

Trip Forms for Teachers Manual

Double Click on appropriate Desktop Icons to open applications.



The screenshot shows a web browser window titled "BusShop.U.S. TripsRequestAppTeacher". The browser's address bar and menu bar are visible. The main content area displays the application title "BusShop.U.S. Teacher Trips Request" with a bus icon. Below the title, there are three instructional boxes: a pink one for new users, a purple one for email entry, and a green one for form completion. A "Requestors" button is highlighted with a pink box and an arrow pointing to it. A "Continue" button is also visible. A "Quit Application" button is in the top right corner.

BusShop.U.S. Teacher Trips Request

If you have not requested Trips before, you must set yourself up here: **Requestors**

Form Requestors must enter your email address to continue.

Click below, type in all lower case:

Email:

Continue

You must complete all boxes on a form. Please do not close or send a Trip Request until everything on it is as correct as it can.

Quit Application

If you are new to this App, click this button. You must set yourself up one-time as a Requestor.

Connecticut - Search - Free License (non-commercial use only)

BackShop (in TopofrequentAppTeacher)

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

TopofrequentAppTeacher List Items

Requestors Form

Close-Save Form

To add a "NEW" Requestor, on the bottom of this form, click the right most arrow on the line starting with: Record # 1 of 2 New (Blank) Record

Requesting (Your) School: Grade:

Requestor: Savannah Little
Enter your name as you want it to appear

Requestor Email: savannah.little@conecuhk12.com
Enter your complete school email address

Additional Contact information. Please be as detailed as possible. Phone #'s, etc. 251-578-1126

If you are an EXISTING TRIP REQUESTOR, Search and Find yourself. Verify correct information.

Record # 1 of 2 Search

Start a New BLANK Record.
Fill in the Blanks.

Select your School.

Type email in all lower-case letters.

Give as much information as you can.

Use the buttons at the bottom of the form to maneuver between Requestors Forms- used to set up a NEW person requesting Trips.

 Start a NEW (BLANK) record or FORM

Use **Close Buttons** when done with a screen.

BusShop.Us TripRequestAppTeacher

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Sign in

BusShop.Us Teacher Trips Request

If you have not requested Trips before, you must set yourself up here: Requestors

Form Requestors must enter your email address to continue.

Click below, type in all lower case

Email: ralph.orysell@conecuhk12.com
frstroma.lastname@conecuhk12.com

Continue

You must complete all boxes on a form. Please do not close or send a Trip Request until everything on it is as correct as it can

Quit Application

Enter your email and press Continue

Ignore this Sign in. Never use it!



BusShop.us Teacher Trips Request

If you have not requested Trips before, you must set yourself up here:

Requestors

Form Requestors must enter your email address to continue.

Click below, type in all lower case

Email: ralph.crysell@conecuh12.com

Erin.walker@conecuh12.com

You must complete all boxes on a form. Please do not close or send a Trip Request until everything on it is as correct as it can

Quit Application

Only one time for each Trip Requested, Choose New

New Trip Request Form

To manage Trip Forms, Choose Existing

Existing Trip Request Form(s)

Trip Forms Report

Please Call, text or email Joel Bush
334-221-9659 joel.bush@yahoo.com for help

Notice YOUR Actions are being logged.
Do not attempt to use someone else's email!

Click here to start a new trip request.

Click here to manage existing requests.

To see a report with all your request forms, click here.

Be certain there is a number in one of these two boxes before SENDING forms!!!

Warning! DO NOT MAKE CHANGES - nor Send to Principal --- Unless you see correct Permit # Selected below

Select existing form - by its PERMIT #

Use Select button above to FIND the form you want to work on.

Select existing form - by Trip Date

Close

For your convenience, YOUR last Request Form is shown. DO NOT MAKE CHANGES --- Unless you see Permit # Selected above

All BOXES on this form must be populated by the REQUESTOR

Requestor:

School:

Request Submission Date: Make a note of your Permit #:

Class/Group Transporting: Supervising Teacher:

Today's Request Date: Alternate Trip Date:

Trip Date: Number Students Transporting: Examples 10:35 AM 1 PM TIMES

Destination Address: City, State Zip: Depart:

Return to Address: City, State Zip: Return:

Trip Miles: Mile Rate: Taxes Mile Total: Transportation Cost per Student

Hours of Trip: Hour Rate: \$0.00 Paying Driver: \$240.00

Once both this Trip Request Form and the Field Trip Addendum Form have been completed, click Send Trip Request Forms to Principal, to send via email. Principals will either APPROVE or DENY. You will be notified via email.

Field Trip Addendum Form

Make a note of your Permit #: Send Trip Request Forms to Principal on next screen

Although the system shows the last trip form you entered.

You must correctly SELECT IT yourself here.

Use this button to get directions, mileage and times for trips. Fill in the Blanks. Enter Zeros versus leaving a box empty.

DO NOT LEAVE THESE BLANK!

Complete as necessary

Get MAP Mileage Hours

Trip Date: Number of Students Transporting:

Destination Address: City, State Zip: Depart:

Return to Address: City, State Zip: Return:

Trip Miles:	<input type="text" value="200"/>	Mile Rate:	<input type="text" value="\$1.20"/>	Taxes	Mile Total:	<input type="text" value="\$240.00"/>	Transportation Cost per Student	
Hours of Trip:	<input type="text" value="0.00"/>	Hour Rate:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Paying Driver:	<input type="text" value="\$0.00"/>	<input type="text" value="\$240.00"/>	<input type="text" value="\$5.33"/>

Complete the Field Trip Addendum Form as necessary. Once both this Trip Request Form and the Field Trip Addendum Form have been completed, click Send Trip Request Forms to Principal, to send via email. Principals will either APPROVE or DENY. You will be notified via email.

Field Trip Addendum Form

Make a note of your Permit #:

Only when all data is accurate and complete Send Trip Request Forms to Principal using this button.

Fill-in the Field Trip Addendum completely.

Use Ctrl and Enter on your keyboard to get to the next line in these boxes.

This # is found on the Existing Trip Form. Key it in here

Commercial District - Teacher - Free License (non-commercial use only)

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

TripRequestAppTeacher Trip Form Edit Trip Addendum

Field Trip Addendum Form

Once this form is complete, Go back to Existing Forms and Email to Principal

If this trip is sponsored by Nationally Recognized Educational Organization: What is the Group Name?

List Educational Standards, Objectives (Press Ctrl Enter for new line)

Explain how this activity supports/relates to the course of study standards (Press Ctrl Enter for new line)

Chaperones # NonStaff # StaffChaperones # DistrictVehicles # PrivateVehicles CharterVehicleCompanyName

LodgeName LodgeAddr1 LodgeAddr2 LodgePhone

Cost per Student

Transportation	Admission	Meals	Lodging	Other	Total per Student	Chaperones	Total Trip Cost
\$7.33	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Funding sources Fund2 Fund3

Students Requesting Financial Aid # Provided Financial Aid Fundraising Information Emailed? HealthPlanEmailed?

CR#Person

Permit No Requestor Request Email

Complete the Field Trip Addendum Form as necessary. Request Form and the Field Trip Addendum Form have been attached. Click Send Trip Request Forms to Principal, to send via email. You will either APPROVE or DENY. You will be notified via email.

Field Trip Cost per bus less income taxes

Field Trip Addendum Form

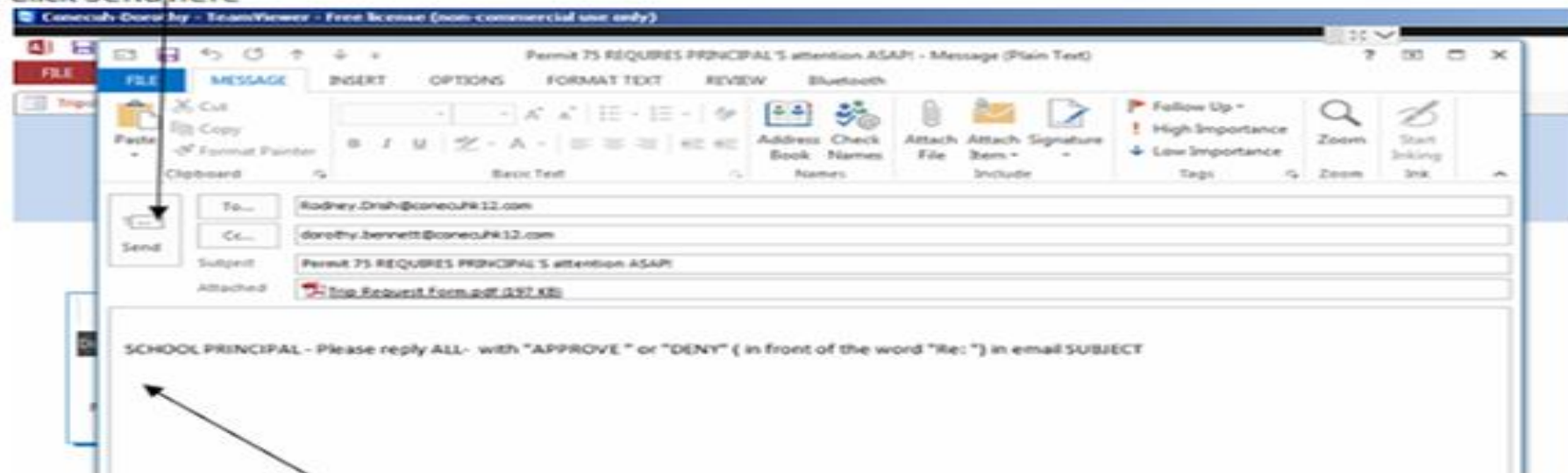
Make a note of your Permit #: 75

Send Trip Request Forms to Principal

Click  on next screen

Send the Trip Request Form using this button.

Click Send here



You may enter text here if you wish to converse with your principal within this email. DO NOT TYPE IN FRONT of the School Principal's instruction.

Otherwise, do not make changes on this screen. Just simply click on Send.

Trip Forms are automatically emailed according to what and who your school system wants or needs. They may be routed to the lunch-room and nurses.

Each party APPROVES or DENIES, and the form is routed accordingly.

Of course they go to the principals as needed, to the transportation department and to the superintendent.

Either way, you are notified via email. If approved by both parties you will get a Vehicle Display Form.

CONECUH COUNTY BOARD OF EDUCATION

Permit #: **75**
School

Vehicle Trip Display Form

HHS HILLCREST HIGH JROTC

Supervising Teacher: **Ralph Crysell**

Date Permit Issued: **1/21/2016**

Trip Date: **1/30/2016**

Number Students Transporting: **45**

Destination: **Fairhope AL**

FAIRHOPE AL

Actual Time Departed: **3:00 P**

Return to Address: **CTE CENTER**

EVERGREEN AL

Actual Time Returned: **12:00P**

Expected Miles: **200**

Ending Odometer: _____

Travel Time in Hours: **0.00**

Beginning Odometer: _____

Actual Time on Trip: _____

Actual Trip Mileage: _____

Vehicle #:

This form is to be displayed on Vehicle during Trip. Then completed and returned to Transportation

2000-1

Please print and use the emailed Vehicle Display Form for your Trip.

After your trip: Scan the completed form, attach and reply to the email where you received it. This will send it back to your Transportation Supervisor for closeout and invoicing.

- COMPOSE
- Inbox (4)
- Sent Mail
- Drafts (1)
- Aps
- Clients
 - Conecuh
 - Halo
 - BusShop

Category	Sender	Subject	Time
Primary	me	Permit 86 Trip Request APPROVED by Superintendent. - Please print & use attached Vehicle Display Form for t	7:34 pm
Primary	me	ALERT Trip Permit #89 - Time Sensitive. URGENT: reply ALL with "APPROVE " or "DENY" (in front of the	7:33 pm
Primary	me	Superintendent Denied Permit #89 - Denied Trip Forms will be purged.	7:33 pm
Primary	me	Principal Denied Permit #85 - Form Requestor/Teacher: You may revise the Request and re-submit in a timely mar	7:32 pm
Primary	kathy.mcph., me, tonya (3)	Clients/Conecuh Permit 91 REQUIRES PRINCIPAL'S attention ASAP! - APPROVE On Fri, Mar 4, 2016 at 12:35 PM	Mar 7
Primary	me	Permit 76 REQUIRES PRINCIPAL'S attention ASAP! - SCHOOL PRINCIPAL - Please reply ALL- with "APPROVE " r	Mar 1
Primary	Joel Bush @ BusShop	Permit 86 Trip Request APPROVED by Superintendent. Please print & use attached	7:34 PM
Primary	Joel Bush @ BusShop	Permit 89 Principal has Approved! SUPERINTENDENT - Please reply ALL- with "APPF	7:33 PM
Primary	Joel Bush @ BusShop	Principal Denied Permit #85 Form Requestor/Teacher: You may revise the Request e	7:32 PM
Primary	Joel Bush @ BusShop	Permit 87 Prindpal has Approved! SUPERINTENDENT - Please reply ALL- with "APPF	7:26 PM
February	jpb	Permit 65 REQUIRES SUPERINTENDENT'S attention ASAP! SUPERINTENDENT - Plez	Feb 9
January	Joel P. Bush	Permit 69 REQUIRES SUPERINTENDENT'S attention ASAP! SUPERINTENDENT - Plez	Jan 19
January	Joel P. Bush	Permit 72 REQUIRES PRINCIPAL'S attention ASAP! SCHOOL PRINCIPAL - Please reply ,	Jan 19
January	Joel P. Bush	Permit 68 REQUIRES PRINCIPAL'S attention ASAP! SCHOOL PRINCIPAL - Please reply ,	Jan 18
January	Joel P. Bush	Permit 69 Trip Request APPROVED by Superintendent. Please print & use attached	Jan 15
January	Joel P. Bush	Superintendent Denied Permit #69 Denied Trip Forms will be purged.	Jan 15
January	Joel P. Bush	Permit 69 REQUIRES SUPERINTENDENT'S attention ASAP! SUPERINTENDENT - Please	Jan 15
January	Joel P. Bush	Principal Denied Permit #69 Form Requestor/Teacher: You may revise the Request e	Jan 15
December			



Requestor: joel.bush@yahoo.com

ALL BOXES on this form must be populated by the REQUESTOR

School: EES

Request Submission Date: 1/19/2016

Permit #: 72

Supervising Teacher: joel.bush@yahoo.com

Grade:

Class/Group Transporting: 3rd grade

Alternate Trip Date:

Trip Date: 2/3/2016

Number Students Transporting: 11

TIMES

Destination Address: 600 Dexter Ave

Montgomery, Al

Depart: 9:30 A

Return to Address: 208 Martin St

Evergreen, AL

Return: 1 PM

Trip Miles: 158

Mile Rate: \$1.20

Hours of Trip: 3.50

Hour Rate: \$5.50

Payroll Taxes

\$0.46

Mile Total:

\$189.60

Transportation Cost per Student

Paying Driver:

\$19.71

\$209.31

\$79.42

Requestor Contact
Information:

If this trip is sponsored by Nationally Recognized Educational Organization: What is the Group Name?

State Youth Legislature

List Educational Standards Objectives

inform students about state government
increase awareness of political system

Increase awareness of political system

Explain how this activity supports/relates to the course of study standards:

Alabama and Federal course study

Chaperones # NonStaff #StaffChaperones # DistrictVehicles # PrivateVehicles CharterVehicleCompanyName

1 0 0 1 0

LodgeName

LodgeAddr1

LodgeAddr2

LodgePhone

----- Cost per Student -----

Transportation Admission Meals Lodging Other Total per Student Chaperones Total Trip Cost

\$22.05 \$0.00 \$0.00 \$0.00 \$0.00 \$22.05 \$242.56

Funding sources

Fund2

Fund3

Bake Sale Car Wash

Students Requesting Financial Aid

Provided Financial Aid

FundRaising Informaiton Emailed?

0 0

CPRPerson

HealthPlanEmailed?

Permit No

Requestor

Request Email

Grade

72 joel.bush@yahoo.com joel.bush@yahoo.com



CONECUH COUNTY BOARD OF EDUCATION

Permit #: **69**

School

Vehicle Trip Display Form

EES 3rd Grade

Supervising Teacher: **joel.bush@yahoo.com**

Date Permit Issued: 1/15/2016

Trip Date: 1/15/2016

Number Students Transporting: 11

Destination 1038 Glen Grattan Drive Montgomery

Actual Time Departed: 1 PM

Return to Address: 1555 Holt Street Repton

Actual Time Returned: 5pm

Expected Miles: 100

EndingOdometer: _____

Travel Time in Hours: 4.00

BeginningOdometer: _____

Actual Time on Trip _____ Actual Trip Mileage: _____

Vehicle #:

This Form is to be displayed on Vehicle during Trip. Then completed and returned to Transportation

0104