

Welcome! Below is a step by step intro to our online field trip request program. Please follow the steps below for login and requesting process.

1. Click on the link.

- a. <https://www.fieldtriprequest.com/Account/Login?org=WI Nelsons Bus Service Inc>

FIELD TRIP REQUEST powered by **busHive™**

Field Trip Request Login

Email: *
matt.hounsell@nelsonsbusservice.com

Password: *
.....

Remember me?

Login

>> [Create new user](#)
>> [I forgot my password](#)

New to Field Trip Request?
Click [here](#) to learn how to create a user account.

External Login
Active Directory Login

Field Trip Request version 5.31.02 powered by busHive

School Email for user's name
User can create any password for their own account

2. Home screen

- a. Depending on the user and their rights in the approval process the home screen could look a bit different.

The screenshot shows a web browser window displaying the home screen of the Field Trip Request application. The browser's address bar shows the URL <https://www.fieldtriprequest.com/Default.aspx>. The page features the Nelson's Bus Service, Inc. logo at the top left. In the top right corner, the user's organization is identified as Nelson's Bus Service - Whitewater USD, with the user name Matt Hounsell and site Whitewater USD. A [Logout](#) link is also present.

A navigation menu is located below the logo, with options for Home, New Request, Favorites, History, Settings, and Help. The Home page content includes:

- Favorites:** A section indicating that no favorites have been saved.
- Home:** A main section with three sub-sections:
 - Trips Not Ordered (7 days):** A message stating there are no upcoming trips that have not been ordered.
 - Trips Needing Approval:** A message stating there are no trips waiting for the user's approval.
 - My Trips:** A table with columns for Trip ID, Activity, Destination, Depart, Return, Status, and Requested By. The table currently shows "No records to display."

At the bottom of the page, the version number "Field Trip Request version 5.31.02" is displayed. The Windows taskbar at the bottom of the screenshot shows various application icons and the system clock indicating 4:18 PM on 7/24/2018.

3. Requesting a Field Trip

The screenshot shows a web browser window displaying the 'New Trip Request' page for Nelson's Bus Service, Inc. The page features a navigation menu with 'Home', 'New Request', 'Favorites', 'History', 'Settings', and 'Help'. The 'New Request' section is active, showing a 'Trip Type' selection area with the following options:

- Athletic Trip
- CE Educational Trip
- IMMS Educational Trip
- MHS Educational Trip
- MPS Educational Trip
- MSD Recreation Trip
- WIS Educational Trip
- CE Activity Trip
- IMMS Activity Trip
- MHS Activity Trip
- MPS Activity Trip
- MSD General Trip
- WIS Activity Trip

At the bottom of the form, there are 'Continue' and 'Cancel' buttons. Two green arrows point to these buttons. The page footer indicates 'Field Trip Request version 5.31.03'.

- Users will only have trip types they have association with
- Select "Trip Type" then hit "Continue"

4. Trip Request Form

Organization: Nelson's Bus Service - McFarland School District
User: Matt Hounsell
Site: McFarland School District
[Logout](#)

Home New Request Favorites History Settings Help

Favorites
No favorites have been saved.

Trip Request
New Trip (MHS Educational Trip)

Welcome to Nelson's Bus Service online field trip request page. Please fill in the information below. If you are planning a multiple destination trip please list the stops in the destination box below in the order you are planning to stop. Also include your arrival times and departure times for the destinations. Thank you!

Activity: *
Destination: *
Destination Info (Street Address, City, ST, Zip): *
Contact (Person in-charge of group at Destination): *
of Adults: * # of Students: * # of Wheelchairs: *
Departure Location (School Location): *
Any additional notes for departure:

Depart Time and Return Time cannot exceed earliest or latest times noted unless authorized by Terminal Manager/District Admin.
Depart Date: *
Depart Time (Earliest pick-up 8:00 am): *
Arrive Time at Destination: * Leave Time from Destination: *
Return Date: *
Return Time (Latest drop-off 2:30 pm): *
Estimate Needed: * Yes No

If you do not see a name or activity group that would best describe your group, please choose one and please place a note in one of the note boxes. Or email us at McFarland@NelsonsBusService.com

Please include your cell phone #

- Boxes with * is a must fill-in box!
- If you are going to multiple destination please list all locations with order, followed by arrival & departure time at those stop locations!

Drop Off Point: *
▼

Drop Off Details:

Approval
Back row seats empty on highway travel.
Kindergarten to 3rd grade students - up to 3 per seat. 4th grade to Adult - 2 per seat.
 I agree to the terms stated above

Send To: * MHS Administrator ▼

Comment:

Field Trip Request version 5.31.03

- c. Note for departure time, the bus will load 15 minutes prior to departure times
- d. If you are expecting to have a field trip extend to route time frames of either 6:00 AM until 8:00 AM or 2:30 PM until 4:30 PM trip approval will have to be agree both by the School District and Nelson's Bus Service.

5. Filled-in Form

file Edit View History Bookmarks Tools Help

Trip Request - Field Trip Request x hinchleys farm - Google Search x +

https://www.fieldtriprequest.com/TripRequest.aspx?type=4

Inbox - mhounsell22@... Most Visited Getting Started Ebay Login - Field Trip Req... HP Download Store HP Games Suggested Sites Web Slice Gallery Inbox - mhounsell22@... PGC Basketball - YouT...

Organization: Nelson's Bus Service - Whitewater USD
User: Matt Hounsell
Site: Whitewater USD
[Logout](#)

Nelson's
BUS SERVICE, INC.

Home New Request Favorites History Settings Help

Favorites
No favorites have been saved.

Trip Request

New Trip (WHS Educational Trip)

Please call transportation with any questions.

Activity: *
WHS: Agriculture

Destination: *
Hinchley's Dairy Farm

Destination Info (Street Address, City, ST, Zip): *
2844 WI-73
Cambridge, WI 53523

Contact (Person in-charge of group at Destination): *

of Adults: * # of Students: * # of Wheelchairs: *
1 40 0

Departure Location (School Location): *
Whitewater High School

Any additional notes for departure:
Pick up at back side of WHS
(west side of building) on the
shop side and tech area

Depart Time and Return Time cannot exceed earliest or latest times noted unless authorized by Terminal Manager/District Admin.

Depart Date: *
07/30/2018

Depart Time (Earliest pick-up 8:00 am): *
8:00 AM

Arrive Time at Destination: *
9:00 AM

Leave Time from Destination: *
11:30 AM

Return Date: *
07/30/2018

Return Time (Latest drop-off 2:30 pm): *
12:30 PM

Estimate Needed: * Yes No

Any additional notes for departure:

Pick up at back side of WHS
(west side of building) on the
shop side and tech area

Drop Off Point: *

Whitewater High School

Drop Off Details:

Approval

Alcoholic Beverages and Smoking are Prohibited on all Vehicles.

I agree to the terms stated above

Send To: * WWHS Administrator

Comment:

Submit

Field Trip Request version 5.31.02



6. Error Message or Warning

- Please make sure all information is filled in correctly
- ALL REQUEST MUST BE IN AT LEAST 2 WEEKS PRIOR TO ANY TRIP

The screenshot shows a web browser window displaying the Nelson's Bus Service website. The page title is "Trip Request - Field Trip Request" and the URL is "https://www.fieldtriprequest.com/TripRequest.aspx?type=4". The user is logged in as "Matt Hounsell" from "Whitwater USD".

The main content area is titled "Trip Request" and "New Trip (WHS Educational Trip)". A red error message states: "These issues must be fixed before the page can be submitted: • Travel dates must be a date between 8/7/2018 and 7/19/2019." A green arrow points to this message.

Below the error message, there is a text box that says "Please call transportation with any questions." The form fields are as follows:

- Activity: * (Dropdown menu: WHS: Agriculture)
- Destination: * (Dropdown menu: Hinchley's Dairy Farm)
- Destination Info (Street Address, City, ST, Zip): * (Text area: 2844 WI-73, Cambridge, WI 53523)
- Contact (Person in-charge of group at Destination): * (Text area: Mr. Smith (608) xxx-xxxx)
- # of Adults: * (Input: 1), # of Students: * (Input: 40), # of Wheelchairs: * (Input: 0)
- Departure Location (School Location): * (Text area: Whitwater High School)
- Any additional notes for departure: (Text area: Pick up at back side of WHS)
- Depart Date: * (Input: 07/30/2018) - A green arrow points to this field.
- Depart Time (Earliest pick-up 8:00 am): * (Input: 8:00 AM)
- Arrive Time at Destination: * (Input: 9:00 AM)
- Leave Time from Destination: * (Input: 11:30 AM)
- Return Date: * (Input: 07/30/2018) - A green arrow points to this field.
- Return Time (Latest drop-off 2:30 pm): * (Input: 12:30 PM)
- Estimate Needed: * (Radio buttons: Yes, No)

A warning message on the right side of the form states: "Depart Time and Return Time cannot exceed earliest or latest times noted unless authorized by Terminal Manager/District Admin." The Windows taskbar at the bottom shows the time as 5:11 PM on 7/24/2018.