Field Trips

Regular

07/15/2010

Todd Watkins - Director

1. School enters Request.

2. Passengers > 55
   - No
   - Yes
     2.1 Request another bus.

3. Departure Date < 10 days?
   - Yes
     3.1 Warning contact FTU.
   - No

4. Request is saved.

7.2 Request saved as "Denied".

7.1 and 10.1 Email notification

7. Approves?
   - No
     6. School's Principal reviews it.
   - Yes
     5. Email notifications

8. Email notification

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

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.

The "Regular" approval path includes the following Trip Categories: ACT, GRT, ITR, MCC, MUS, OED, ORI, OTH, REG, RTC.