

## TRIP REQUEST INSTRUCTIONS

1. Log on to the District web page at [www.murrayschools.org](http://www.murrayschools.org)
2. Click on the Departments & Programs tab; scroll down to and click on Transportation
3. Click on Bus/Trip Request

### **\*PLEASE READ ENTIRE INSTRUCTIONS BEFORE ENTERING A TRIP REQUEST\***

- All items are mandatory.
- If the date of your trip is under 21 days from the departure date, the system will not accept it. You need to call the Transportation Office (801-264-7410) to see if a driver or bus are available. If there is a driver/bus available, your principal will need to enter the trip in the system, and then approve it.
- Because of a limited amount of drivers and buses, it would be to your benefit to schedule your trips ASAP. Trips start being scheduled in August for the end of the school year. Dates in December, April, May, and June fill up fast.

BOOKED BY – Fill in appropriate boxes. Please include a contact number if trip leaves after school hours, or is on a weekend.

#### BOOKING DETAILS –

Trip Name: Enter your school name and destination (i.e. Parkside grade 5 - Tree House Trip) Destination: Enter the destination address. THIS IS VERY IMPORTANT!

Location: Your school name

Organization: Use drop down list

Departure Date & Return Date: Self-explanatory

Departure Time: Enter time you would like to load the bus at your school Return Time: Enter the time you would like to be back to your school

Budget Code: Use drop down list

#### TRANSPORTATION TYPE

- Use of a school bus for field/activity trips MAY NOT INTERFERE with transporting students to/from school. School buses may be scheduled between 9:00 AM-2:10 PM, or after 4:00 PM, or early days between 9:00 AM-1:10 PM.
- Activity buses will be scheduled during times when the school buses aren't available

TRIP CONTACT – Enter required information.

ATTENDEES Number of Students:

- Maximum student seating for elementary is 84 and for secondary is 56.
- SUBTRACT TWO elementary students for EACH ADULT riding the bus.
- SUBTRACT SIX students for each WHEELCHAIR STUDENT riding the bus. (Seats will need to be removed to accommodate the wheelchair and lift). The SUV holds 9 people.

**NOTES – Educational objective: Enter either “Field Trip” or “Activity Trip” Special Needs Please list any trip requirements here: (i.e. How many buses needed, one or both SUVs, trailer or box truck, how many wheelchair students, if undercarriage needed, if drop & return, drop only, pick up only, etc.) If the exact time needed is unknown due to a playoff/tournament schedule, enter TBA.**

**SECURITY Password: murray**

Click on Submit request

Scroll back to the top of the page. If the trip is accepted, the system will acknowledge it and give you a “Trip ID” number. You must keep track of this number. You should also get an e-mail confirming your trip has been scheduled.

**\*IF CHANGES NEED TO BE MADE TO A TRIP, THE MCSD TRANSPORTATION OFFICE MUST BE CONTACTED BY PHONE OR EMAIL.**

Please contact Megan with any questions or concerns at ext. 6500 or 801-264-7410.