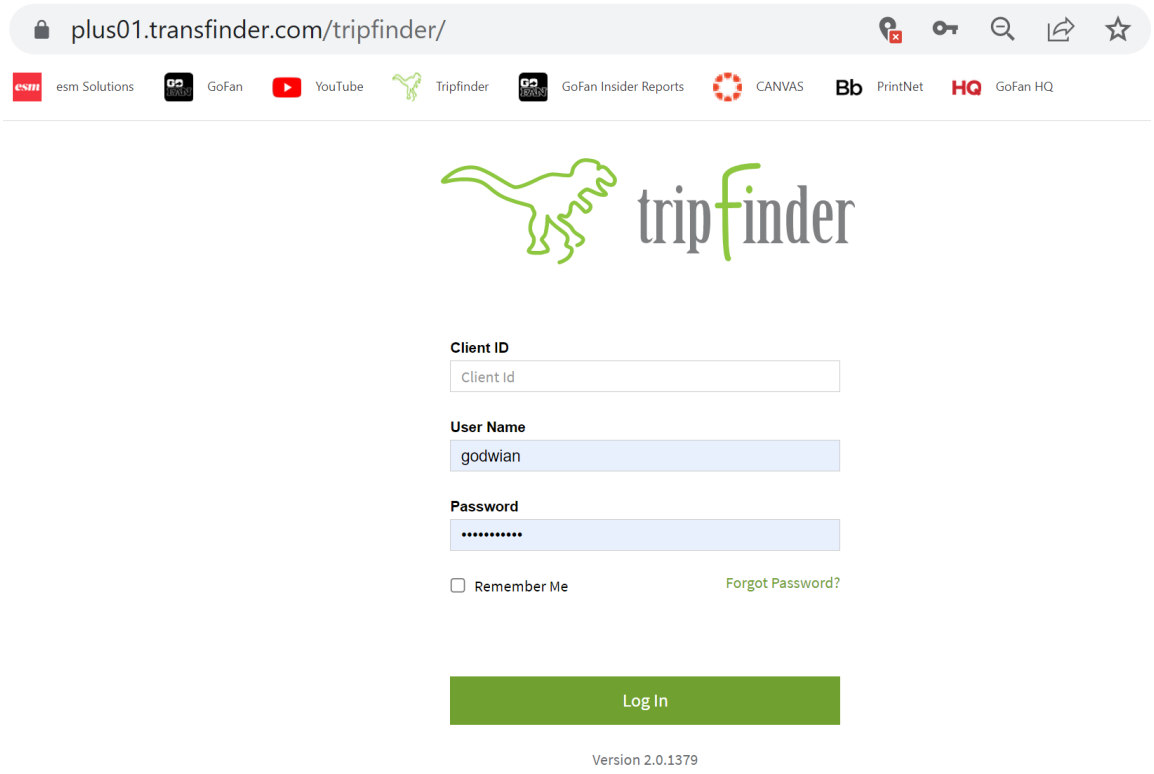
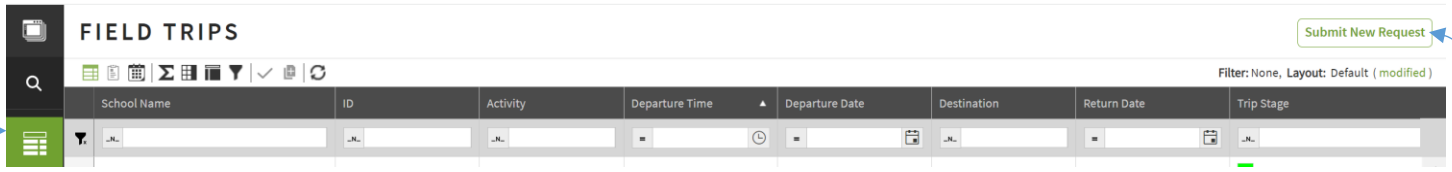
ENTERING TRANSPORTATION REQUESTS

Client ID = Richmond

Enter your school user name and password as assigned.



Select the Field Trips tab



Select SUBMIT NEW REQUEST

Add Field Trip

Template
None

Field Trip Name *
required
BASEBALL - ARC

School *
USE THE “DROP DOWN” TO SELECT YOUR SCHOOL NAME

Department *
USE THE “DROP DOWN” TO SELECT ATHLETICS

Activity *
USE THE “DROP DOWN” TO SELECT THE TYPE OF SPORT Example = GOLF

Contact

Contact *
ENTER THE COACHES’ NAME

Phone *
ENTER THE COACHES’ CELL NUMBER

Phone Ext

Email

Departure

Depart Date *
ENTER THE DEPARTURE DATE AND TIME (AM OR PM)

Return Date *
ENTER THE RETURN DATE AND TIME (AM OR PM)

Departure *
USE THE “DROP DOWN” TO SELECT YOUR SCHOOL

Notes
ENTER THE LOCATION WHERE THE DRIVER IS TO PICK UP THE TEAM(S) Example: at the football stadium

Destination

Destination *
USE THE “DROP DOWN” TO SELECT THE LOCATION; IF NOT IN THE DROP DOWN, ENTER MANUALLY

Street

City

State

Zip

Contact
THIS AREA DOES NOT NEED TO BE COMPLETED

Title

Phone
THIS AREA DOES NOT NEED TO BE COMPLETED

Phone Ext

Fax
THIS AREA DOES NOT NEED TO BE COMPLETED

Email

Notes

Directions

Directions
THIS AREA DOES NOT NEED TO BE COMPLETED

Trip Details

Equipment *

USE "DROP DOWN" UNDER THE **AVAILABLE TAB,** SELECT **SCHOOL BUS.** ONCE 'SCHOOL BUS' IS HIGHLIGHTED, SELECT **">". SCHOOL BUS** SHOULD POPULATE UNDER THE **EQUIPMENT** TAB. SELECT **SAVE**

Classification *

USE "DROP DOWN" TO SELECT **NIGHT, PM, OUT OF TOWN,** OR **HOLIDAY/WEEKEND.** Whichever applies to your trip the best

Number of Students *

ENTER THE TOTAL NUMBER OF STUDENTS TRAVELING

Number of Adults *

ENTER THE TOTAL NUMBER OF COACHES TRAVELING

Number of Wheel Chairs *

Number of Vehicles

LEAVE BLANK

Estimated Miles

LEAVE BLANK

Estimated Cost

LEAVE BLANK

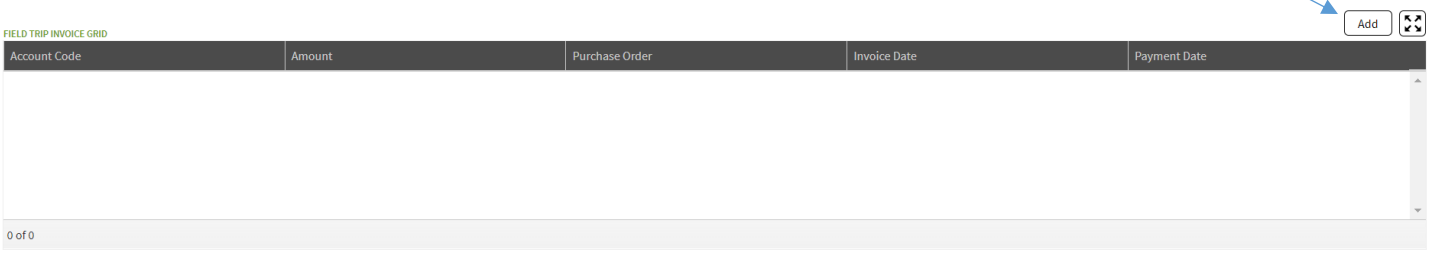
Estimated Hours

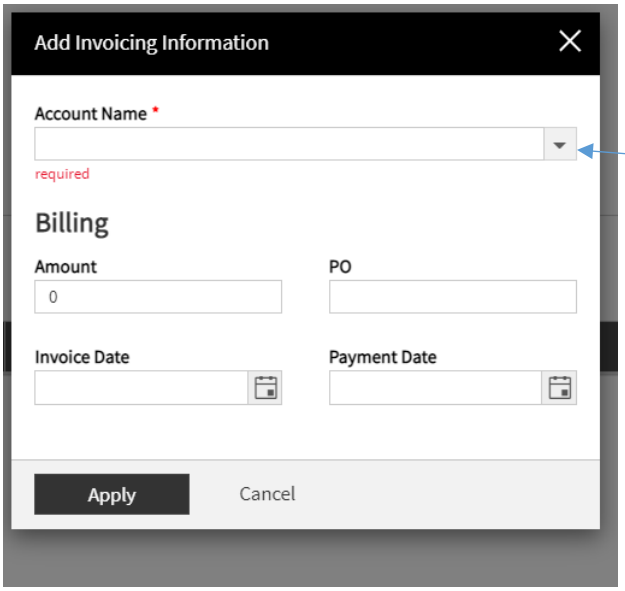
Total Cost

$0.00

Notes

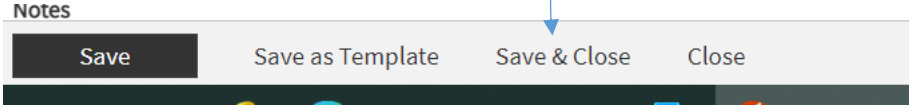
SELECT





SELECT THE "DROP DOWN" AND CHOOSE **ATHLETICS**

SELECT **SAVE & CLOSE**



Updated 7/21/2025