Chapter 7

Trip Requests at the Transportation Department

When the Transportation Department receives a trip request from T.O.M. WebTrips they can be sure that all required parties have authorized it. Therefore, the Transportation Department can concentrate on deciding if it has enough lead-time and enough resources to fulfill this trip request.   Using the T.O.M. Field Trip software, Transportation can either accept or deny the field trip request.

This chapter describes how to:

- Work with Pending, Accepted, and Denied Field Trip Requests in the Transportation Department
- View Accepted Field Trip Requests and Corresponding Field Trips in WebTrips

	Learning More About The Field Trip Request Approval Process
	For more about request approvals and approval paths, see *How Approval Paths Are Used in WebTrips* in *Chapter 2: WebTrips: An Overview* as well as *Chapter 3: Setting Up Approval Paths.*
ⓘ *T.O.M Tip*	For details about the trip request approval process by the Transportation Department using the T.O.M. Field Trip Management software, see *Chapter 13: Working with Field Trip Requests* in the *T.O.M. User Guide*.

From the Transportation Department's point of view, a field trip request is of importance when it has one of these three statuses:

- *Pending*: The request is new to the transportation department. It has been approved by all required approvers at the school or district level, but has not been reviewed by the Transportation Department.
- *Accepted*: The request has been reviewed and was accepted by all levels of approvers, including the Transportation Department.
- *Denied:* The request has been reviewed and was denied either by the Transportation Department or by one of the approvers on the request's approval path. A request may be denied by the Transportation Department even after it has passed other levels of approval.

Pending Field Trip Requests

The Transportation Department uses the standard Transportation Operations Manager (T.O.M.) Field Trip Management software to view and either accept or deny any "Pending" field trip requests (Figure 7-1). "Pending" field trip requests have either been submitted directly to the transportation department or have passed all required levels of approval and are now turned over to transportation. Working with field trip requests in T.O.M. is discussed at length in *Chapter 13: Working with Field Trip Requests* in the *T.O.M. User Guide,* please see this chapter for more information on accepting a field trip request.

Figure 7-1. The Transportation Department reviews "Pending" field trip requests

Specific WebTrips related fields on the T.O.M. Trip Request Search page and in the Trip Request Detail page

T.O.M. version 4.4.1 and greater includes fields in the Trip Request Search page that may be especially important for WebTrips users. Click on the "Other" tab for specific WebTrips information that can be used to search through exiting field trip requests (Figure 7-2).
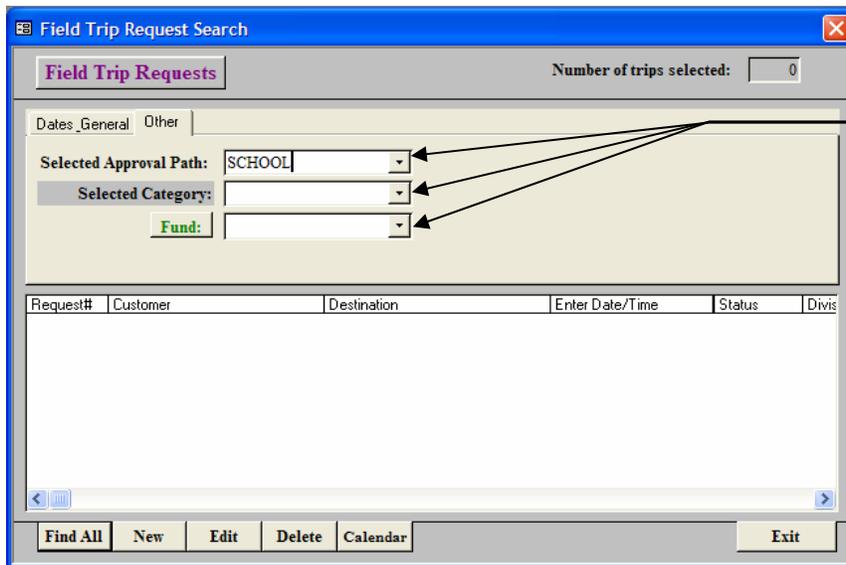

Figure 7-2. Trip Request Search criteria that may be especially important for WebTrips Customers

In addition to the Field Trip Request status (i.e. all "Pending" trip requests), transportation users can search for trip requests on a particular Approval Path, in a specific Trip Category, or for requests with any combination of criteria (i.e. all Athletic trips that are "Pending" acceptance by transportation).

To show details of a Field Trip Request, transportation users can double click on the request in the list of selected requests or highlight the request and click edit (Figure 7-1). T.O.M. will bring up the detail screen and show the General tab first. For specific WebTrips information on the Field Trip Request detail screen, click the Other Tab.
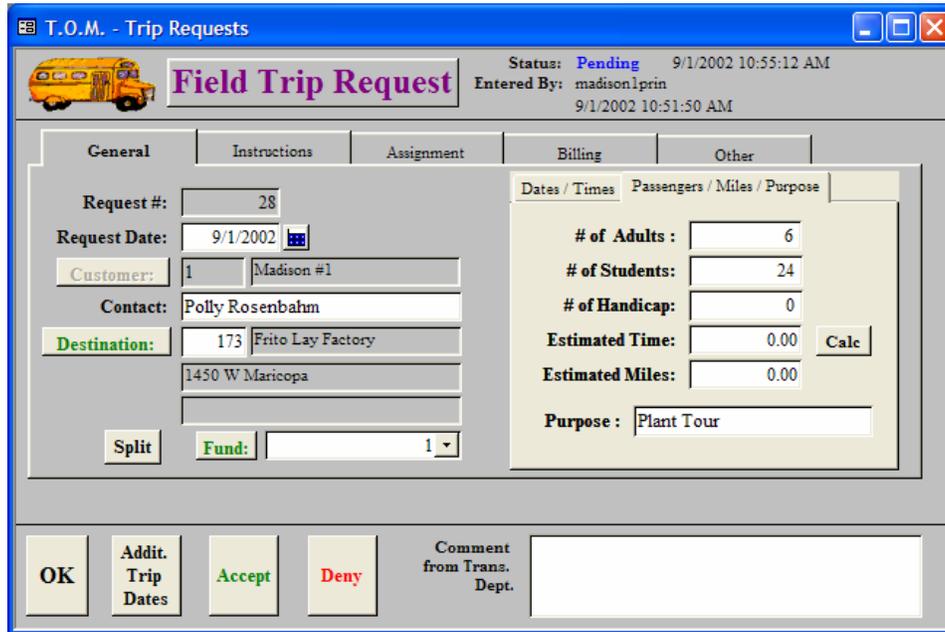
Figure 7-3. Field Trip Request detail screen, General Tab
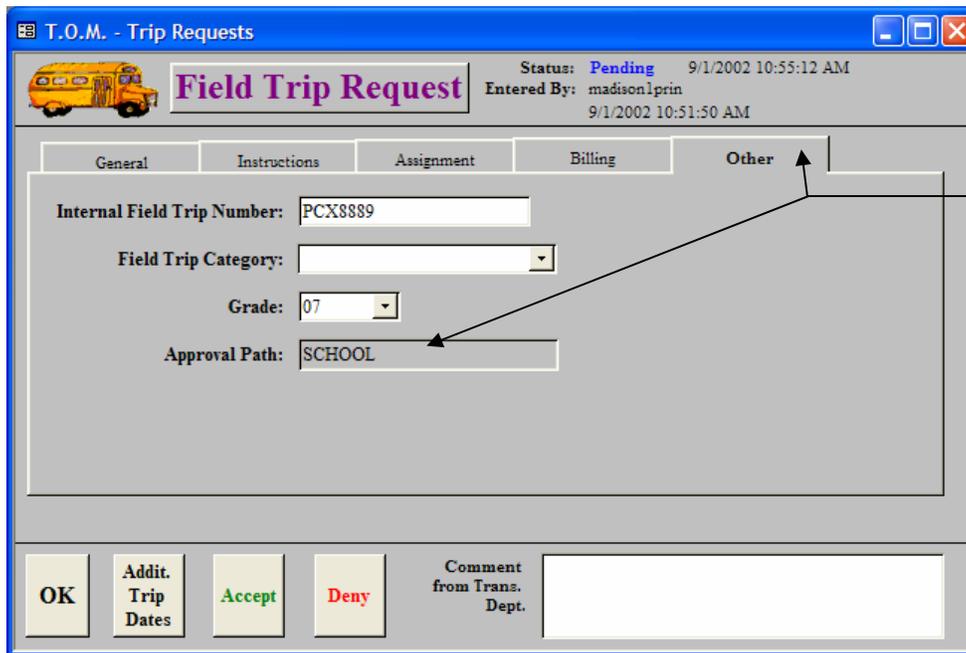
Figure 7-4. Field Trip Request detail screen, Other tab showing WebTrips specific Approval Path

Accepted Field Trip Requests

When the Transportation Department accepts a trip request (Figure 7-5) a new field trip is created in T.O.M.'s Field Trip Dispatching Database using the information from the request. The trip request is then "frozen" so that further changes can *only* be made by contacting the Transportation Department. Once the trip request has been accepted, T.O.M. displays the corresponding field trip number on the trip request screen. (Figure 7-6).

Figure 7-5. Transportation Department 'Approving a Field Trip Request in Standard T.O.M.
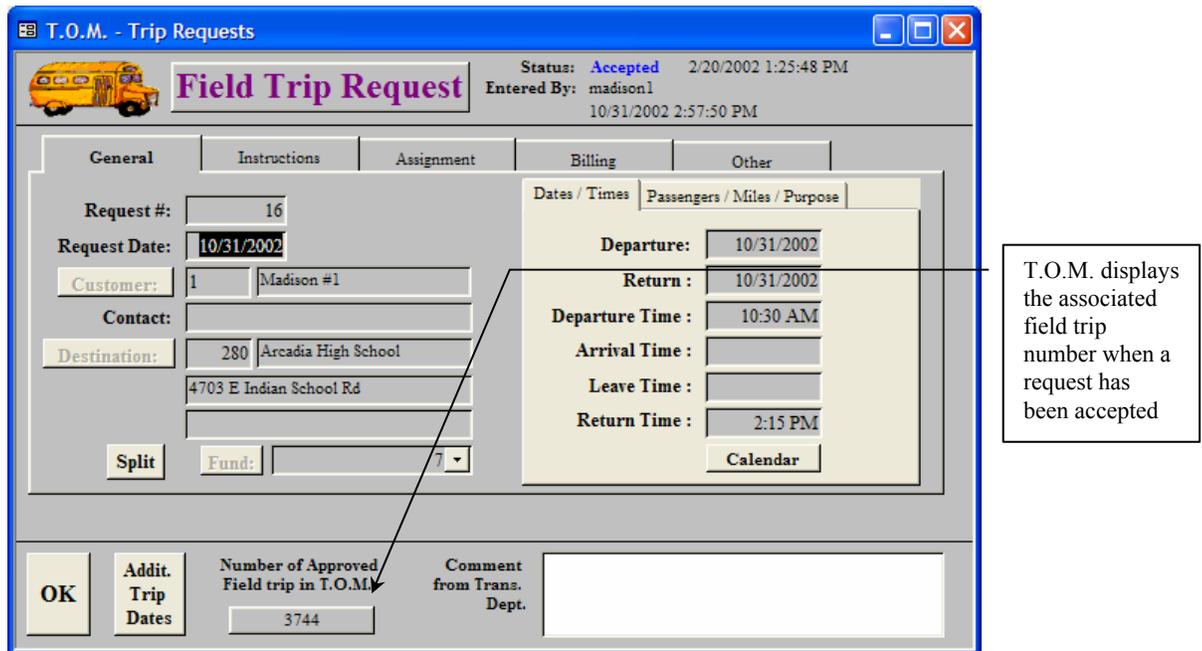
Figure 7-6. Accepted trip request in T.O.M.

Users can look up processed field trip requests from the Field Trip Request search page in WebTrips, On accepted field trip requests, WebTrips will display the number of the field trip that was created when the

request was accepted by the Transportation Department (Figure 7-7). Refer to *Chapter 5: Searching Field Trip Requests and Field Trips* for more information.

Figure 7-7. A school can view accepted field trip requests in WebTrips

WebTrips will allow users to look up information on the field trip that was created from an individual trip request. Click on the View Field Trips button from anywhere within the WebTrips application (Figure 7-8).

Figure 7-8. Selecting the View Field Trips button

 Users can search for a particular field trip, or for a number of trips based on any of the criteria provided (Figure 7-9). Refer to *Chapter 5: Searching Field Trip Requests and Field Trips* for more information.

Figure 7-9. Searching Field Trips in the Dispatching Database by a Specific Trip Number

Denied Field Trip Requests

The Transportation Department may also deny a field trip request (Figure 7-10) and explain why they chose to deny the trip using the Comments from the Transportation Department box.

*Figure 7-10. A Field Trip Request About to be Denied by the
Transportation Department in Standard T.O.M*

Schools can view denied field trip requests using WebTrips (Figure 7-11 and Figure 7-12). Refer to
Chapter 5: Searching Field Trip Requests and Field Trips for more information.

Figure 7-11. A school can view denied field trip requests using WebTrips

Figure 7-12.. Click the Request# to view details of the denied trip request