New Vehicle Type</a> for details.
	To edit an existing vehicle type, select it in the list and then click the Edit button, or simply double-click the vehicle type in the list. See <a href="#">Editing an Existing Vehicle Type</a> for details.
	To delete an existing vehicle type, select it in the list and then click the Delete button. See <a href="#">Deleting an Existing Vehicle Type</a> for details.
	Prints a list of all vehicle types.
	Closes the Vehicle Types screen.



## Using the Vehicle Types Maintenance Screen

See Table 19-2 for field descriptions

Figure 19-3. The Vehicle Type Maintenance Screen

Table 19-2 describes options in the Vehicle Type Maintenance screen.

Table 19-2. Vehicle Type Maintenance Screen Options (Figure 19-3)

Field	Required?	Limitations	Description
Run Family	Yes	3 characters (letters, numbers or both)	The vehicle type identifies is a code assigned to a particular type of transportation vehicle, such as trucks, minis, wheelchair accessible vehicles and so on. They can also identify the size of the vehicle.
Description	No	30 characters (letters, numbers or both)	The description field provides a clarifying description for the vehicle 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 "wheelchair" if you want to search all vehicle types that employ wheelchairs.
Capacity (High, Medium, Low)	No	? characters; numbers only	These are the three passenger capacities you can define for each vehicle type used when checking runs for potential over crowding warnings. Specify the capacities used for each run you set up. For example, high capacity could be when a run is transporting kindergarten age students and low capacity could be when a run is transporting high school age children.
Overfill (High, Medium, Low)	No	? characters; numbers only	These are the three students capacities you can define for each vehicle type used when checking runs for potential over crowding warnings. This field provides a "buffer" before a warning is issued. It is particularly useful when you have bus runs where many eligible students do not regularly ride the bus. Instead of accepting the normal over capacity warning, you can use the Overfill field to tell T.O.M. to overbook the bus by a certain number of students BEFORE the warning is given to you. This overfill number is <i>stamped</i> on the Run screen when a vehicle type is selected for the run and the user can override this number at the run level.



Field	Required?	Limitations	Description
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the vehicle type is active (checked) or inactive (unchecked). It allows you to make a vehicle 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 vehicle types.

## Adding a New Vehicle Type

1. Click the New button on the Vehicle Types Search screen (Figure 19-1). The Vehicle Type Maintenance screen is displayed (Figure 19-4). This screen allows you to create a new vehicle and description. The new vehicle is checked active by default. You may also adjust student capacities for normal and overfill situations. See Table 19-2 for details.

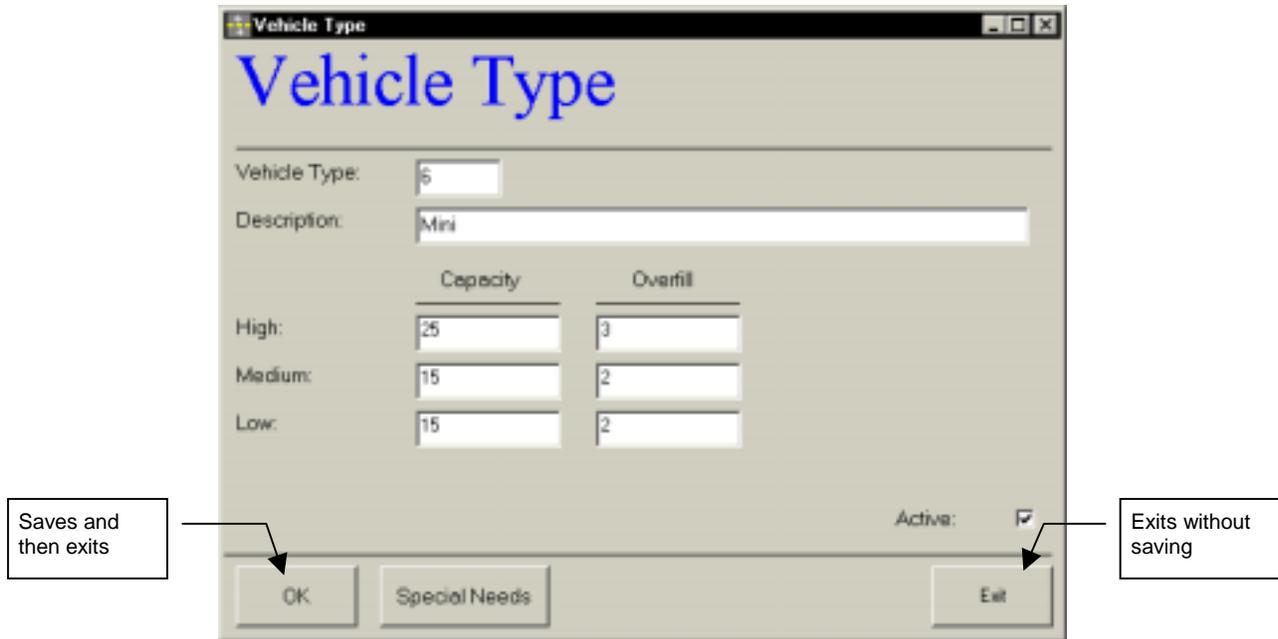


Figure 19-4. Adding a New Vehicle Type

2. To save the new vehicle type, click the OK button. To close the screen without saving the vehicle type, click the Exit button.



## Editing an Existing Vehicle Type

1. Select the vehicle type you wish to edit on the Vehicle Types Search screen and then click the Edit button (Figure 19-2). The Vehicle Type Maintenance screen is displayed (Figure 19-5). This screen allows you to make changes as described in Table 19-2.

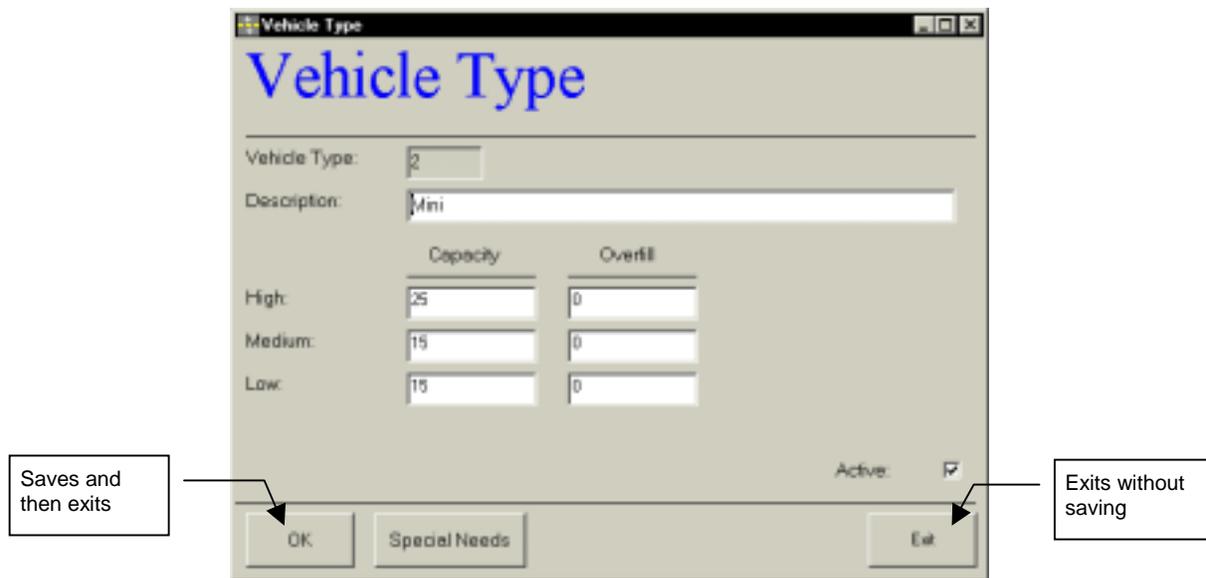


Figure 19-5. Editing an Existing Vehicle Type

2. To save the new vehicle type, click the OK button. To close the screen without saving the vehicle type, click the Exit button.

## Deleting an Existing Vehicle Type

1. Select the vehicle type you wish to delete on the Vehicle Types Search screen and then click the Delete button (Figure 19-6).

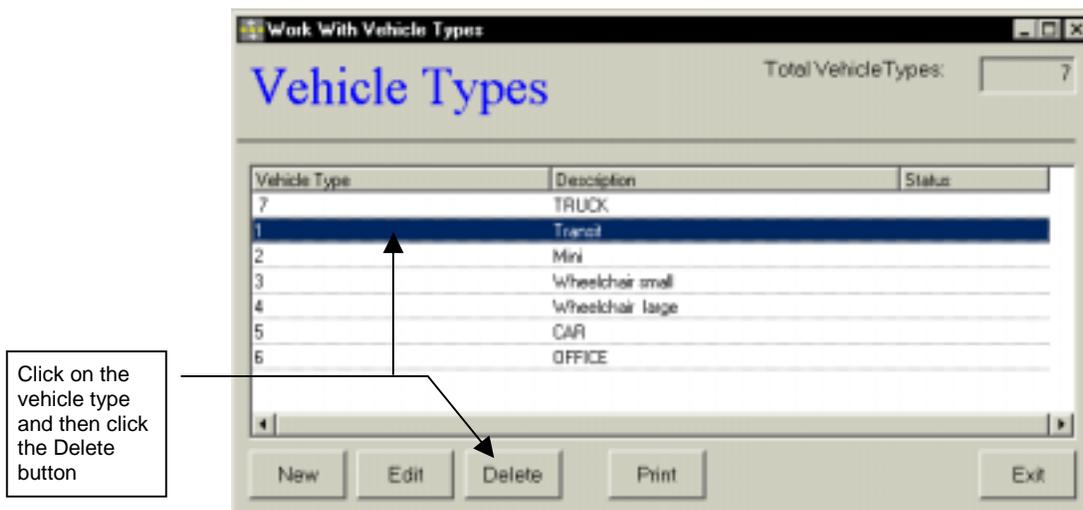


Figure 19-6. Deleting an Existing Vehicle Type



- Click Yes to confirm that you want to delete this vehicle type from the T.O.M. Routing database; otherwise, click No (Figure 19-7).



Figure 19-7. Confirming the Vehicle Type Deletion

**NOTE:** You cannot delete a vehicle type that is currently being used. Figure 19-8 shows the error message indicating the vehicle type is still in use.



Figure 19-8. The Cannot Delete Vehicle Type Error Message

## Working With A Vehicle Type's Special Needs Capabilities

T.O.M. allows you to add special needs capabilities to a vehicle type, such as wheelchair, car seat, assistants and so on. Special needs capabilities and capacities help determine warnings for potential problems for students who require them. To work with a vehicle type's special needs capabilities, click in the Special Needs button in the Vehicle Type Maintenance screen (Figure 19-9). The Vehicle Type Special Needs Search screen is displayed (Figure 19-10).

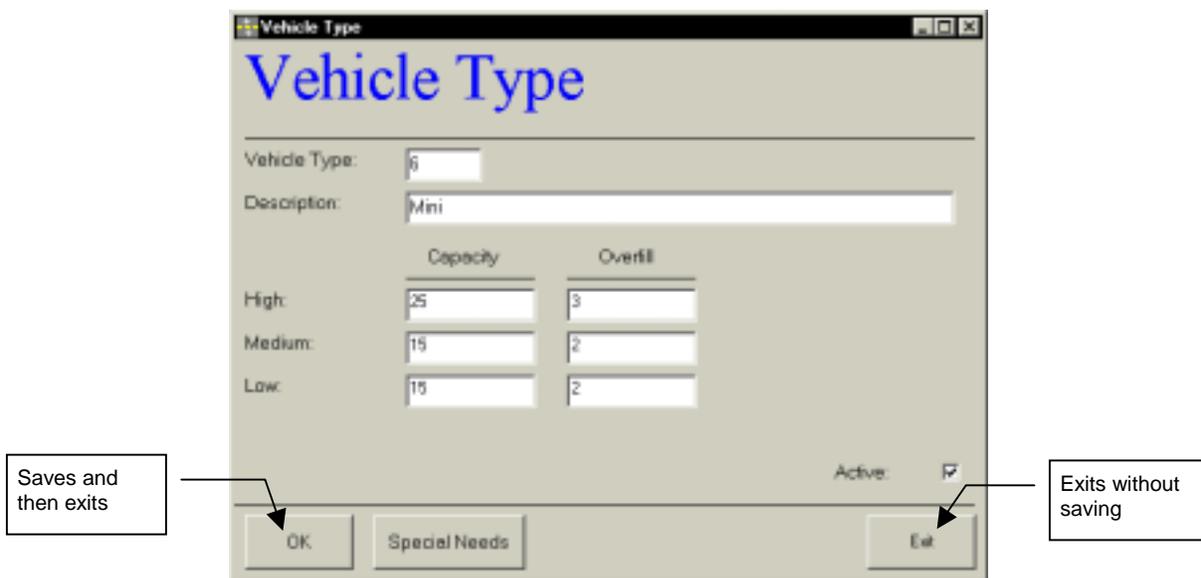


Figure 19-9. The Vehicle Type Maintenance Screen



## Using the Vehicle Type Special Needs Search Screen

The Vehicle Type Special Needs Search screen (Figure 19-10) displays all the vehicle types special needs you have already set up with T.O.M. To find a special need, scroll through the list using the vertical scroll bar, if necessary.

See Table 19-3 for field descriptions

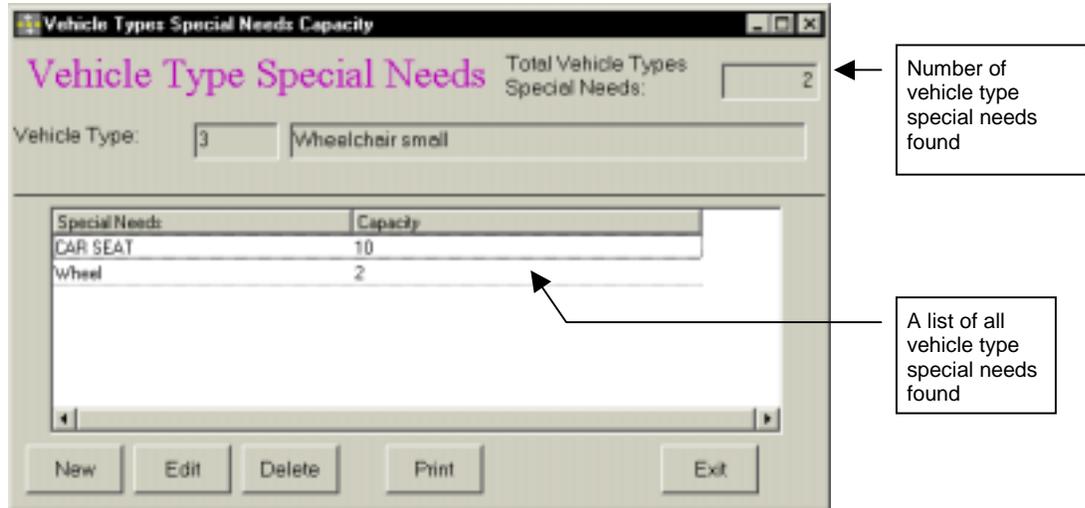


Figure 19-10. The Vehicle Type Special Needs Search Screen

The Vehicle Type Special Needs Search screen (Figure 19-10), you can add a new vehicle types special need, change an existing vehicle types special need and remove an existing vehicle types special need. You can also print a complete list. See Table 19-3 for details.

Table 19-3. Vehicle Types Search Screen Options (Figure 19-10)

Field	Description
Total Vehicle Types Special Needs	Displays the total number of vehicle types found in your T.O.M. Routing database, including both active and inactive.
Vehicle Type	The vehicle type is the code assigned to a particular type of transportation vehicle, such as trucks, minis, wheelchair accessible vehicles and so on. They can also identify the size of the vehicle. The vehicle type field also includes a description.
Special Needs	The special need code you have already set up in T.O.M. This code must already exist in T.O.M., and signifies the vehicle type is capable of transporting students with this special need.
Capacity	The number of students that have this special need that the vehicle type can transport. T.O.M. uses this number when checking your runs to ensure that a run does not have more students with a particular special need than the vehicle type can transport.
New	To add a new vehicle types special need, click the New button. See <a href="#">Adding a New Vehicle Type</a> for details.
Edit	To edit an existing vehicle types special need, select it in the list and then click the Edit button, or simply double-click it in the list. See <a href="#">Editing an Existing Vehicle Type</a> for details.
Delete	To delete an existing vehicle types special need, select it in the list and then click the Delete button. See <a href="#">Deleting an Existing Vehicle Type</a> for details.
Print	Prints a list of all vehicle types special needs.
Exit	Closes the Vehicle Types Special Needs Search screen.



### Using the Vehicle Types Maintenance Screen

See Table 19-4 for field descriptions

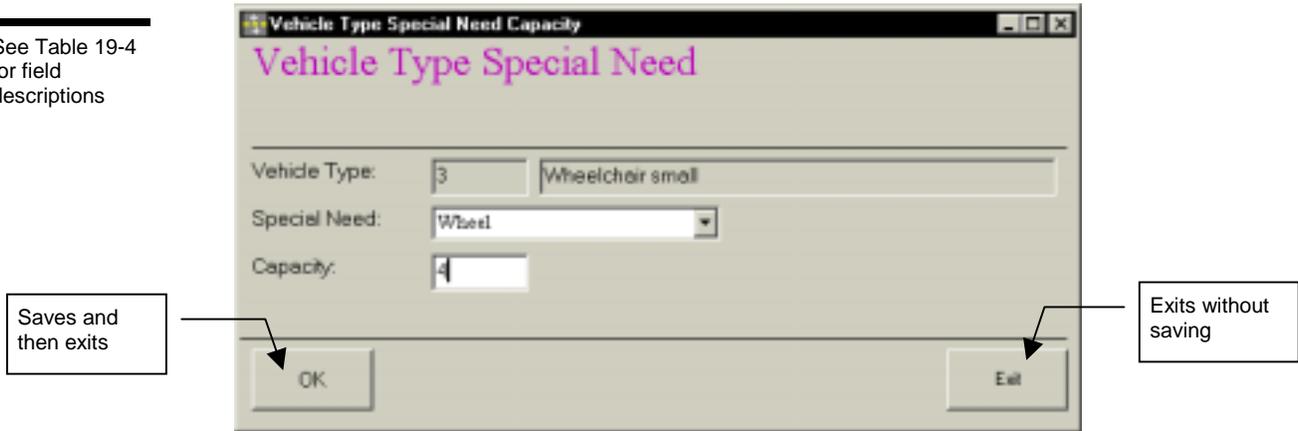


Figure 19-11. The Vehicle Type Special Needs Maintenance Screen

Table 19-4 describes options in the Vehicle Type Special Needs Maintenance screen.

Table 19-4. Vehicle Type Special Needs Maintenance Screen Options (Figure 19-3)

Field	Required?	Limitations	Description
Vehicle Type	—	Cannot be edited	
Special Need	Yes	Select from drop-down list	
Capacity	No		

### Adding a New Vehicle Type Special Need

1. Click the New button on the Vehicle Type Special Needs Search screen (Figure 19-10). The Vehicle Type Special Need Maintenance screen is displayed (Figure 19-12). This screen allows you to create a new special need and designate a capacity. See Table 19-4 for details.

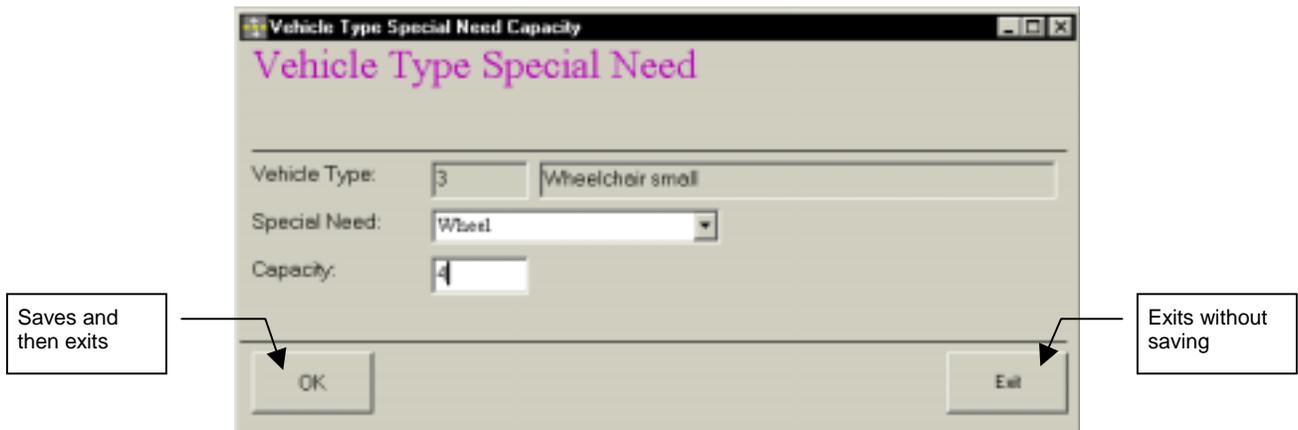


Figure 19-12. Adding a New Vehicle Type Special Need

2. To save the new vehicle type special need, click the OK button. To close the screen without saving the vehicle type special need, click the Exit button.



### Editing an Existing Vehicle Type Special Need

1. Select the vehicle type special need you wish to edit on the Vehicle Types Special Need Search screen and then click the Edit button (Figure 19-13). The Vehicle Type Special Need Maintenance screen is displayed (Figure 19-13). This screen allows you to change the capacity field as described in Table 19-4.

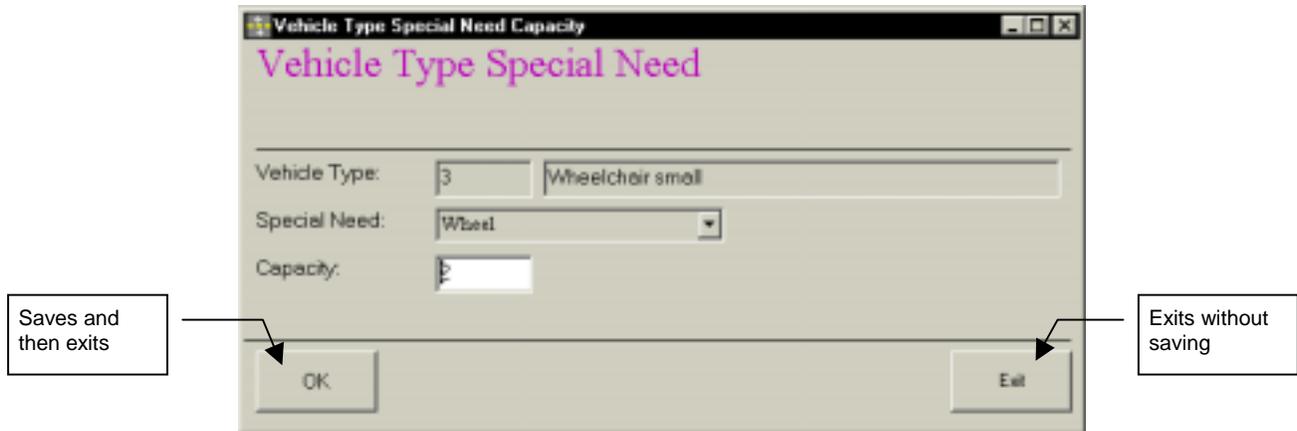


Figure 19-13. Editing an Existing Vehicle Type Special Need

2. To save the new vehicle type special need, click the OK button. To close the screen without saving the vehicle type special need, click the Exit button.

### Deleting an Existing Vehicle Type Special Need

1. Select the vehicle type special need you wish to delete on the Vehicle Types Special Need Search screen and then click the Delete button (Figure 19-14).

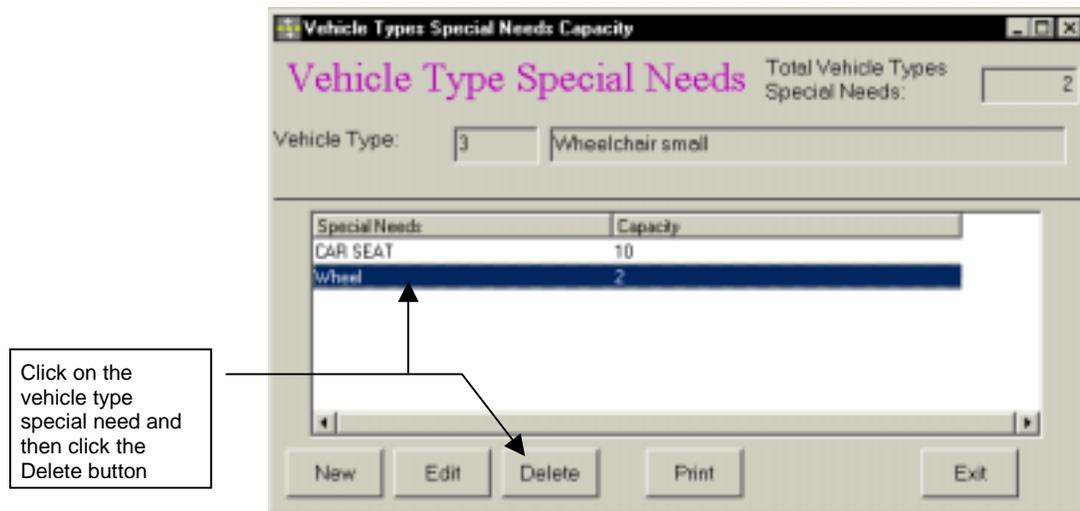


Figure 19-14. Deleting an Existing Vehicle Type Special Need

2. Click Yes to confirm that you want to delete this vehicle type special need from the T.O.M. Routing database; otherwise, click No (Figure 19-7).



Figure 19-15. Confirming the Vehicle Type Special Needs Deletion

**NOTE:** You cannot delete a vehicle type special need that is currently being used. Figure 19-8 shows the error message indicating the vehicle type special need is still in use. [Lisa: The message below was different than the others. When I clicked OK, the item was still deleted. I really didn't have much of a choice. Is this the way you want it to function? Perhaps you can help explain the message.]



Figure 19-16. The Check Runs Assigned to this Vehicle Type Error Message