

Requesting a Motor Pool Vehicle Online

Go to

<https://www.myschoolbuilding.com>

Select Organization

Organization Account Number

**Use the number
198557072 as the
"Organization
Account Number"**

Welcome to MySchoolBuilding

George Mason University

Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

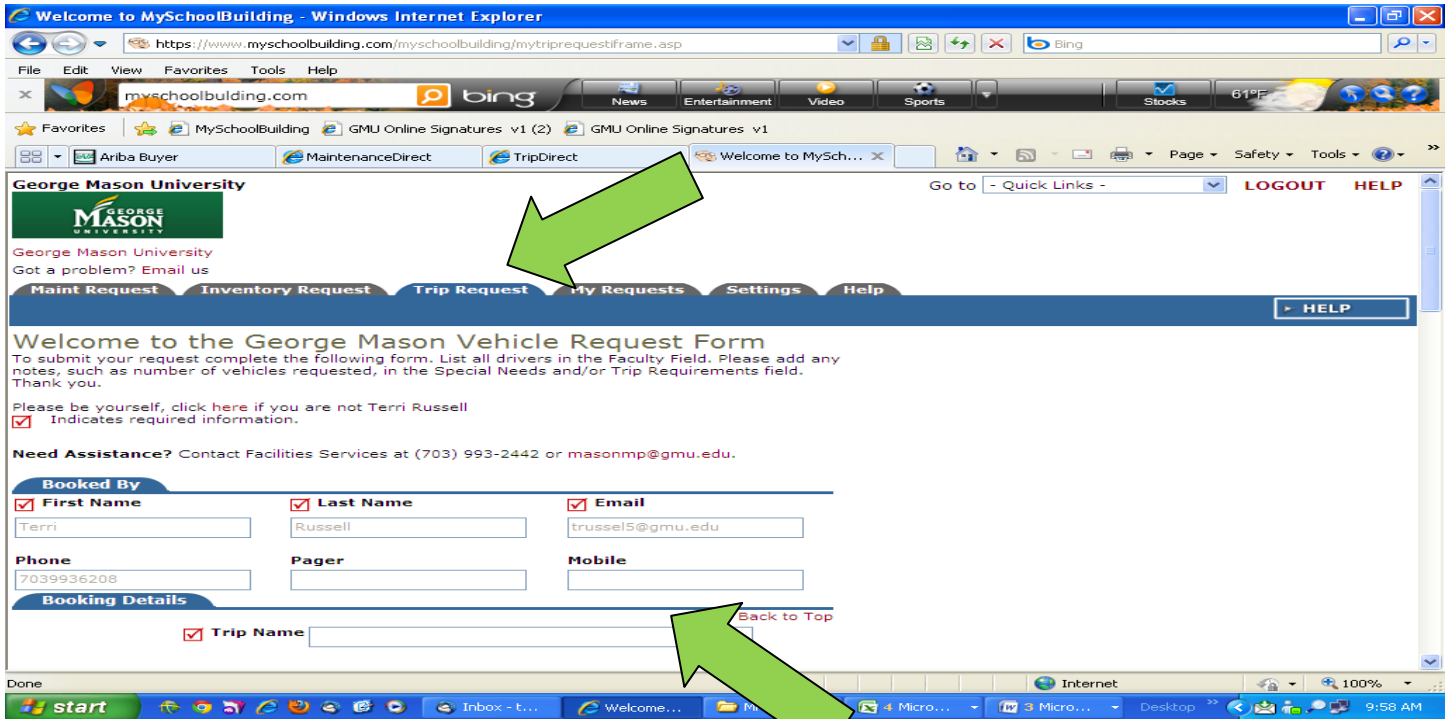
Email Address

**Enter your GMU
Email Address**

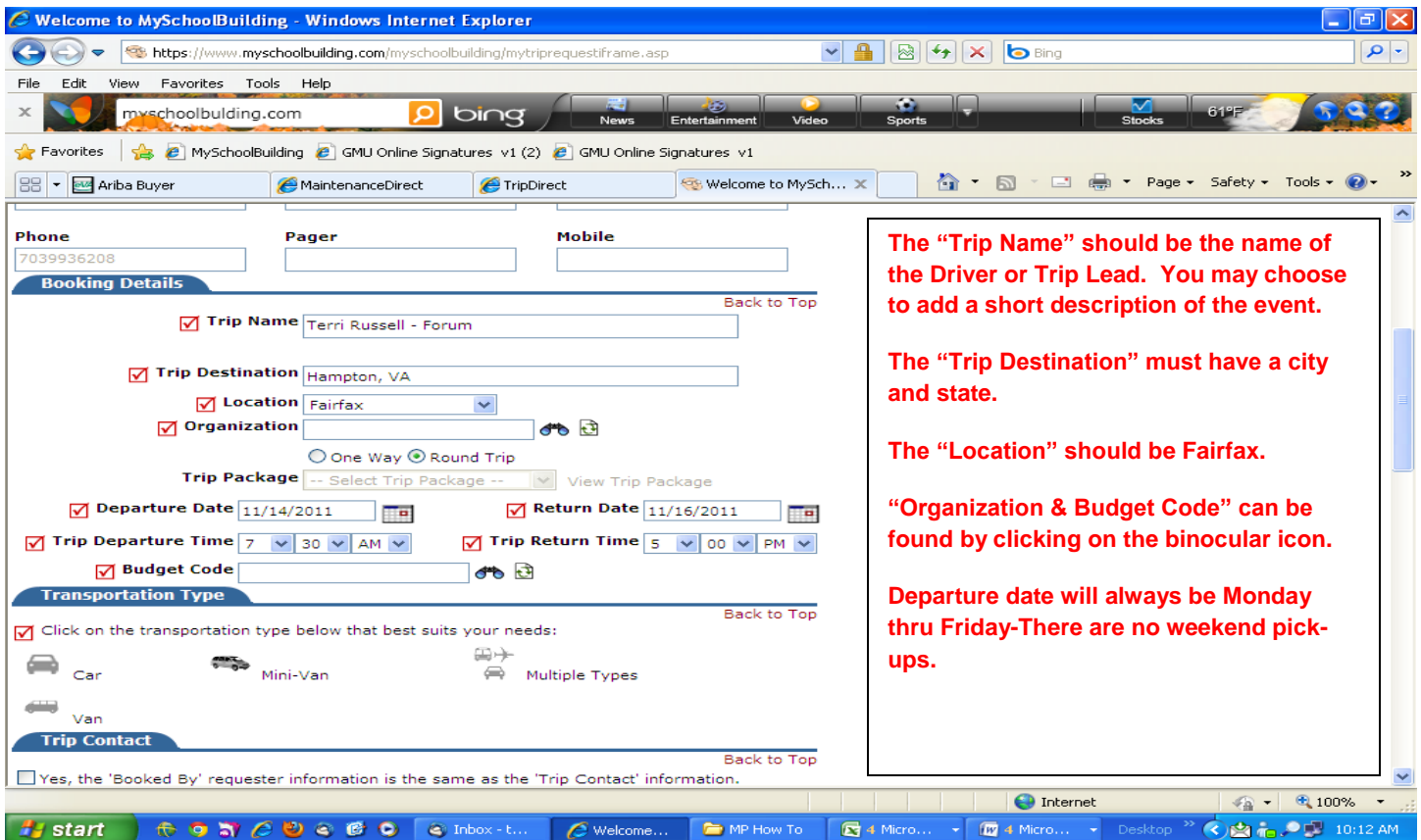
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CIP:129.174.70.121
SID:MSB07
DID:5
CUA:MSIE 8.0

You are now on the “Maintenance Request” page. There are a series of tabs across the top of the page. Click on the “Trip Request” tab.



Your name and contact information will auto populate the “Booked By” fields. Please note a red check indicates required information. Next fill out the “Booking Details.”



Choose a transportation type. If you are requesting more than one vehicle, choose “Multiple Types”

The screenshot shows a web browser window with the URL <https://www.myschoolbuilding.com/myschoolbuilding/mytriprequestframe.asp>. The page is titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The main content area is titled "Transportation Type" and includes a "Budget Code" field. Below this, there is a section for selecting a transportation type, with the instruction: "Click on the transportation type below that best suits your needs:". There are four options: "Car" (with a red "OK" button and a car icon), "Mini-Van" (with a van icon), "Multiple Types" (with a car and van icon), and "Van" (with a van icon). A large green arrow points to the "Car" option. Below the transportation selection is the "Trip Contact" section, which includes a checkbox for "Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information." and fields for "First Name", "Last Name", "Email", "Phone", "Pager", and "Cellular". The "Attendees" section includes "Faculty" and "Supervising Adults" dropdown menus, and checkboxes for "Number of students" and "Number of adults", each with a corresponding "Cost per student" or "Cost per adult" field. The browser's taskbar at the bottom shows the start button and several open applications.

The next step will be to identify the drivers/riders. Will there be passengers? How many? Who are they? (use the Faculty & Supervising Adult fields) It is preferable that we have names and they are identified as faculty, staff or student. The following formats should be used;

Bob Smith, driver, faculty

Bob Smith, passenger, staff

4 passengers-3 student and 1 faculty (if names are not available)

What is the Educational Objective for the trip?(what activity is the trip in support of? Example: meeting, conference, training, educational-use the “Educational Objective” field)

Welcome to MySchoolBuilding - Windows Internet Explorer

https://www.myschoolbuilding.com/myschoolbuilding/mytriprequestframe.asp

Faculty: Bob Smith, passenger, faculty

Supervising Adults: Terri Russell, driver, staff; Rian Holland, passenger, student

Number of students: 1, Cost per student: []

Number of adults: 2, Cost per adult: []

Totals Attendees: 3

Notes

Educational Objective: Attendance at the annual State Procurement Forum.

Special Needs and/or Trip Requirements: Please provide a vehicle with a trailer hitch.

Security

Submit Request

Use the "Special Needs and or Trip Requirements" field to note requests such as "We need 2 Minivans and an economy car" or "Please remove last row of seats."

When you have provided all the necessary information for your request, enter your password "gmu123" and submit your request. You can track the status of your request by clicking the words "MyTrip Request"

Welcome to MySchoolBuilding - Windows Internet Explorer

https://www.myschoolbuilding.com/myschoolbuilding/MyRequests.asp?mode=td

George Mason University

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Got a problem? Email us

Main Request | Inventory Request | Trip Request | **My Requests** | Settings | Help

My Maint Requests | My Inventory Requests | My Trip Requests |

My Trip Requests

Note: Once the trip request is assigned to someone for approval, you no longer have the ability to edit the request. You can click on the current assigned person name to send email and request for approval.

Search for ...

Search this results for: [] Show All

1 - 8 of total 39 listed

Trip ID	Status	Trip State	Trip #	Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name		Total Estimated Costs
Departure Date Time	Return Date Time	# Adults	Educational Objectives	Contact Phone		
Pick Up Location	Drop Off Location	Attendees				
2064	Submitted	Inactive	1	Hampton, VA	Facilities Management	\$0.00
Terri Russell - Test	Fairfax		2	Attendance at the annual State	Terri Russell	\$0.00
11/29/2011 5:00 PM	11/30/2011 5:00 PM	3			7039936208	

