

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



① T.O.M. Tip

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](#).

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.

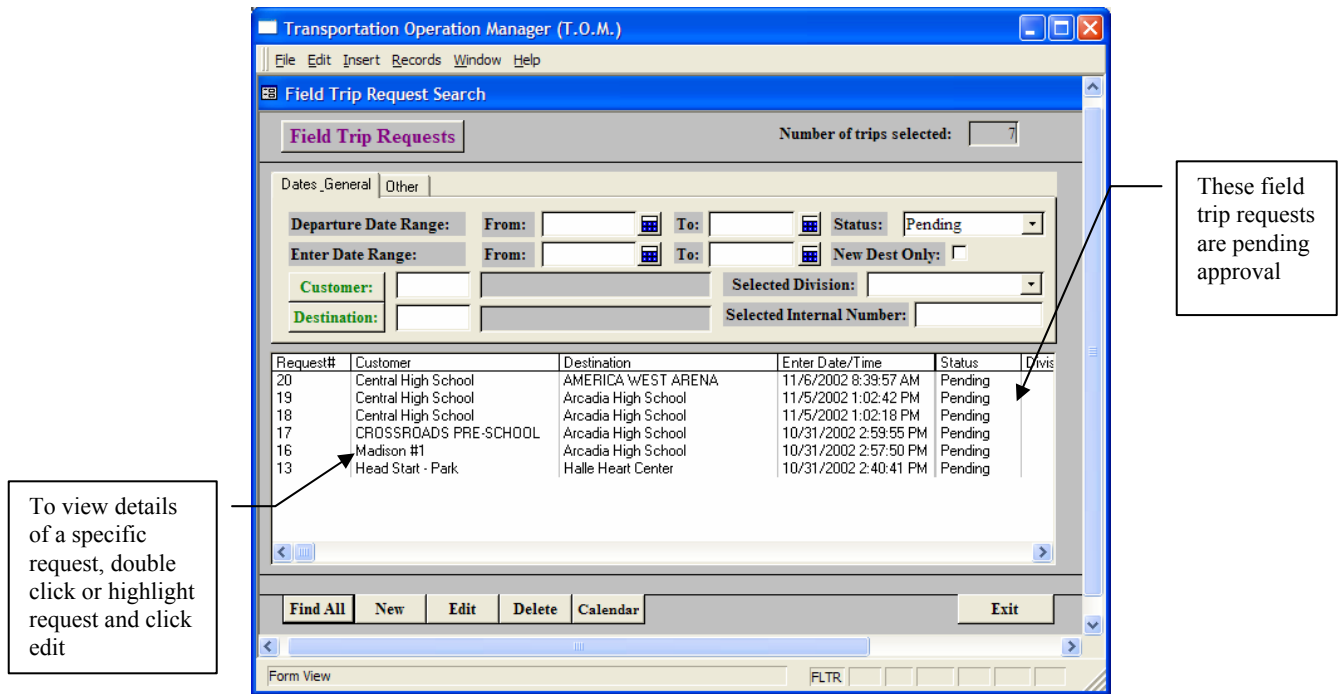


Figure 7-1. The Transportation Department reviews "Pending" field trip requests

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).

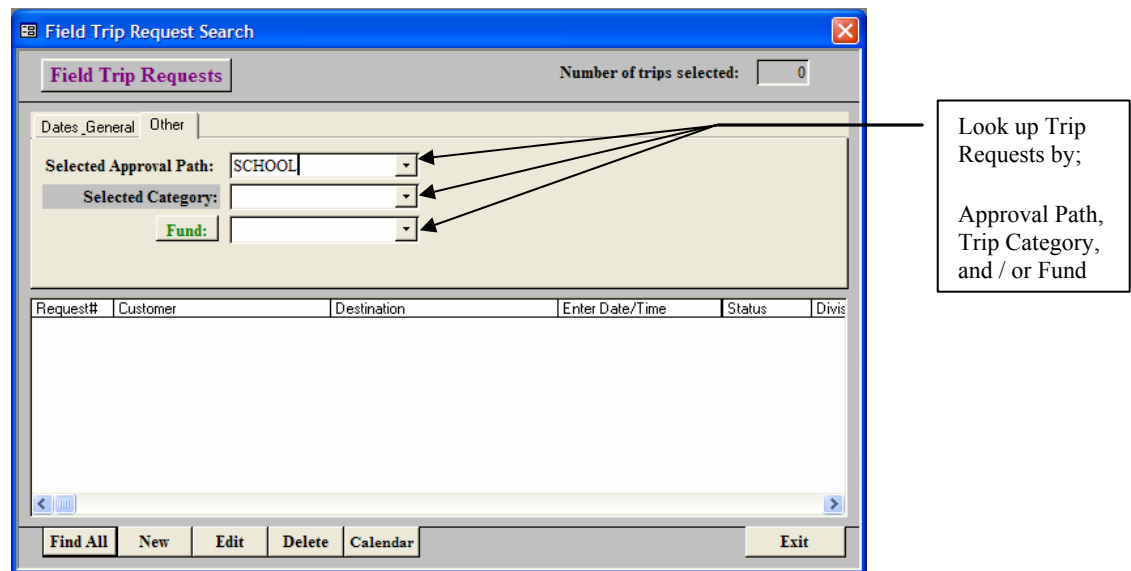


Figure 7-2. Trip Request Search criteria that may be especially important for WebTrips Customers



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.

T.O.M. - Trip Requests Status: Pending 9/1/2002 10:55:12 AM
Entered By: madisonlprin 9/1/2002 10:51:50 AM

Field Trip Request

General | Instructions | Assignment | Billing | Other

Request #: 28
 Request Date: 9/1/2002
 Customer: 1 Madison #1
 Contact: Polly Rosenbalm
 Destination: 173 Frito Lay Factory
 1450 W Maricopa
 Split Fund: 1

Dates / Times | **Passengers / Miles / Purpose**

of Adults: 6
 # of Students: 24
 # of Handicap: 0
 Estimated Time: 0.00
 Estimated Miles: 0.00
 Purpose: Plant Tour

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Figure 7-3. Field Trip Request detail screen, General Tab

T.O.M. - Trip Requests Status: Pending 9/1/2002 10:55:12 AM
Entered By: madisonlprin 9/1/2002 10:51:50 AM

Field Trip Request

General | Instructions | Assignment | Billing | **Other**

Internal Field Trip Number: PCX8889
 Field Trip Category:
 Grade: 07
 Approval Path: SCHOOL

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

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).

The screenshot shows the 'T.O.M. - Trip Requests' window with the 'Field Trip Request' tab selected. The status is 'Pending'. The request details are as follows:

General	Instructions	Assignment	Billing	Other
Request #: 16				
Request Date: 10/31/2002				
Customer: 1 Madison #1				
Contact:				
Destination: 280 Arcadia High School				
4703 E Indian School Rd				
Split	Fund: 7			

On the right, the 'Dates / Times' tab is selected, showing:

Dates / Times	Passengers / Miles / Purpose
Departure: 10/31/2002	
Return: 10/31/2002	
Departure Time: 10:30 AM	
Arrival Time:	
Leave Time:	
Return Time: 2:15 PM	

At the bottom, there are buttons for 'OK', 'Addit. Trip Dates', 'Accept', and 'Deny'. A callout box with the text 'Click Accept on a “pending” trip request to create a new field trip' points to the 'Accept' button.

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

The screenshot shows the 'T.O.M. - Trip Requests' window with the 'Field Trip Request' tab selected. The status is now 'Accepted'. The request details are the same as in Figure 7-5, but the 'Accept' button is now disabled. A callout box with the text 'T.O.M. displays the associated field trip number when a request has been accepted' points to the 'Number of Approved Field trip in T.O.M.' field, which now displays '3744'.

General	Instructions	Assignment	Billing	Other
Request #: 16				
Request Date: 10/31/2002				
Customer: 1 Madison #1				
Contact:				
Destination: 280 Arcadia High School				
4703 E Indian School Rd				
Split	Fund: 7			

On the right, the 'Dates / Times' tab is selected, showing the same departure and return information as in Figure 7-5.

At the bottom, there are buttons for 'OK', 'Addit. Trip Dates', and a field for 'Number of Approved Field trip in T.O.M.' displaying '3744'. There is also a 'Comment from Trans. Dept.' field.

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.

Trip Request Search Number Found: 2

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: To: Status:

Enter Dates: From: To: Customer:

Destination: Division:

Category: Internal Number:

Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request#	Customer	Destination	Enter Date/Time	Status	Depart Date	Depart Time	Internal#	Grade	Return	Return Time	Division	Category	Trip #	Approv Path
16	Madison #1	Arcadia High School	10/31/2002 2:57:50 PM	Accepted	10/31/2002	10:30:00 AM			10/31/2002	2:15:00 PM			3744	SCHOO
21	Madison #1	AMC Theater	2/7/2003 2:42:27 PM	Accepted	3/7/2003	8:15:00 AM			3/7/2003	1:00:00 PM			3743	SCHOO

Users can click the Request # to view details of each trip

These field trip requests have been accepted by Transportation

A field trip was created when transportation accepts the request

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).

Trip Request Search Number Found: 1

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: To: Status:

Enter Dates: From: To: Customer:

Destination: Division:

Category: Internal Number:

Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request#	Customer	Destination	Enter Date/Time	Status	Depart Date	Depart Time	Internal#	Grade	Return	Return Time	Division	Category	Trip #
12	Desert Voices	Arcadia High School	10/31/2002 2:14:10 PM	Accepted	11/1/2002				11/1/2002				3743

Click View Field Trips

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.

Field Trip Search - Microsoft Internet Explorer

Work With Trip Requests | Enter New Request | View Field Trips | Log Out

Field Trip Search

Number Found: 1

Choose field trips matching the following criteria, click "Find Field Trips" once you have made your selection.

Departure Dates
From: To: Customer: 125, Desert Voices

Trip #: 3743 Request #: Division: Internal Number: Grade: Fund:

Destination: Category: PO #: Billing Customer: Fund:

☒ Assigned ☒ Unassigned ☒ Billed ☒ Unbilled ☒ Cancelled ☒ Open

Selected Field Trips.

Trip#	Customer	Destination	Depart	Billed	Cancelled	Assigned	Request#	PO#
3743	Desert Voices	Arcadia High School	11/1/2002	No	No	No	12	

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.

T.O.M. - Trip Requests

Field Trip Request

Status: Pending 11/6/2002 8:39:57 AM
Entered By: bnewman 11/6/2002 8:39:57 AM

General | Instructions | Assignment | Billing | Other

Request #: 20
Request Date: 11/6/2002
Customer: 235 Central High School
Contact: Shirley Jones
Destination: 2 AMERICA WEST ARENA
201 E. Jefferson
Fund: Split

Split Fund: Addit. Trip Dates Accept Deny

Comment from Trans. Dept. No more trips are being accepted for this day, please reschedule your trip.



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.

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates
From: To:

Enter Dates
From: To:

Destination: Division:

Category: Internal Number:

Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request#	Customer	Destination	Enter Date/Time	Status	Depart Date	Depart Time	Internal#	Grade	Return	Return Time	Division	Category	Trip #	App Pat
7	Madison #1	Biosphere	5/15/2002 6:44:47 AM	Denied	9/10/2002	8:30:00 AM			9/10/2002	3:00:00 PM				SC
14	Madison #1	Arcadia High School	10/31/2002 2:48:12 PM	Denied	10/31/2002				10/31/2002					SC
20	Central High School	AMERICA WEST ARENA	11/6/2002 8:39:57 AM	Denied	12/18/2002				12/18/2002					

Users can click the Request # to view details of each trip request

These field trip requests have been denied

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



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Address http://localhost/webtrips/WebTrips.ASP?WCI=RequestDetail&WCE=20 Go

T.O.M. WebTrips (602) 887-4004

Work With Trip Requests Enter New Request View Field Trips Log Out

Request Detail

Status: Denied 2/27/2003 3:18:38 PM
Entered by: bnewman 11/6/2002 8:39:57 AM

General

Request #: 20
Request Dt: 11/6/2002 8:39:57 AM
Customer: Central High School
Contact: Shirley Jones
Destination: AMERICA WEST ARENA
FUND:

Dates/Times		Passengers/Miles/Purpose
Departure:	12/18/2002	# of Adults: 3
Return:	12/18/2002	# of Students: 20
Depart Time:		# Wheelchairs: 0
Arrival Time:		Est Time: 0
Leave Time:		Est Miles: 0
Return Time:		Purpose:

Approve/Deny Comment:
No more trips are being accepted for this day, please reschedule your trip.

Instructions

Customer Special Instructions:
HRH Co of America August 2001

Destination Special Instructions:

Schools can see comments entered by the Transportation Department

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