

## Procedure to Request Transportation Services (Buses, Vans and/or Drivers)

**External groups** should call the 814-273-1033 X6900 at least 30 work days prior to the event to request transportation services. Do not use the procedure outlined below.

**Internal Groups** must be received by the Transportation Department a minimum of 15 work days prior to the event.

1. Open an Internet browser such as Microsoft Edge or Google Chrome.
2. Go to <https://www.generalmclane.net> (GM's web site)
3. Click on "Departments" and select "Transportation" from the drop-down menu.
4. Click on "Vehicle/Driver Request" on the left side of the screen.
5. Click on the "Vehicle/Driver Request" link to display the TripFinder login screen.
  - Client ID is: GMcLane
  - User Name is: Your first and last name in lower case with no spaces
  - Password is: password (unless you have previously changed it)
6. Click on the 'My Submitted Requests' icon on the left. (Outbox icon)
7. In the upper right-hand corner, click on "Submit New Request".
8. Complete all required fields designated by an asterisk.
9. Departure Time – This is the time you will meet the bus. Allow for load time before departure
10. Return Time – This is the time you plan to arrive back at the GM campus
11. Upon completion, go to the bottom of the form and click "save".
12. Please keep in mind that a '*drop and return*' trip requires two entries, one to drop and one to return.

The request will go to the building principal for approval, then the Transportation Department.

**All requests will be reviewed to determine if transportation costs will be applied as per District Policy.**

Once you receive an email from Transportation and the Business Office, your trip is approved and scheduled.

The designated pickup locations will be as follows:

GMHS	Rear gym doors
JWPMS	Front gym doors
EES	West entrance near baseball fields
MES	Main front entrance