

How To – Transportation

SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. Transportation advance notice must be defined using **CONFIGURATION>Notifications and Settings**. This is the district-wide transportation advance notice in days.
3. Transportation super administrator, transportation business manager, and transportation director must be set for each campus, including campus ID = 000 using **CONFIGURATION>Notifications and Settings**.
4. All vehicles must be defined using **TRANSPORTATION>Vehicles/Equipment**.
5. All activity categories must be defined using **CONFIGURATION>Transportation>Activity Categories**.
6. All mileage rates must be defined using **CONFIGURATION>Transportation>Mileage Rates**.
7. All school roles must be defined using **CONFIGURATION>Transportation>School Roles**.

User Rights for Transportation:

- **isTransportationSuperAdmin** - Approves transportation requests made by staff members. Users with this right can approve/deny transportation requests using **ADMINISTRATION>Transportation**. This is typically the superintendent or principal at smaller schools. It may be the transportation administrator at larger schools.
- **isTransportationAdmin** – Assign vehicles to approved transportation requests PLUS edit mileage logs PLUS edit comments PLUS send reminders to complete mileage logs using **TRANSPORTATION>Transportation Log**. This right is typically assigned to the transportation director.
- **isTransportationStaff** – Edit mileage log for completed transportation trips for any user using **TRANSPORTATION>Transportation Log**. This is typically a member of the transportation staff.
- **isTransportationMonitor** – Generate detailed transportation reports using **REPORTS>Vehicle**. This is typically administrators, business managers, transportation directors, and possibly school board personnel.
- **isExemptFromTransportationRequest** – Transportation requests are automatically approved and not required to go through the chain-of-command approval process. Users with this right add/edit transportation request using **MY APPS>My Transportation Requests** and it is automatically approved. This right is typically assigned to superintendent or transportation director.
- **isVehicleCommentEditor** – Edit vehicle comments using **MY APPS>My Transportation Requests**. This right is typically assigned to all full time staff.

How To Use Transportation:

1. A staff member creates a transportation request using **MY APPS>My Transportation Requests**. If the requesting staff member has the right **isExemptFromTransportationRequest**, step #2 is skipped.
2. Users having the right **isTransportationSuperAdmin** and designated as the transportation super administrator for the campus from which the request was made either approves or denies the request using **ADMINISTRATION>Transportation**. Approved requests are forwarded to the transportation director for that campus.
3. Users having the right **isTransportationAdmin** and designated as the transportation director for the campus from which the request was made can access the approved request using **TRANSPORTATION>Transportation Log**. The transportation director assigns vehicle(s), sends email notifying requestor of vehicle assigned, prints mileage log to be placed in vehicle, and sends reminder email to requestor to complete mileage log at trip completion as necessary.
4. The district may require transportation staff to complete mileage logs instead of requestor. If so, users having the right **isTransportationStaff** can complete the mileage log for any requestor for any trip.
5. Users having the right **isVehicleCommentEditor** may wish to leave comments about vehicle (low tire, pulls left, warning lights, etc.) after the trip is completed using **MY APPS>My Transportation Requests**. These comments will help transportation staff address vehicle operational issues.
6. Users having the right **isTransportationMonitor** can print detailed vehicle reports using **REPORTS>Vehicle**.