1. Secretary enters Request.

2. Passengers > 55
   - Yes: 2.1 Request another bus.
   - No: 3. Departure Date <10 days?
     - Yes: 3.1 Warning contact FTU.
     - No: No

3. Departure Date <10 days?
   - Yes: No
   - No: Yes

4. Request is saved.

7.2 Request saved as "Denied".

7.1 and 10.1 Email notification

7. Approves?
   - Yes: 6. PEP Coordinator reviews it.
   - No: No

8. Email notification.

9. FTU reviews request.

10. FTU accepts?
    - Yes: 11. Email notification
    - No: No

11. Email notification

12. FTU edits ticket

13. Prints Field Trip Ticket.


15. Ponies tickets to schools and Depots.

16. Depot returns "DSIL".

17. School cancels late?
   - Yes: 17.1 Cancellation charges.
   - No: No

18. School gives ticket to driver.

19. Driver completes ticket, teacher signs it.

20. Driver turns ticket to Timekeeper

21. Timekeeper pays driver.

22. Tickets to FTU.

23. Completes ticket in TOMS.

24. FTU Coordinator bills field trips.

25. Accountant exports data for billing or JV.

End

07/15/2010
PEP
Todd Watkins - Director