

Simplify transportation planning for field trips, outings, and more with the FMX Transportation Request module.

There is a lot that goes into planning a trip for your organization. You have to make all of the necessary arrangements (pickup and drop off locations, hotel accommodations, chaperones), ensure proper staffing, find available vehicles, and all of this must be done days, weeks, even months in advance. Then sometimes, despite all of this careful planning, transportation requests can get lost on the way up the approval chain and never make it on the schedule.

Facilities management software, like FMX, can help take the hard work out of transportation planning by providing you with a central place to:

- Share trip details across departments
- Establish an approval chain for transportation requests
- Avoid double-booking drivers and vehicles
- Print trip tickets for drivers
- Store important documents such as itineraries, insurance certificates, and other information
- Keep track of trip times and mileage



Benefits of FMX

- Easy to use
- Tailored to your needs
- Unlimited:
 - + Information storage
 - + Requesting and vendor users
 - + Lifetime customer support
- Accessible from anywhere on any Internet-enabled device
- Import and export your data at any time

A screenshot of the FMX Transportation Request interface. At the top, it shows a notification: "Mike Ward opened this request" on April 7 at 3:10 PM. Below this, the request details are listed: Request type: Athletics Trip; Event name: Baseball Camp; Building: Building A; Pickup location: Front Parking Lot; Destination: Baseball Camp - Dublin OH; Trip time: Sun, Apr 9, 1:00pm - Mon, Apr 10, 2:00pm. A pop-up window for "Chaperon" is open, showing "Number of passengers" as 30, "Purchase Order #" as -, and a checkbox for "Will stop for meals" which is unchecked. Below the pop-up, another notification says "Jamie Gregory approved this request on April 7 @ 3:12 PM". Underneath, there is an "Assign" section with two dropdown menus: "Drivers and vehicles" (selected: Jamie Gregory) and "Choose vehicle...". A green "+" button is next to the second dropdown. At the bottom right, there are "Save" and "Cancel" buttons.

From our customers:

"Since going to FMX this has all been made much simpler and we're able to go to one location to know what's going on. In addition, we benefit from having our transportation, maintenance, and technology/ help-desk request items, all being generated from one location."

—Jon Saxton, Chillicothe City Schools, Superintendent



What can you do with the FMX Transportation Request module?

Receive transportation requests. Requests will go up a chain of approval that you've established for your organization. You can also respond to the requester to ask for additional details, discuss plans, and more.

Customize your organization's transportation request form to include fields for chaperone names, stops required, accommodations, toll fare, etc. That way your drivers, transportation directors, chaperones, etc. will have all of the details they need to plan and complete the trip. You can even modify the form for different types of transportation requests such as athletic trips or overnight trips.

Plan trips in advance: Schedule trips days, weeks, months, or even years in advance. If you want to change the date of a trip, all you have to do is select the request on the calendar and drag and drop it to a different day.

Avoid double-booking drivers and vehicles: FMX features automatic conflict detection and will prevent you from assigning a vehicle or driver if they are already scheduled.

Set up automatic notifications for relevant individuals including the requester, approver, driver, etc. when requests are submitted, assigned, responded to, and finalized.

Print trip tickets: FMX generates trip tickets based on the information you include in the form. You can export and print these tickets and give them to your drivers prior to the trip.

View your daily schedule: With FMX's simple calendar display, you and your staff will always know where they need to be. You can even sync your FMX calendar with your Google, Apple, and Outlook calendars.

Upload photo and file attachments: Easily share itineraries, map directions, etc. You can also store important documents such as insurance certificates, license information, and vehicle inspection reports.

Log take-off and return times and mileage for each trip.

Track vehicle maintenance and repair costs: You can use the FMX Maintenance Request and Planned Maintenance modules to schedule and track vehicle maintenance and associated labor, inventory, and other costs.

Compile reports: Use the Transportation Request grid to pull ad hoc reports on tasks per vehicle, driver, request type, etc.

Learn more about FMX



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