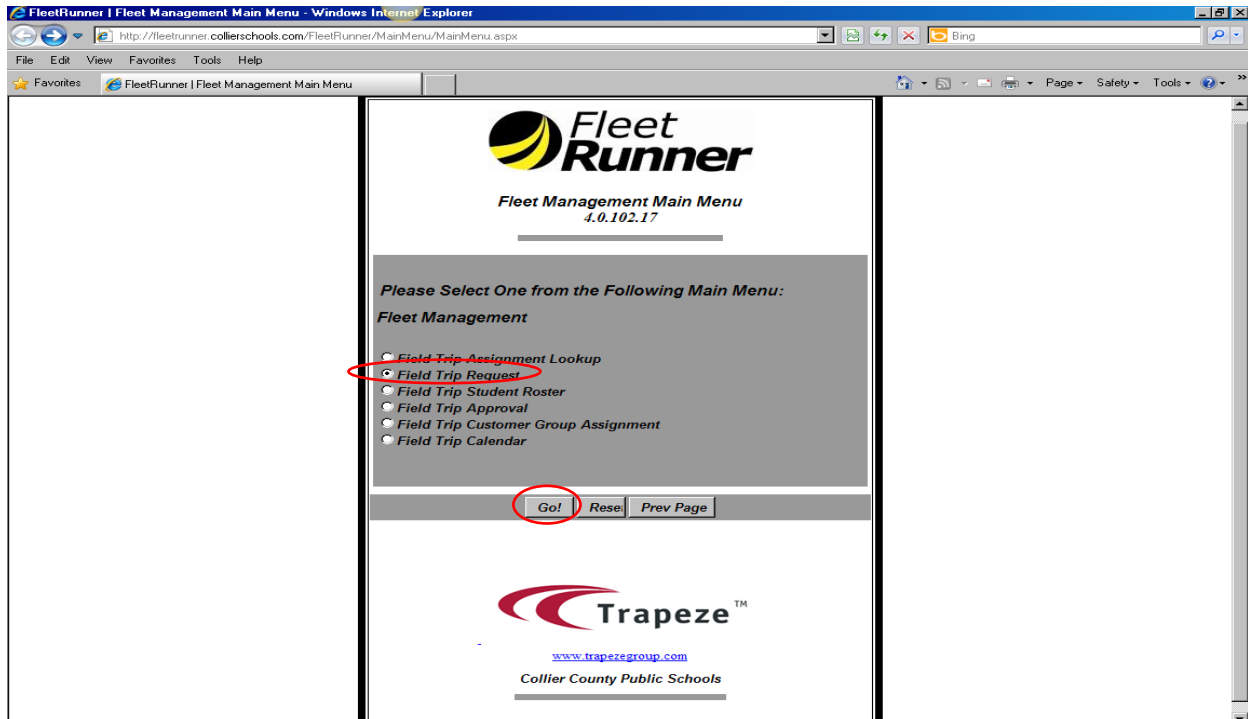
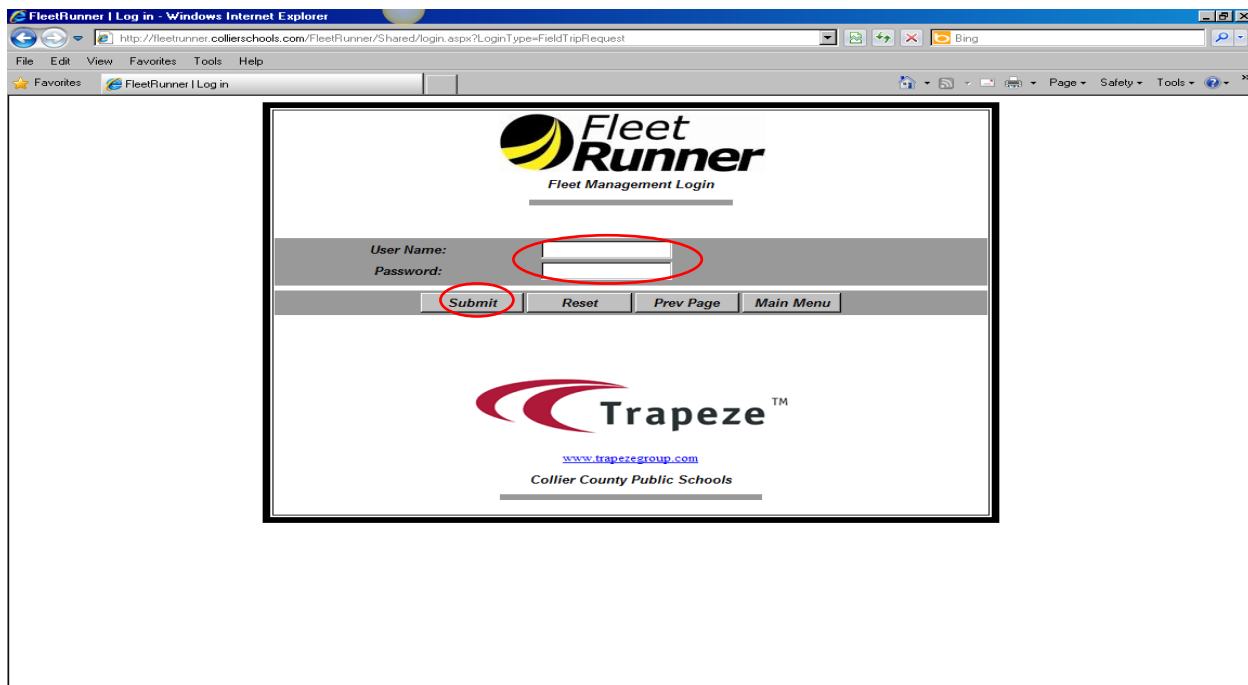


Fleet Runner Field Trip Web Module Training Guide

1. Click on your 'Internet browser'
<http://fleetrunner.collierschools.com/FleetRunner/MainMenu/MainMenu.aspx>
2. Once the Fleet Runner Web Module screen appears, select the '**Field Trip Request**' menu item, click '**Go**'



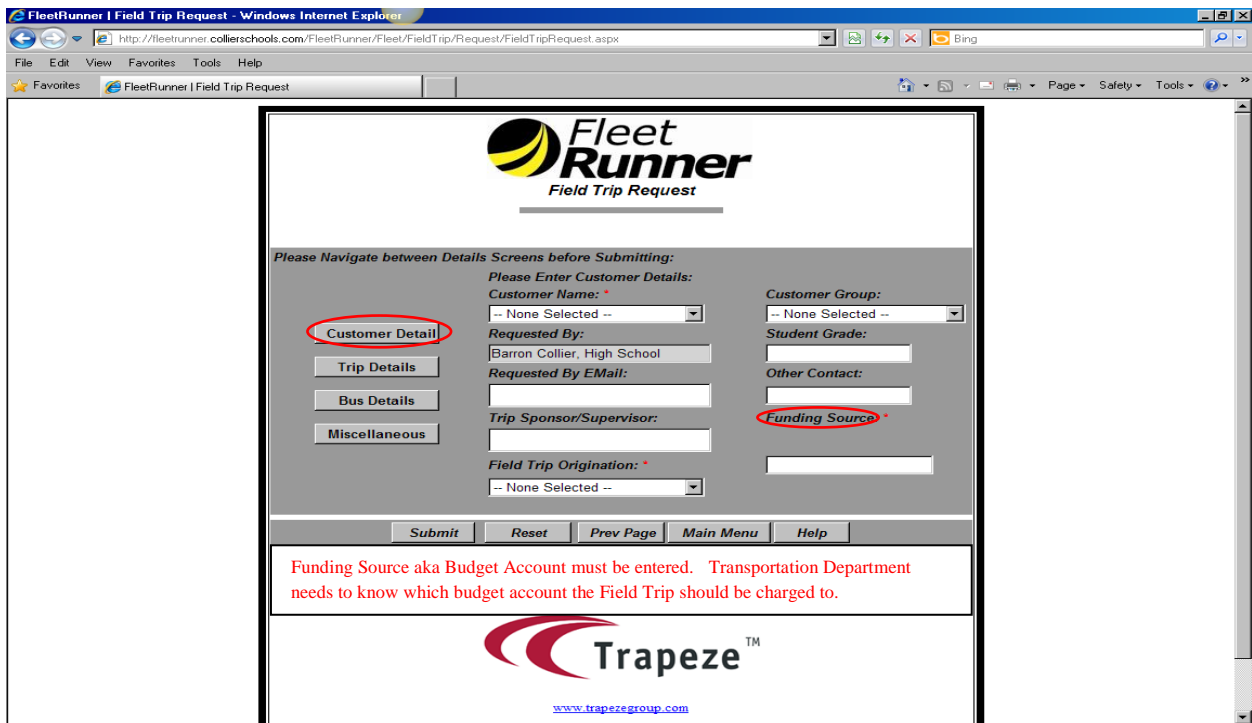
3. Type in your assigned '**User Name**' and '**Password**' then click '**Submit**'



4. Click **'Request A Field Trip'**



5. Fill in all the pertinent **'Customer Details'** information for the field trip you are requesting. Repeat this process for the **'Trip Details'**, **Bus Details'**, and **'Miscellaneous'**, sections of the Field Trip Request form. A screen shot of each 'Detail Screen' is shown on the following pages.




FleetRunner | Field Trip Request - Windows Internet Explorer

http://fleetrunner.collierschools.com/FleetRunner/Fleet/FieldTrip/Request/FieldTripRequest.aspx

File Edit View Favorites Tools Help

Favorites FleetRunner | Field Trip Request



Please Navigate between Details Screens before Submitting:

Please Enter Field Trip Details:

Type: *

Category: *

Departure Date: * (MM/DD/YYYY)

Return Date: * (MM/DD/YYYY)

Departure Time: * (HH:MM AM/PM)

Return Time: * (HH:MM AM/PM)

Requested On Site Time: (HH:MM AM/PM)

Number of Students: *

Number of Adults: *

Trip Purpose:

Destination: **

Round Trip Miles:

Round Trip Driving Time:

Customer Detail

Trip Details

Bus Details

Miscellaneous

Submit Reset Prev Page Main Menu Help


Destination must be selected. If destination is not listed in the dropdown option, contact Transportation Business Manager at 7-0610 or by email at salinadi@collierschools.com.

FleetRunner | Field Trip Request - Windows Internet Explorer

http://fleetrunner.collierschools.com/FleetRunner/Fleet/FieldTrip/Request/FieldTripRequest.aspx

File Edit View Favorites Tools Help

Favorites FleetRunner | Field Trip Request



Please Navigate between Details Screens before Submitting:

Please Enter Bus Details:

Number Of Buses: *

Number Of Autos:

Special Needs Bus Required: Yes No

Drop/Return: Yes No

Cargo Space Required: Yes No

Customer Detail


Trip Details

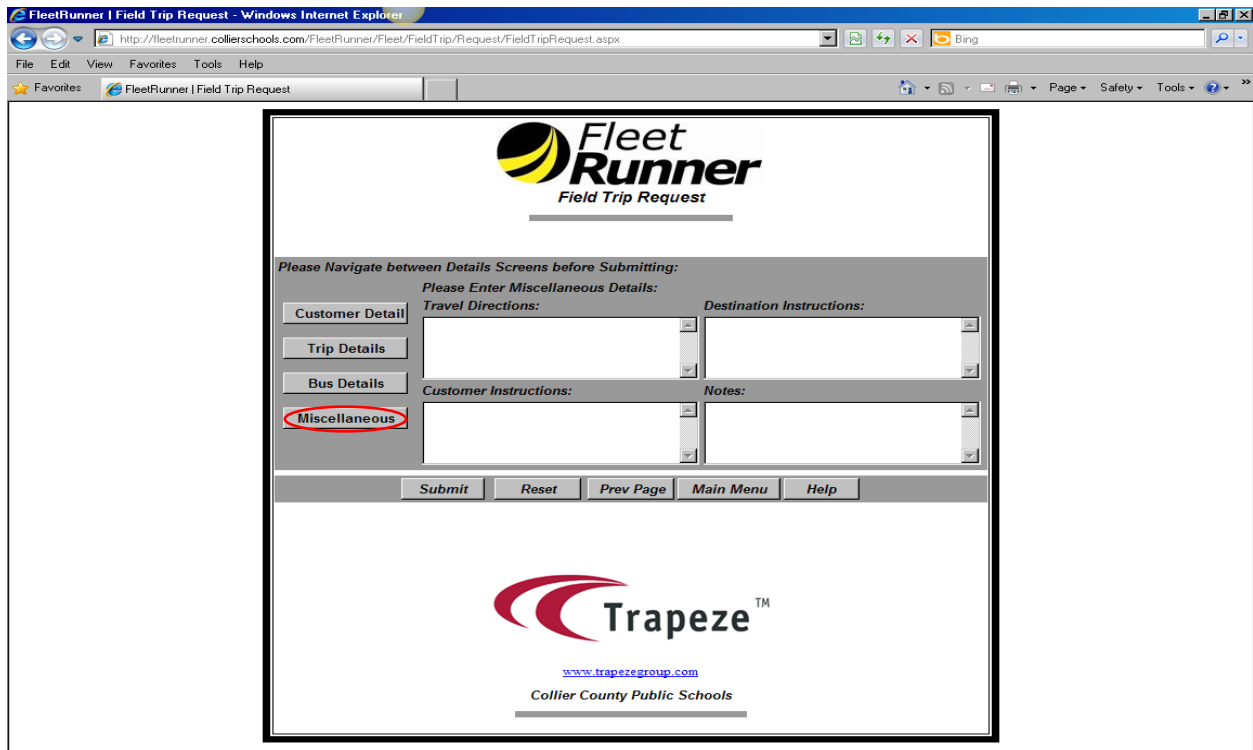
Bus Details

Miscellaneous

Submit Reset Prev Page Main Menu Help

Number of Buses is a required field by Trapeze. However, the number of buses is determined by CCPS Transportation Department. Please enter a "1" in the field.





Note: In order to successfully submit your field trip request, you must fill out all fields labeled with an asterisk. Funding Source must be filled in with the budget account that will pay for the field trip. Be sure to complete all 'Details' screens before submitting your request.