

HOW TO CREATE A NEW FIELD TRIP AND SCHEDULE TRANSPORTATION

***Field trips must be requested a minimum of 15 business days prior to the event.**

- 1. A link can be found on the General McLane website under Departments- Forms-Service Center. Look for “Driver Needed Bus/Vehicle Request”.**
- 2. Click on the link. The Client ID is: GMcLane**
- 3. To log in, your user ID is your full name with no spaces, all lower case (i.e. richardsmith) and your password is password.**
- 4. In the upper right hand corner, click on “Submit New Request”.**
- 5. Complete all required fields, designated by an asterisk.**
- 6. Upon completion, go to the bottom of the form and click “save”.**
- 7. Please keep in mind that a drop and return requires two entries, one to drop and one to return.**

The request will go to the building secretary for approval, then the Transportation Department. Once you receive an email from Transportation, your trip is approved and scheduled.