

HOW TO ENTER A FIELD TRIP

- 1 -- Select "Add Shift Row" which is located to the far right of each day's "home" row.
- 2 -- Under the TRANSFER column enter the start time of the trip.
- 3 -- Under the JOB column select which trip applies. (Academic / Athletic)
- 4 -- Type a brief description in the COMMENT column.
- 5 -- Under the OUT column enter the stop time of the trip.

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment	Schedule
Sun	09/20/2015									
Mon	09/21/2015									6:35a-8:45e
Tue	09/22/2015									6:35a-8:45e
Wed	09/23/2015									6:35a-8:45e

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015	6:35a			8:45a				
		2:15p			4:30p				
					9:15p	4:31p			FB to Dalton
Tue	09/22/2015								
Wed	09/23/2015								
Thu	09/24/2015								

- Bus Driver.Academic/Field Trip
- Bus Driver.Athletic Field Trip
- Bus Driver.Midday-Addtl Route
- Bus Driver.Regular Route