

Guide for Accessing and Navigating Tyler for Field Trips

Portal Access

Website Link:

<https://student-transportation.tylerapp.com/CAFolsomCordovaUSD>

Step-by-Step Navigation (Steps 1 – 5)

1. Log In

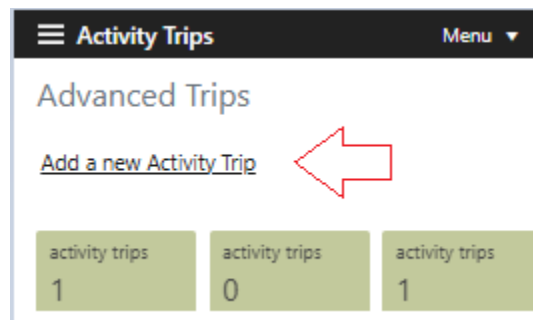
- Use your **FCUSD email** and the **password** provided in your welcome email.
 - If you don't have login credentials, contact:
Seon Motley
Email: smotley@fcusd.org
Phone: 916-294-9100 ext. 160145
-

2. Home Dashboard

- After logging in, you'll see the **User Dashboard** with the following buttons:
 - Menu (link to dashboard, user history, and advanced trip features)
 - Advanced Trips (look up trips, add a new trip, reports > invoices)
 - Dashboard Management (customize your dashboard)

2. Home Dashboard (cont.)

- Click on the **Advanced Trips** to create a new trip.
- On the Advanced Trips page click the **“Add a New Activity Trip”** link to begin.



3. Fill Out Trip Request Form

Enter the following details:

- **Trip ID** (Automatically generated for each trip)
- **Trip Description** (e.g., “CHS to CA State Capitol Field Trip”)
- **Account Name**
Select the appropriate school site account for billing. If not listed, contact the Transportation Department.
- **Trip Type**
(e.g., Charter Bus, Holiday Rate, Non-School Day Rate, Weekday Rate, Weekend Rate)
- **Requester**
The person submitting the request.

3. Fill Out Trip Request Form (cont.)

- **Number of Students, Staff, and Aides**
- **Number of Vehicles Needed**
(Our buses can transport: 78-passenger-A/C or 87-passenger-Non A/C)
- **Contact Information**
Provide contact information for adult/chaperon going with the group.
- **Pickup & Drop-off Locations**
If not listed, select “**Not Listed**” and include the location in the Notes. This will allow transportation to make the necessary changes
- **Special Needs**
(e.g., wheelchair access, child seats (2), seat belt locks, CSRS/EZ-ON vest)

Example 1 – Trip Request The image below displays the trip request fields that require information from the requester in order to submit a trip request.

Trip ID*		Description*	
AT-01832		CHS to CA State Capitol Field Trip	
Account Name*			
CORDOVA HIGH - Music Site Budget			
Trip Type*		Requester*	
Weekday Rate		Doe, Jane (456987)	
Adults*	Students*	Vehicles*	Aides
7	65	1	0
Contact Name*		Contact Phone*	
Jane Doe		(916) 294-9100 ext. 160145____	

Number of Wheel Chairs*
0
Special Equipment - Special Needs
Tolls Required*
No
Trips over 16 hours*
No

Example 2 – Trip Stop Details The image below shows the minimum information required for a trip request. The information provided in the details will generate an estimate, requesters can view.



4. Add Notes (Optional but Helpful)

Include any relevant information such as:

- Additional contact person(s) that are attending field trip
- Time constraints
- Parking instructions or special directions

Example 3 – Trip Request Notes The image below shows an example of notes related to the trip that can share information with the trip approvers and schedule

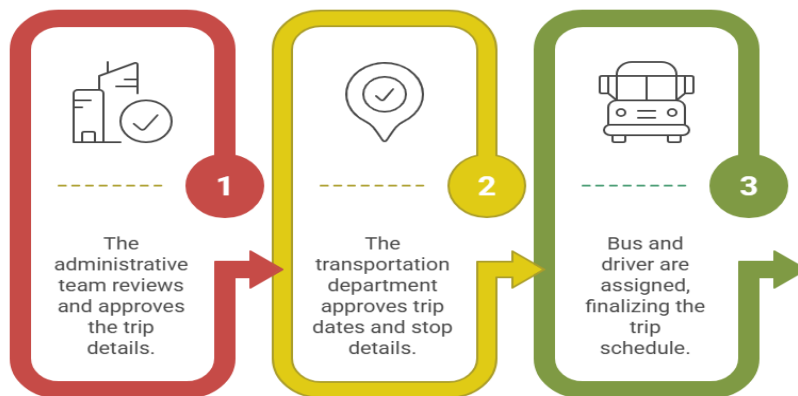
Notes

Additional Contact w/ Group: James Doe (916) 294-9100 ext 160130
We will gather at north end of the Capitol lawn at 12:30 to have lunch. We will board the bus approximately 1:00 to return to CHS.

5. Submit for Approval

- Click “**Request Trip**” to send your request through the approval chain.

Trip Approval and Scheduling Process

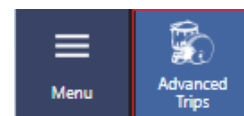


Additional Information

Track Field Trip Status, View Estimate of Costs

From the **DASHBOARD**, you can:

- Review the details of trips using the **Advanced Trips** button
- On **Advanced Trips** page View **Pending**, **Approved**, or **Completed** trips



Example – This screenshot shows tiles (tiles: 1,2,3,4) on the left side of the screen that can be clicked to navigate directly to trip information. The right side (number: 1a) displays trips that can be selected to view.

The screenshot displays the 'Student Transportation - powered by Traveira' website. The navigation bar includes 'Menu', 'Activity Trips', 'Calendar', and 'Fleet Schedule'. The main heading is 'Advanced Trips' with a link to 'Add a new Activity Trip'.

On the left, there are nine green tiles with red borders, each representing a different trip status. Four of these tiles are highlighted with red boxes and numbered 1 through 4:

- Tile 1:** 'activity trips' with a count of 1, labeled 'my trips'.
- Tile 2:** 'activity trips' with a count of 0, labeled 'trips today'.
- Tile 3:** 'activity trips' with a count of 0, labeled 'trips pending approval'.
- Tile 4:** 'activity trips' with a count of 1, labeled 'trips to be scheduled'.

Other visible tiles include 'trips pending my approval' (0), 'trips to be completed' (0), 'trips to be invoiced' (0), 'trips to be paid' (8), 'trips to be closed' (0), 'activity trips scheduled today' (0), and 'activity trips scheduled this week' (0).

On the right, a table titled 'Recent Trip Activity' is highlighted with a red box and labeled '1a'. The table has four columns: 'Description', 'Account', 'Request State', and 'Date'. It contains one row of data:

Description	Account	Request State	Date
001 TEST-AJ-01836 - Test Trip 001	Williamson Element...	Approved	6/23/2025

A description of the highlighted sections of the screen shot above.

1. Total number of trip arrangements.
- 1a. Trip name, description, account, status, and date.
Status: Shows trips that have been **approved**, **scheduled**, and **completed**.
2. Shows trips scheduled for the current day.
3. Displays trips awaiting approval
4. Approved trips waiting to be scheduled.

Useful Tabs on the Advanced Trips page

Request Tab

- Submit a new trip
- Manage trip details

Estimate Tab

- Viewing an estimate of the cost (except, Charter transportation)
-

Charter Trip Information

All charter bus requests **must be submitted through the Transportation Department.**

This process is required to ensure full compliance with **district, state, and federal**

regulations, including California's **SB 88**, which mandates strict safety, driver qualification, and vehicle inspection standards for all student transportation services

BEFORE CANCELING A CHARTER TRIP PLEASE CONTACT TRANSPORTATION ABOUT THERE CANCELATION POLICIE

Failure to follow this procedure may result in noncompliance, service disruptions, or legal and financial liabilities for the district.

Last Minute Trips

- **Contact Transportation Department before submitting trip request.**
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Cancellations

To cancel a scheduled bus for a field trip, a minimum of **5 days' notice** is required.

If a bus arrives at the school site and is then cancelled, a **cancellation fee will apply.**

Need Help?

Contact:

Seon Motley

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