

Trip Direct
for
Requesters & Administrators



Log into ClassLink



Teachers log in the same for IT, Maintenance Direct or Trip Direct

Current SchoolDude User? Login Here!

Invalid email or password. Please note that passwords are case sensitive. For help logging in, [click here](#).

Email

@mtnbrook.k12.al.us

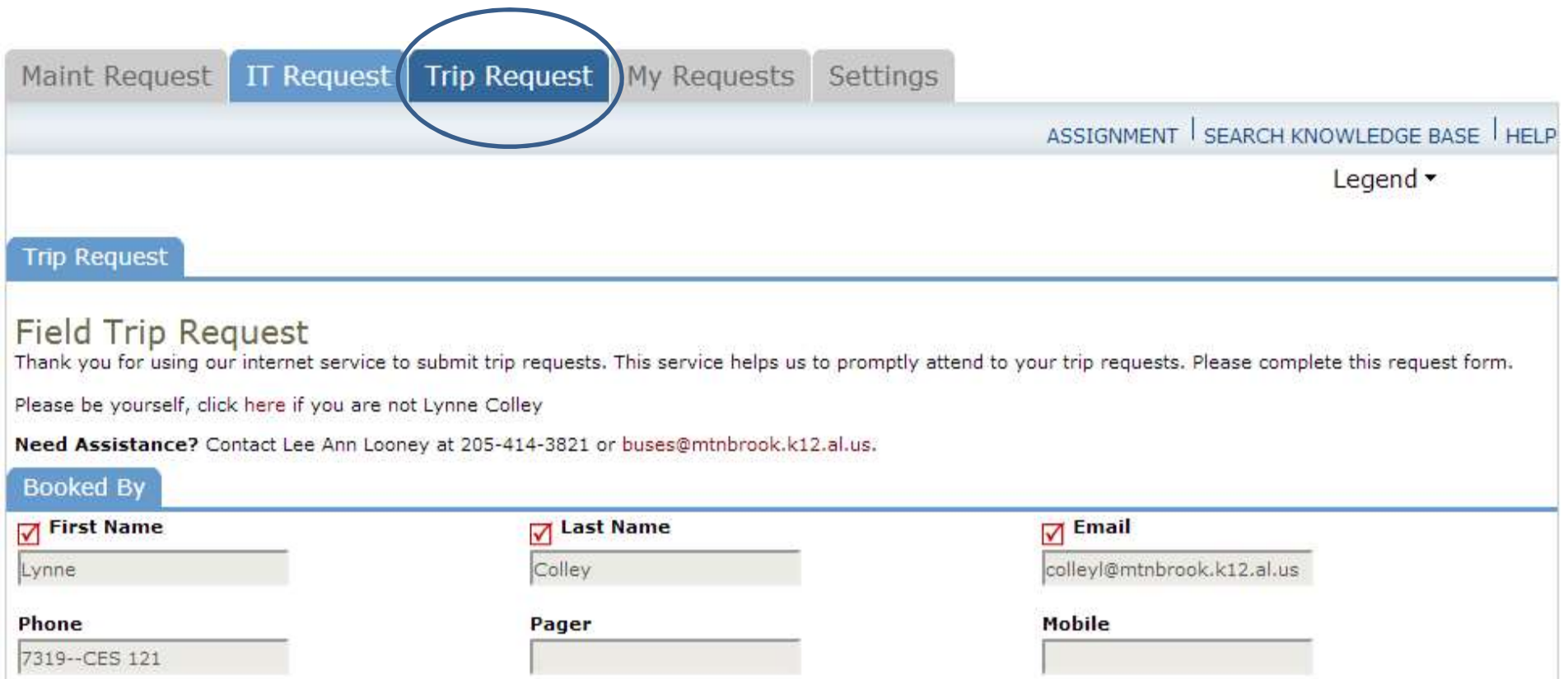
Password

Sign In

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! [▼](#)

Teacher Screen After Login



The screenshot shows a web interface with a navigation bar at the top. The navigation bar contains several tabs: 'Maint Request', 'IT Request', 'Trip Request', 'My Requests', and 'Settings'. The 'Trip Request' tab is highlighted with a blue background and is circled in blue. To the right of the navigation bar, there are links for 'ASSIGNMENT', 'SEARCH KNOWLEDGE BASE', and 'HELP'. Below the navigation bar, there is a 'Legend' dropdown menu. The main content area has a blue header with the text 'Trip Request'. Below this header, the title 'Field Trip Request' is displayed. A paragraph of text follows: 'Thank you for using our internet service to submit trip requests. This service helps us to promptly attend to your trip requests. Please complete this request form. Please be yourself, click [here](#) if you are not Lynne Colley'. Below this text, there is a section titled 'Need Assistance?' with contact information: 'Contact Lee Ann Looney at 205-414-3821 or buses@mtnbrook.k12.al.us'. The 'Booked By' section is highlighted with a blue header. Below this header, there are six input fields arranged in two rows and three columns. Each field has a red checkmark icon to its left, indicating it is a required field. The first row contains 'First Name' (filled with 'Lynne'), 'Last Name' (filled with 'Colley'), and 'Email' (filled with 'colleyl@mtnbrook.k12.al.us'). The second row contains 'Phone' (filled with '7319--CES 121'), 'Pager' (empty), and 'Mobile' (empty).

Maint Request | **IT Request** | **Trip Request** | My Requests | Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

Trip Request

Field Trip Request

Thank you for using our internet service to submit trip requests. This service helps us to promptly attend to your trip requests. Please complete this request form. Please be yourself, click [here](#) if you are not Lynne Colley

Need Assistance? Contact Lee Ann Looney at 205-414-3821 or buses@mtnbrook.k12.al.us.

Booked By

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
Lynne	Colley	colleyl@mtnbrook.k12.al.us
Phone	Pager	Mobile
7319--CES 121		

- Make sure you have selected the **Trip Request tab** at the top of the screen.
- Note: Any field marked with is a required field.
- The **Booked By** selection will be filled in with your contact information according to how your SchoolDude account was created.

- Note: Any field marked with required field.
- Most of the fields within the **Booking Details** section are “required”, such as the **Trip Name**, departing **Location**, and **Organization**.
- **Correct Location is critical.** This will determine which Administrators will get the request.

Booking Details

Yes, submit for estimate only. **Teachers DO NOT check for estimate.**

Trip Name Lake for with the Boys

Trip Destination Lake Martin

Location 3. Crestline Elementary

Organization 4th grade

One Way Round Trip

Trip Package -- Select Trip Package -- View Trip Package

Departure Date 3/14/2014

Return Date 3/14/2014

Trip Departure Time 7 00 AM



Trip Return Time 11 00 AM

There are NO Trip Packages.

- Select the **Transportation Type** that is needed for your trip.
- Click on the icon next to the Transportation Type description to select To simplify, for now there are only two choices for you.
 - Activity Bus
 - Wheelchair Equipped Vehicle.

Transportation Type

Click on the transportation type below that best suits your needs:

 Activity Bus
  Wheelchair Equipped Vehicle

- If the same person that logged in is the person scheduling the trip check the Yes box.
- Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.

Trip Contact

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

<input checked="" type="checkbox"/> First Name <input type="text" value="Lynne"/>	<input checked="" type="checkbox"/> Last Name <input type="text" value="Colley"/>	<input checked="" type="checkbox"/> Email <input type="text" value="colleyl@mtnbrook.k12.al.us"/>
Phone <input type="text" value="7319--CES 121"/>	Pager <input type="text"/>	Cellular <input type="text"/>

- Enter the **Number of Students and Adults** then click in the **Total Attendees** box and the number should calculate.

Attendees

	Faculty	None	
	Supervising Adults	Lynne Colley	
<input checked="" type="checkbox"/>	Number of students	20	Auto Calculates when cursor is placed in Total Attendees box.
	Number of adults	2	
	Total Attendees	22	
			Will be calculated later by local school bookkeeper.
			Cost per student <input style="width: 50px;" type="text"/> Cost per adult <input style="width: 50px;" type="text"/>

- Notes: Enter the cost of any admission costs or if there is a/are special needs but do not list students with special needs—only the needs.
- The Educational Objective is required.



Notes

Educational Objective	To Explore new worlds. Admission \$5.00 students; \$10.00 adults.
Special Needs and/or Trip Requirements	Adults need muscles relaxers (4 adults)

- Once the trip request form is completed, enter the submittal password.
 - The submittal password is the same as IT Direct.
 - *If you need assistance with submittal password - contact your local school tech coordinator for assistance.*
- Click on the **Submit Request** button.

The image shows a screenshot of a web form. At the top, there is a blue header with the word "Security". Below this, there is a password field with a red checkmark icon to its left and a "Forgot Password?" link to its right. A red oval highlights the "Submit Request" button. Below the password field, there is a "Legend" section with a blue header. The legend contains two items: "Required Information" with a red checkmark icon, and "Sort on this field" with a small square icon.

- After the teacher submits the request, he/she will see “My Requests.” In addition, he/she will receive an email from Schooldude Message Center.

My Requests Tab:

- You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any request that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

The screenshot shows the 'My Requests' tab selected in the top navigation bar. A dropdown menu is open under 'Shortcuts', with 'My Trip Requests' highlighted. A red arrow points to the 'My Requests' tab, and another red arrow points to 'My Trip Requests' in the dropdown.

Below, a table shows a list of requests:

Trip ID	Trip Name	Departure Date Time	Pick Up Location	Status	Location	Return Date Time	Drop Off Location	Trip State	# Students	# Adults	Attendees	Trip Destination	Package	Educational Objectives
113	Football Practice	3/20/2008 3:15 PM		Approved	Dude High School!	3/20/2008 9:00 PM		Active	20	0	20	High School		
115	5th Grade Trip	4/17/2013 9:00 AM		Approved	PLF-Andrew Jackson Elementary	4/17/2013 3:00 PM		Active	20	0	20	Zoo		

A second screenshot shows a detailed view of 'Trip Request #124' for 'Disney World'. The table below shows the details:

Trip ID	Trip Name	Departure Date Time	Pick Up Location	Status	Location	Return Date Time	Drop Off Location	Trip State	# Students	# Adults	Attendees	Trip Destination	Package Name	Educational Objectives	Organization	Contact Name	Contact Phone	Total Costs	Total Estimated Costs
124	Disney World	3/31/2014 5:00 AM		Submitted	3. Crestline Elementary	4/4/2014 10:00 PM		Inactive	55	10	65	Orlando, FL		To Explore new worlds. Admission \$5.00...	5th grade	Lynne Colley	7319--CES 121	\$0.00	\$0.00

Up-to-date information on your request including:

- Status and state
- Trip ID number for referencing.
- The Departure and Return Dates and Times.
- The trip contact person.

Message Automatically Sent to
Local School Administrators to Approve

Request is Automatically Routed to Transportation Supervisor

Your approval requested - TripDirect (Trip:124 - Disney World)

SchoolDude Message Center [message.center@smtp.schooldude.com]

To: LOONEY, LEE ANN

- Retention Policy: Inbox (1 Year) Expires: 2/19/2015

(Please do not reply to this message. It is a system generated message to notify you of a new trip request
The below trip request requires your review and/or approval.

Trip ID: 124
Trip Name: Disney World
Trip Destination: Orlando, FL
Departure Date/Time: Mar 31 2014 5:00AM
Return Date/Time: Apr 4 2014 10:00PM
Status: Submitted
Organization: 5th grade
Location: 3. Crestline Elementary
Participant Drop Off Location:
Participant Pick Up Location:
Booked By: Colley, Lynne
Contact Name: Colley, Lynne
Contact Email: colleyl@mtnbrook.k12.al.us
Contact Phone: 7319--CES 121

Click URL to approve/review: <https://app20.schooldude.com/tools/framework/pagecontroller.aspx?acctNum=289246892&productid=td&pageid=TripRequest&mode=update&id=124>

Transportation Supervisor Will...

Lee Ann logs into Trip Direct (via email or through link)

The screenshot shows the Trip Direct web application interface. At the top, there are navigation tabs: Home, Calendar, New Trip Request, and Account Setup. Below these is a search bar with a 'GO' button and links for 'Advanced Search' and 'Help'. A yellow callout box on the right says 'Click on 1--Waiting Your Approval'. The main content area is divided into several sections:

- Quick Launch:** New Trip, MySchoolBuilding, Users Forum.
- Recent Changes:** Previous | Next.
- Donna's Last trip to the Looney Bin**
- ISTF**
- Trip Requests:** This section is circled in red. It contains:
 - Waiting Your Approval:** 1
 - Waiting Your Estimate:** 0
 - Period:** All (dropdown menu)
 - Trips:**
 - 1 Submitted
 - 11 Approved
- Active Trips:**
 - 0 In Progress
 - 0 Today
 - 0 This Week
 - 2 Completed
- Actual Costs:**
 - This Month: \$0.00
 - Last Month: (partially visible)

Transportation Supervisor Proceeds to Approve If Bus Is Available.

Approve Trip Request

Waiting Your Approval 124 - Disney World ▾

Trip ID	Location	Package Name
Trip Name Departure Date Departure Time Drop Off Location	Transportation Type Return Date Return Time Pick Up Location	Education Objectives
124 Disney World 3/31/2014 5:00 AM	3. Crestline Elementary Activity Bus 4/4/2014 7:00 PM	To Explore new worlds. Admission \$5.00 students; \$10.00 adults.

[Link to Request](#)

[Ticket Information](#)

[Process/Approve Now](#)

[Choices](#)

- Cancel
- Decline
- Duplicate
- Notify Book By
- Notify Contact Person

Transportation Supervisor ...

- Transportation Supervisor will Activate Trip.
- Estimates Cost

Estimate Costs

No estimates were submitted with this request.

Add Vehicle Estimate
Add Driver Estimate
Add Purchase Estimate
Add Vendor Estimate

**Transportation Supervisor
adds Estimate Costs.**

A Perk!

Purchase Estimate

Transaction Details

Trip Name Date

Cost Description

Cost Type

Cost Amount

Quantity

Transportation Supervisor will add "Purchase Transactions" IF they are in the notes section of the request. Otherwise, school can enter on paper copy.

Purchase Transactions

1 - 2 of total 2 listed

	Cost Type	Description	Cost Amount	Quantity	Total Cost
<input checked="" type="checkbox"/>	Admissions	Adult Tickets	\$10.00	10.00	\$100.00
<input checked="" type="checkbox"/>	Admissions	Student Tickets	\$5.00	55.00	\$275.00

Navigation: First Previous Next Last

Close this window

Transportation Supervisor Approval and Documentation

Approval

Current Route To **Looney, Lee Ann**

Approval Process **Date Approved** **Approved By** **Note**

Approved ? **Route To Next** -- Select User --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

Activate Trip Request?

Estimates will show up on form once Transportation Supervisor Approves trip at the bottom of the form. Form will be routed to Administration.

Home

Calendar

New Trip Request

Account Setup

Search For:

GO

Advanced Search | Help

Trip Request Shortcut

Account Setup	Add New Trip	Booking Details	Attendees
Categorization	Required Services	Scheduled Stops	Costs
Transportation Information	Approvals	Print Trip Details	Print Driver Tick
Print Trip Directions	Renew Trip		

Transportation Supervisor Prints Trip Details for Documentation.

Your requested trip is activated (Trip:124 - Disney World)

SchoolDude Message Center [message.center@smtp.schooldude.com]

To: COLLEY, LYNNE

- Retention Policy: Inbox (1 Year) Expires: 2/19/2015

(Please do not reply to this message. It is a system generated message to notify you of a new trip request.)

The below new trip request is activated.

Trip ID: 124
Trip Name: Disney World
Trip Destination: Orlando, FL
Driver Departure Date/Time: Mar 31 2014 5:00AM
Driver Return Date/Time: Apr 4 2014 10:00PM
Trip Departure Date/Time: Mar 31 2014 5:00AM
Trip Return Date/Time: Apr 4 2014 10:00PM
Status: Approved
Organization: 5th grade
Location: 3. Crestline Elementary
Participant Drop Off Location:
Participant Pick Up Location:
Booked By: Colley, Lynne
Contact Name: Colley, Lynne
Contact Email: colleyl@mtnbrook.k12.al.us
Contact Phone: 7319--CES 121
Trip Drivers:
Trip Vehicles:

Lee Ann Looney, *Transportation Supervisor*, will send Trip Details to Designated Administrator. Administrator should forward to...

Field Trip Email Group

1. Bookkeeper
2. Nurse
3. Lunchroom Manager.



Technical Support please email mbssupport@mtnbrook.k12.al.us