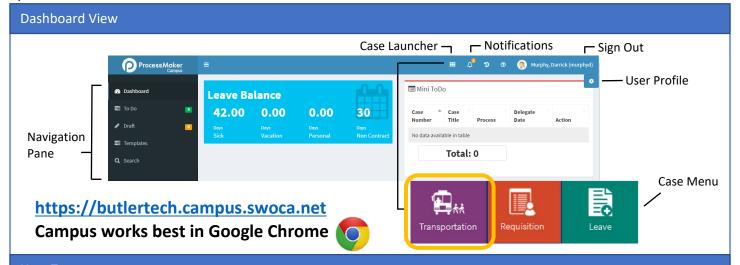
Transportation Request Form

Quick Reference Guide





How To

Login

Go to butlertech.campus.swoca.net, enter your username (last name and first initial, e.g. murphyd), and your password, and Click the LOGIN button and you will be taken to the Dashboard.

If you need to reset your password, Click I forgot my password, under the LOGIN button. Enter your username and Butler Tech email address, then Click SEND REQUEST. After a few minutes, you will receive instructions by email. Follow the instructions to reset your password, then repeat the Login process.

Submit a Transportation Request

Click on the Case Launcher at the top of the screen, then Transportation from the Case Menu. Complete the request form, taking in to account that the fields with a * (red asterisk) next to them are required.

Requestor Information

For **Requestor Phone** please provide the best phone number in which to reach you.

Trip Information

Select the **Purpose Request** from the drop-down list or **other** if one of the choices does not describe your purpose. If you need a **Departure location** other than the one listed, choose **other** and enter the address.

Dates and Times

Please select the **Date and Time** information by clicking on the icons at the end of each row.

People Information

Please include the names of all Butler Tech adults in the Teacher/Coach in Charge field. You do not need to upload a student roster, but do need to indicate the number of students and adults that will be traveling in the vehicle.

Vehicle Information

Choose a **Vehicle Type** from the drop-down list based on the total number of people traveling.

Use the **Additional Vehicle Information** field to notate any special instructions like tolls, parking fees, drop off only, etc.

Additional Information

Check the boxes next to the appropriate **Food Service** options and enter the details under **Food Stop**.

Use the drop-down menus to Indicate if you have need **Special/Media Needs**, a **Handicapable Bus**. If you have **Equipment Space Needs**, please provide details like size and weight in the box that appears.

Comments

Any additional details you feel are relevant to your request can be included under **Comments**.

If you realize that you do not have all of the information you need for the request, you can save it as a **Draft** and pick up where you left off later. Can may also save it as a **Template** if you will have multiples of the same request over different days. Both can be found in the **Navigation Pane**. If your request is complete, **Click Submit**.

Case Status

Current User	Status	Meaning
Case Creator	Draft	Case has NOT submitted
Supervisor	TO_DO	Awaiting supervisor approval
Supervisor	COMPLE	TED The case has been approved