

Transportation Requests

Once you have signed in to School Dude, select the trip request tab at the top of the page.

Trip Name – The trip name should answer 3 questions: **What? Who? Where?**

- **What kind of vehicle do you need?** van, mini-van, bus, truck , car
- **Who will be driving?** Driver's name
- **Where will you be going?** The actual name of the location you will be going to (city, state, event)

Example: If I want to take a Cowley College mini-van to the Kay County Fair in Blackwell, OK. My trip name would be: **Mini-van-T. Circle-Blackwell, OK Kay County Fair**

Trip Destination – This is simply the city & state where you are going.

Transportation Type – select the option that matches the vehicle you put in the trip name –

- van (15 passenger),
- mini-van (7 passenger),
- bus, truck, car (personal vehicle)

Notes section – You can put any extra information or special requests in this section. If you need to take the trailer, this is the area where you would list that information. This area is **NOT** where you request an additional vehicle. Any additional vehicle requested in this area will not be reserved for you.

See the next page for a diagram.

Trip Request

If you are using a personal vehicle, please select Car as your Transportation Type & Include this information in the Special Needs and/or Trip Requirements Field

Please be yourself, click here if you are not Tracy Circle

Booked By

<input checked="" type="checkbox"/> First Name Tracy	<input checked="" type="checkbox"/> Last Name Circle	<input checked="" type="checkbox"/> Email tracy.circle@cowley.edu
Phone 620-441-5223	Pager 	Mobile

Booking Details

<input checked="" type="checkbox"/> Trip Name WHAT-WHO-WHERE	
<input checked="" type="checkbox"/> Trip Destination CITY, STATE	
<input checked="" type="checkbox"/> Departing Location -- Select Location --	
<input checked="" type="checkbox"/> Organization -- Select Organization --	
<input type="radio"/> One Way <input checked="" type="radio"/> Round Trip	
Trip Package -- Select Trip Package --	View Trip Package
<input checked="" type="checkbox"/> Departure Date [Calendar Icon]	<input checked="" type="checkbox"/> Return Date [Calendar Icon]
<input checked="" type="checkbox"/> Trip Departure Time [Time Selector]	<input checked="" type="checkbox"/> Trip Return Time [Time Selector]
<input checked="" type="checkbox"/> Budget Code -- Select Budget --	

Transportation Type

☒ Click on the transportation type below that best suits your needs:

 Activity Bus	 Car	 Mini-Van
 Pickup Truck	 Van	
Number Of Vehicles 		

Trip Contact

☐ Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

<input checked="" type="checkbox"/> First Name 	<input checked="" type="checkbox"/> Last Name 	<input checked="" type="checkbox"/> Email
Phone 	Pager 	Cellular

Attendees

Faculty	
Supervising Adults	
<input checked="" type="checkbox"/> Number of students	Cost per student
Number of adults	Cost per adult
Total Attendees	

Notes

Educational Objective	
Special Needs and/or Trip Requirements	

Security

☒ **Submittal Password** [Password Field] [Forgot Password?](#)

[Submit Request](#)