

How To Request a District Vehicle

Step 1: Gather your Trip Information

- 1.) Date of Trip
- 2.) Departure and Return Times
 - a. If using a driver or a bus during route times please schedule departure and return times around our usual route times, contact Transportation for help with these times
 - b. Make sure your trip time is the time you want to leave campus and that your return time reflects your perspective time returning back to your campus. We need to know specific times so we can schedule to correct driver for your trip.
 - c. If you are not sure on exact departure of arrival times please put that in the notes so we can adjust for that.
- 3.) Destination Name and Address
- 4.) Campus and Program that is requesting the Trip
- 5.) Number of Adults and Students being transported
- 6.) Type of Vehicle(s) you will need
- 7.) Any Special Accommodations Needed

Step 2: Log into National Fleet Tracking – StudentView

(<https://track.nationalfleettracking.com/CustomTab.aspx>)



StudentView

Sign in to start your session

Email Address	
Password	
<input type="button" value="Sign In"/>	

- 1.) Using your Login and Password, log in and request a trip by selecting the Field Trip Tab and selecting “New Trip”
 - a. If you do not currently have a Login please email the Field Trip Coordinator (Mishelle Sanchez) and she will get a login set up for you.

Basic Information Destination Details Notes Documents History

Trip Name:

Campus:

Department:

Activity:

Contact:
Submitted by: **Email:**

Phone: **Cell:**

Depart Date: **Depart Time:**

Return Date: **Return Time:**

[Save Changes](#)

- 2.) *Fill in all required fields for your trip in the Basic Information section*
- 3.) *Fill in your Destination Information including the address*
- 4.) *Fill in your Details Information - If you need help selecting the right vehicle please reach out to our transportation department and we can help you decide what fits the best for your trip.*
 - a. *When it comes to the type of vehicle we have:*
 - i. *Frogs (Suburbans) seat up to 9 people including the driver*
 - ii. *Van - seat up to 12 people including the driver*
 - iii. *Micro Bus (Itty Bitty, the Green Bus) seats up to 13 people including the driver, can accommodate 1 wheelchair*
 - iv. *SPED Bus – seats up to 25 people including the driver, can accommodate 2 wheelchairs*
 - v. *General Ed Bus – seats up to 78 people including the driver*
- 5.) *Fill in any Notes you would like us to know for your trip*
 - a. *Will you have multiple destinations while on your trip? Will you need to pickup or drop off your vehicle at a special time? If using one of our drivers is there a special place we need to meet you at the campus to aid in loading? Is someone different going to be driving from whom requested the trip?*
- 6.) *You do not need to fill in anything in the documents section or the History section.*

Basic Information Destination Details Notes ~~Documents~~ ~~History~~

****At this point you can "Save your Trip" at the bottom of the screen. If you choose come back to add/change information before you submit the request; otherwise proceed to Step 3.****

Step 3: Submit your Trip Request – Select “Submit for Review” at the bottom of the screen.

- 1.) *If you select “Submit for Review” your trip will be forwarded to your campus trip administrator for review and then sent to transportation to finalize the trip and vehicle assignment.*
- 2.) *Once everything is approved you will receive an email confirmation and then you are all set!!!!!!*

Picking Up Your Vehicle

On the day of your trip you will need to come to the Transportation Office inside the Operations Building to pick up your keys and paperwork for your vehicle.

- 1.) *We are usually in the office from 6:00am to 5:30pm*
- 2.) *This paperwork is in addition to the travel packet you may need to pick up from Admin. The Transportation Office (Operations Building) is located at 6800 Telephone Rd between the Admin building and the warehouse.*
- 3.) *Please plan on picking up your keys as close to your departure time as possible in case the vehicle is being used by someone else before your trip departs. Feel free to call the Transportation Department to make arrangements for picking up your packet/keys.*
- 4.) *Please return your keys and paperwork as soon as is possible after your trip so that we can get the vehicle ready for its next trip. There is a night drop box that is conveniently located in the wall by the glass entry doors for the Operations Building for your keys and paperwork.*
- 5.) *Be sure that you have completed all the required information on the yellow trip packet so that we can document the trip.*

Returning your Vehicle

- 1.) *Please return your vehicle to the same spot you picked it up from, nose facing into the fence line*
- 2.) *Please make sure you have locked the vehicle doors*
- 3.) *Please make sure to take any personal items with you*
- 4.) *Please make sure that you remove all trash and that the vehicle is in generally clean condition*

General Reminders and Things to Consider:

1.) If you are in an accident while on your trip please contact the Transportation Supervisor or the Lead Mechanic at the time of the accident. There is an accident packet in each vehicle for step-by-step instructions.

*2.) Please put in trips request as early as possible as vehicles will be assigned as the trips are requested. If you wait to long the vehicle you request may not be available. **We recommend requests be submitted at a minimum for two weeks before your departure date.***

3.) *If you will be needing a driver please send in trip requests at least two weeks in advance so that we can assign a driver for your trip.*

4.) *Trips that occur during our Regular Route Times will need more notice as we will have to try to cover our routes before we can accommodate the trips.*

5.) *If your plans change or you cancel your trip please let the Transportation Department know as soon as possible so we can make the vehicle available for others to use.*

6.) *You may need to make arrangements with the Transportation Department to pick up your keys and paperwork if it is outside of normal business hours.*

7.) *Inside your packet you will find emergency contacts, gate codes, and return information for your convenience.*

The Transportation Department is always here to help so please feel free to reach out to us anytime you have questions or need assistance.

Contacts:

Field Trip Coordinator – Mishelle Sanchez – 817-306-4291; misanchez@lwisd.org

Transportation Supervisor – Angela Wallace – 817-688-7913; wallacea@lwisd.org