Safe Fleet® Field Trip Planning

Complete School District Field Trip Planning Management

Manage school bus field trip requests, bus/driver assignments, permit printing, billing and payroll admin

Efficiently and conveniently manage field trip planning in this web-based application. Reduce field trip paperwork, speed up field trip approvals and payments, and avoid booking conflicts.

Automated Field Trip Approval Process

Customize your trip request approval workflow according to your specific needs.

Centralize and Control Field Trip Data

Calculate estimated trip costs online. Avoid booking conflicts by verifying vehicle and driver availability, bus allocations and lesson plans.

Detailed Field Trip Reporting

Easily generate and issue invoices for payment and access detailed trip reports.

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Driving Safety Forward™

Safe Fleet® Field Trip Planning

Centralize and Control Field Trip Planning and Associated Data

> Significantly reduce the time and effort involved in field trip planning

> Manage field trip approval workflow for efficient and timely budget allocations/payments

> Eliminate inefficient use of time by knowing what resources are available at the time of request

How it Works:

School official electronically submits a transportation request, including date/start time, destination and any intermediate stops.

The field trip request also allows the official to:

> request that a driver be furnished by the transportation department

> select a map source so the driver is provided detailed directions to the field trip destination

> submit lesson plans in support of the field trip request

> provide trip cost estimates for planned versus actual calculations upon trip completion

The approval manager receives an email with the hot-link to the full request submission. The approver has the ability to approve or reject a request with the click of a button. The requester is notified via email of the status change to the request.

If approved, the Field Trip Planning Software notifies the transportation team for assignment of driver(s) and vehicle(s) based on trip requirements (is a wheelchair ramp required, does the driver need special needs training).

Once the trip has been completed, the driver uses the system trip sheet to record distance traveled and actual duration of the trip. The Field Trip Planning software calculates actual expenditures and submits the final expense to the budget holder for automated trip billing and invoicing. This data is also submitted for driver payroll processing.

School officials can access and use historical data to estimate and plan future trips as well forecast future field trip costs and plan for better and more accurate budget requirements.
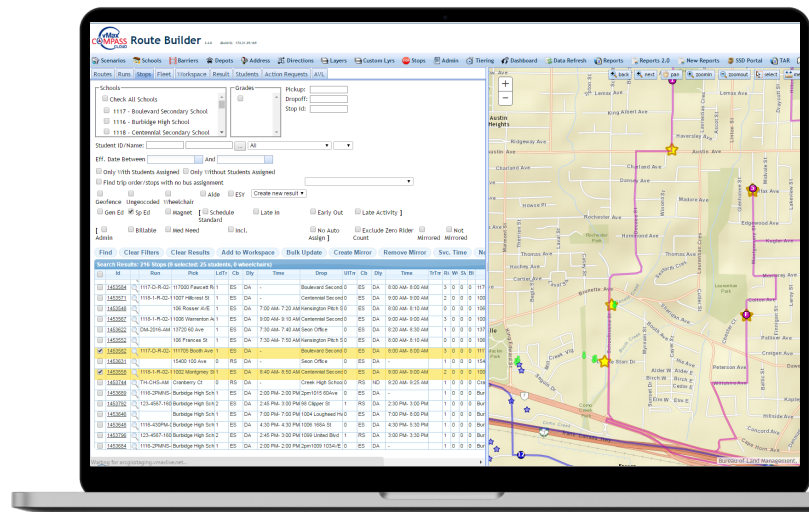
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