

# Fairview School District Employees - Facility, Bus, Van or Employee Vehicle Travel Request – Instructions ML Schedules

All requests for facilities and travel will be made using ML Schedules.

All Request must be made at least one (1) week prior to the date the specified facilities or transportation is desired, allowing time for board approval which could take up to 45 days. Local travel by district employees (like to the IU) without students would not require prior board approval.

1. Go to: <http://pa.mlschedules.com/Login.aspx>
2. Create New Account if one does not exist or log in. Skip to Step 1 under Request for building space, van or bus.
  - Fill in all information – use your district email
  - Create a Group Name - use last name then first name - example Barnes Edward
  - Use Building address
  - Select District – drop down list – Fairview School District
  - Submit
3. Log in

## **Request for building space, van or bus**

1. There is an instructional video on the district website that can be found by going to Quick Links at the bottom left of the home page, and selecting either Bus/Van Request or Facilities Request.
2. To start the process of making a request select the Group, then pick the option by “date and time,” “space,” “recurring” or “Multiple spaces.” If starting with date and time then proceed to step 3. If starting with space then go to step 5. This procedure does not include directions for recurring or multiple spaces. If requesting multiple spaces or multiple buses or vans, you should use the Multiple space option.
3. If starting with “date and time,” key in the start date and time and the end date and time, Site, and Space, and then select View.
4. If the space is available, then select Request (green button in lower right part of screen). Go to step 6. You can’t continue at this point if the space is not available on the date and time specified.
5. If starting with space, select the Group then select space. Make selections for Type, Site and Space. Then select the date needed on the calendar. Then key the start time for the day.
6. Enter the Setup Start Date / Time and the Breakdown Date/Time. These will include the time to set up and break down for the event. The dates and times will automatically populate in the Event Start Date/Time and Event End Date/Time fields. These can be changed if needed to identify the actual start and end time of the event.
7. Select the Group.
8. Enter the Event Name. This would be a short description of the event.
9. If the request is for a building space proceed to step 10. If the request is for a bus, van or employee vehicle, go to step 17.

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10. In the Notes box fully describe the event. Include an explanation of why the event is taking place, specific directions on setup of tables and chairs, other equipment, and other needs.
11. In the following fields, provide all information for your event.
12. Indicate whether this is a fundraising activity.
13. **MANDATORY INFORMATION NEEDED under ADDITIONAL INFORMATION**
  - a. # Children Attending
  - b. # Adults Attending
  - c. # Chaperones Attending
  - d. Number of People
  - e. Admission Charge / Use of Fee
14. If you leave a field blank or with the answer No, you are saying it is not needed.
15. Under ATTACHMENTS, you will need to upload an insurance certificate. This can be done later if needed. You will not be able to use the space requested until a current and valid insurance certificate is uploaded.
16. Go to step 19.
17. In the Notes box describe the event in detail including City, State, round-trip miles, hotel name where arrangements should be made if needed, van(s) or rental car(s) with the number of each needed. Be sure to be specific enough here so that travel arrangements can be made by the Business Office.
18. **MANDATORY INFORMATION NEEDED**
  - a. **ADDITIONAL INFORMATION**
    - i. # Children Attending
    - ii. # Adults Attending
    - iii. # Chaperones Attending
    - iv. Number of People
    - v. Admission Charge / Use of Fee
  - b. **ATTACHMENTS**
    - i. Scan and attach documents related to the trip such as conference registration, team registration, hotel information, etc.
19. At the bottom of the page after all entries are made, and If applicable, select - I have made a request with Fairview School District before.
20. **Must select** – I have read and agree to the District Terms & Conditions (View). You must review the insurance requirements. If a Fairview School District employee is making the request for a district related event then the insurance certificate is not needed.
21. District employees must complete an Insurance Questionnaire if this has never been done. A link to this form is on the Bus/Van page.
22. Select Request

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23. If all mandatory fields are complete, your request has been submitted and will follow a pre-designated approval process. If any errors exist, you will be directed on what fields to complete.

**You will receive a confirmation email after the last step in the approval process. Remember that the approval is subject to School Board approval which could take up to 45 days.**