

## EFieldTrip Quick Reference Guide

The Electronic Field Trip (eFieldTrip) system is our web-based program for computerizing your field trip transportation when using Durham School Services (Durham). It allows schools and district office personnel to request field trip bus transportation and allows transportation personnel to approve or deny such requests.

EFieldTrip is only for placing an order for a bus. It **DOES NOT** replace district procedures and approvals in place for requesting permission to take a field trip. The principal must log into the eFieldTrip system to approve all bus requests (this includes requests submitted using the principal's username and password). **If your principal does not approve the bus request in the eFieldTrip system, the bus will not be sent by Durham.** Additionally, all schools and district office locations must provide Durham with a purchase order number prior to a bus being dispatched. Bus orders **originated by SCS District office personnel, and that will be paid by the district office,** DO NOT require the principal's approval in eFieldTrip.

Durham requests a three day advanced notice for buses. The bus cost is \$45.93 per hour (subject to change based on contract terms) with a minimum charge of two hours round trip. Durham's charges are calculated based on gate to gate transportation. This should be taken into consideration when estimating your total hours and costs.

Generally, morning departure times will be 9:30 am; however Durham may be able to service a very limited number of requests with an earlier departure time. All students must be returned to school by 1:30 pm in order for drivers to run their home-to-school routes timely. The earliest departure time for afternoon trips is generally 4:30 pm; however Durham may be able to accommodate a limited number of earlier departure times based on driver availability. Please contact Durham directly regarding availability for earlier pickup and later return times.

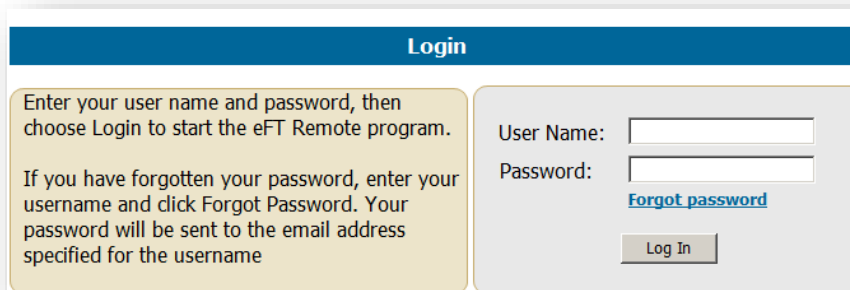
If you need to **cancel a bus,** after the principal has approved the request, send an email to **MemphisFieldTrips@durhamschoolservices.com** and copy Audrey Williams, **williamsal@scsk12.org**. You will be billed a \$91.86 minimum call-out charge if a bus is not cancelled within two hours of the requested pickup time.

### Getting Started

To start the program, go to the eFT website and log on to the system via the following link.

**[http://edulog\\_ftweb/edulog/eFTremote/](http://edulog_ftweb/edulog/eFTremote/)**

The login screen will appear. Enter your **user name and password.**



**Login**

Enter your user name and password, then choose Login to start the eFT Remote program.

If you have forgotten your password, enter your username and click Forgot Password. Your password will be sent to the email address specified for the username

User Name:

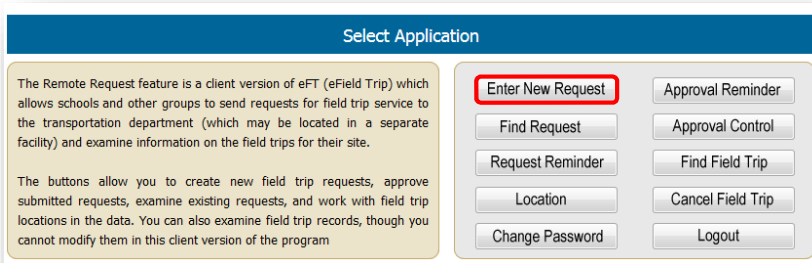
Password:

[Forgot password](#)

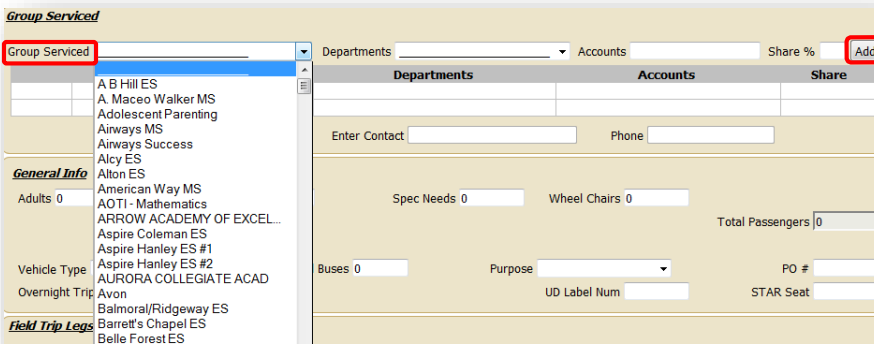
You will be prompted with a launch pad providing you access to various features of the e-Field Trip Remote Request program.

## Requesting a Bus

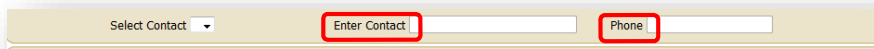
1. Click on **Enter New Request** button on the launch pad.



2. Click on **drop down menu** under Group Served.
3. Select **Group Name** (School or District Office name; this is the group responsible for paying the invoice).
4. Click on **Add** button to the far right.



5. Enter **Contact** Person.
6. Enter Contact **Phone** Number.



7. Enter the number of **Adults** that need to be transported.
8. Enter the number of **Students** that need to be transported (**do not include students that are in the Special Needs count**).
9. Enter the number of **Spec Needs** students with special transportation needs (such as wheel chair access).
10. Enter the number of **Wheel Chairs** that need to be transported with special needs students.
11. Enter the number of **Buses** you would like to use to transport all passengers.
12. Click on the drop down menu and select trip **Purpose**.
13. Enter the number of **STAR Seats** required for this trip.
14. Enter the purchase order (**PO#**) to be used for this request.

**General Info**

Adults 0    Students 0    Spec Needs 0    Wheel Chairs 0    Total Passengers 0

Vehicle Type     Requested Buses 0    Purpose     PO #

Overnight Trip     Bus Waits     STAR Seat

**Field Trip Legs**

Origin	Destination	Depart	Arrive Date	Arrive Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location Name     Location ID

Baseball  
Bowling  
Boys Basketball  
Boys Cross Country  
Boys Golf  
Boys Soccer  
Boys Tennis  
Boys Track & Field  
Debate Team  
Football

Search    Clear

- Under **Field Trip Legs**, click on the blue hyperlink to find your location.
- Click on **"Loc ID"** to select the origin location

**Field Trip Legs**

Origin	Destination
<a href="#">Click here to add a Location</a>	<input type="text"/>

Location Name     Location ID

Loc ID	Location name	Location type
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Field Trip Legs**

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location Name     Location ID

Loc ID	Location name	Location type	Location	City	Zone
4	<a href="#">A. Schwab</a>	Historic Store	163 Beale Street		
5	<a href="#">Adolescent Parenting Program</a>	School	205 N. Claybrook		
6	<a href="#">Africa In April Festival</a>	Festival	1 Downtown Mem		
7	<a href="#">Agricenter Show Place Arena</a>		105 S. Germantov		
8	<a href="#">Agricenter's Farmers Market</a>	Market	7777 Walnut Grov		
9	<a href="#">Airways Middle</a>	School	2601 Ketchum		
10	<a href="#">AIRWAYS MS</a>	School	2601 KETCHUM RO		

- Under Select Trip Destinations, enter destination name (full or partial name)
- Click on **"Search Now"**
- Click on **"Loc ID"** to select the location as a trip destination

**Field Trip Legs**

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
<a href="#">Delete</a> Airways Middle	<a href="#">Click on a Location</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location Name  civil    Location ID     Location Type     Search    Clear

Loc ID	Location name	Location type	Location	City	Zone
75	<a href="#">Civil Rights Museum</a>	Museum	450 Mulberry Street	Memphis	

- Enter Trip Times (if trip is overnight, check the overnight box)
- Enter Departure Date/Times for each leg of your trip
- Each Leg of your trip must be entered as separately for your trips. Example: Leaving Airways MS to Civil Rights Museum is one leg; Civil Rights Museum to Airways MS is second leg of trip. The system does not default to roundtrip. (if you plan to stop at a restaurant during the trip it must be included as a leg also)

**Field Trip Legs**

	Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
<a href="#">Delete</a>	AIRWAYS MS	Civil Rights Museum	10/31/2014	10:00 AM	10/31/2014	10:30 AM
<a href="#">Delete</a>	Civil Rights Museum	Airways Middle	10/31/2014	12:30 PM	10/31/2014	01:00 PM
	Airways Middle	<a href="#">Click on a Location</a>				

Location Name  Location ID  Location Type  Search

23. Enter any objectives (optional).

24. Under “Comments / Instructions”, enter any comments or special instructions. You may use this section to advise that the driver needs to go to multiple locations to pick up passengers, advise trip is a shuttle, request a special bus size (bus size requests are honored based on availability and Durham’s business needs), and enter any transportation requirements for students with special needs.

Miles  Total Time

Objective

Estimate Cost

Other Costs

Total Estimate Cost

**Comments/Instructions**

25. Click on “Submit Request”

## EFieldTrip Principal Approval Instructions

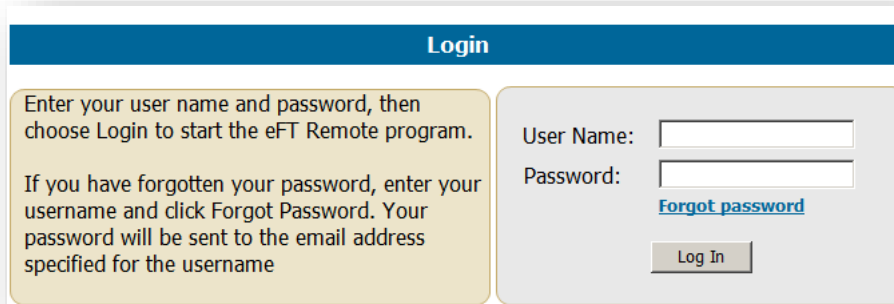
**Principal approval is required for all bus orders entered by authorized users of eFieldTrip at their respective schools.** Once an authorized user or principal submits an order, the principal will receive an email notification advising that a trip is waiting for approval. **The principal must log in on eFieldTrip to approve all orders (this includes requests submitted using the principals username and password.**

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To start the program, go to the eFT website and log on to the system via the following link.

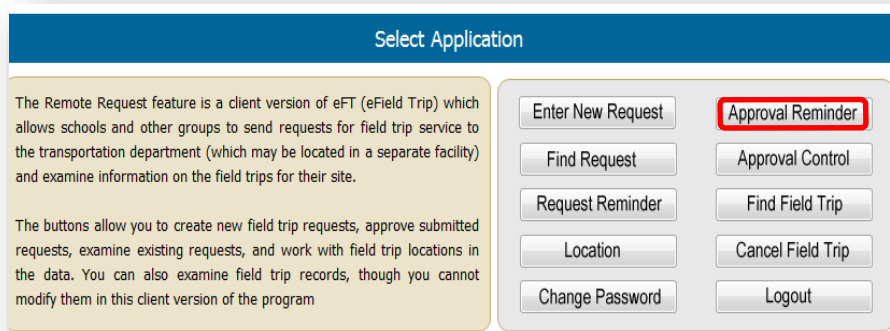
**[http://edulog\\_ftweb/edulog/eFTremote/](http://edulog_ftweb/edulog/eFTremote/)**

The login screen will appear. Enter your **user name and password**.



The following launch pad will appear providing you access choices to various features of the e-Field Trip Remote Request program.

1. Click on **“Approval Reminder”**



2. Click in box next to request
  - a. If approved, click on "Approve Selection" button

**Approval Reminder**

	Req ID	Req Date	Destination	Trip Date	Group Serviced	Passenger	Departments	RuleID
<input type="checkbox"/>	3	10/23/2014	Orpheum Theatre	10/30/2014	Mitchell HS	125		1
<input checked="" type="checkbox"/>	4	10/23/2014	Civil Rights Museum	10/30/2014	Mitchell HS	47		1

**Denial Reason:**

Select All   **Approve Selection**   Deny Selection   Close   DeSelect All

- b. If denied, click on "Deny Selection" button (comments will be required if request is denied)

**Approval Reminder**

	Req ID	Req Date	Destination	Trip Date	Group Serviced	Passenger	Departments	RuleID
<input type="checkbox"/>	3	10/23/2014	Orpheum Theatre	10/30/2014	Mitchell HS	125		1
<input checked="" type="checkbox"/>	4	10/23/2014	Civil Rights Museum	10/30/2014	Mitchell HS	47		1

**Denial Reason:**

Funding not available

Select All   Approve Selection   **Deny Selection**   Close   DeSelect All

3. Click close.

Select All   Approve Selection   Deny Selection   **Close**   DeSelect All

## Additional Information

- Each school and district office is allowed four authorized users. The financial secretary or principal should email Audrey Williams, [williamsal@scsk12.org](mailto:williamsal@scsk12.org), the name of users who need a username and password. Please copy Phoncella Cowan, [cowanp@scsk12.org](mailto:cowanp@scsk12.org), on all requests. District office personnel may email the above individuals directly and copy your office department head on the email.
- Bus seating capacity (approximate):
  - 90 passengers (seats 90 elementary students or 60 middle/high school students)
  - 84 passengers (seats 84 elementary students or 56 middle/high school students)
  - 71 passengers (seats 71 elementary students or 49 middle/high school students)
  - 54 passengers (seats 54 elementary students or 35 middle/high school students)
  - Type A bus (seats 16 – 18 students)
- To check on the status of a bus or if your bus does not arrive on time during regular school hours, please call the terminal listed on your field trip confirmation. The terminal can be identified by the FT number listed below.

<b>Farmville (FT4094)</b>	<b>(901) 320-9356</b>	<b>Getwell (FT4068)</b>	<b>(901) 743-1093</b>
<b>Grays Creek (FT4093)</b>	<b>(901) 380-0126</b>	<b>Kentucky (FT4092)</b>	<b>(901) 948-0272</b>

- If you are unable to reach Durham personnel at the terminal during regular hours of operations, call SCS Transportation at (901) 416-6077.
- Direct evening, weekend and emergency calls regarding buses to the following Durham School Services operations management personnel.

<b>Farmville (FT4094)</b>	<b>Operations Supervisor</b>	<b>Edrick Bridget</b>	<b>(901) 326-4799</b>
<b>Farmville (FT4094)</b>	<b>General Manager</b>	<b>Terrance Tiller</b>	<b>(901) 2067236</b>
<b>Getwell (FT4068)</b>	<b>Operations Supervisor</b>	<b>Shara Gill</b>	<b>(901) 207-0853</b>
<b>Getwell (FT4068)</b>	<b>General Manager</b>	<b>Janet Jones</b>	<b>(901) 326-9359</b>
<b>Grays Creek (FT4093)</b>	<b>Operations Supervisor</b>	<b>Daniel Brown</b>	<b>(901) 430-3473</b>
<b>Grays Creek (FT4093)</b>	<b>General Manager</b>	<b>John (Hale) Driver</b>	<b>(901) 317-9034</b>
<b>Kentucky (FT4092)</b>	<b>Operations Supervisor</b>	<b>Patricia Warren</b>	<b>(901) 643-9595</b>
<b>Kentucky (FT4092)</b>	<b>General Manager</b>	<b>Alvin Tucker</b>	<b>(901) 207-0942</b>

- If you are unable to reach Durham personnel after normal office hours or in an emergency, call, **Stephen Wherry, SCS Transportation (901) 412-6529**



### EFieldTrip Questions

Contact Audrey Williams, [williamsal@scsk12.org](mailto:williamsal@scsk12.org), (901) 416-7964 or Phoncella Cowan, [cowanp@scsk12.org](mailto:cowanp@scsk12.org), (901) 416-7891 in SCS Transportation regarding eFieldTrip questions. If unavailable, call (901) 416-6077 for immediate assistance.