



Fairfax County
PUBLIC SCHOOLS

ENGAGE • INSPIRE • THRIVE

TRANSPORTATION WEEKLY REPORT

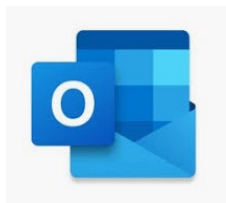
Helpful tips for Android
Devices

WHAT YOU WILL NEED

- You will need a connection to the internet, either through Wi-Fi or mobile data.
- Android users should access the timesheet with either the Google Chrome browser or any more preferred browser on your device.



- Having your county email logged in using a Mail application is the best and easiest method for timesheet submission.
- Microsoft Outlook is a recommended mail application and can be downloaded in your App Store for free.

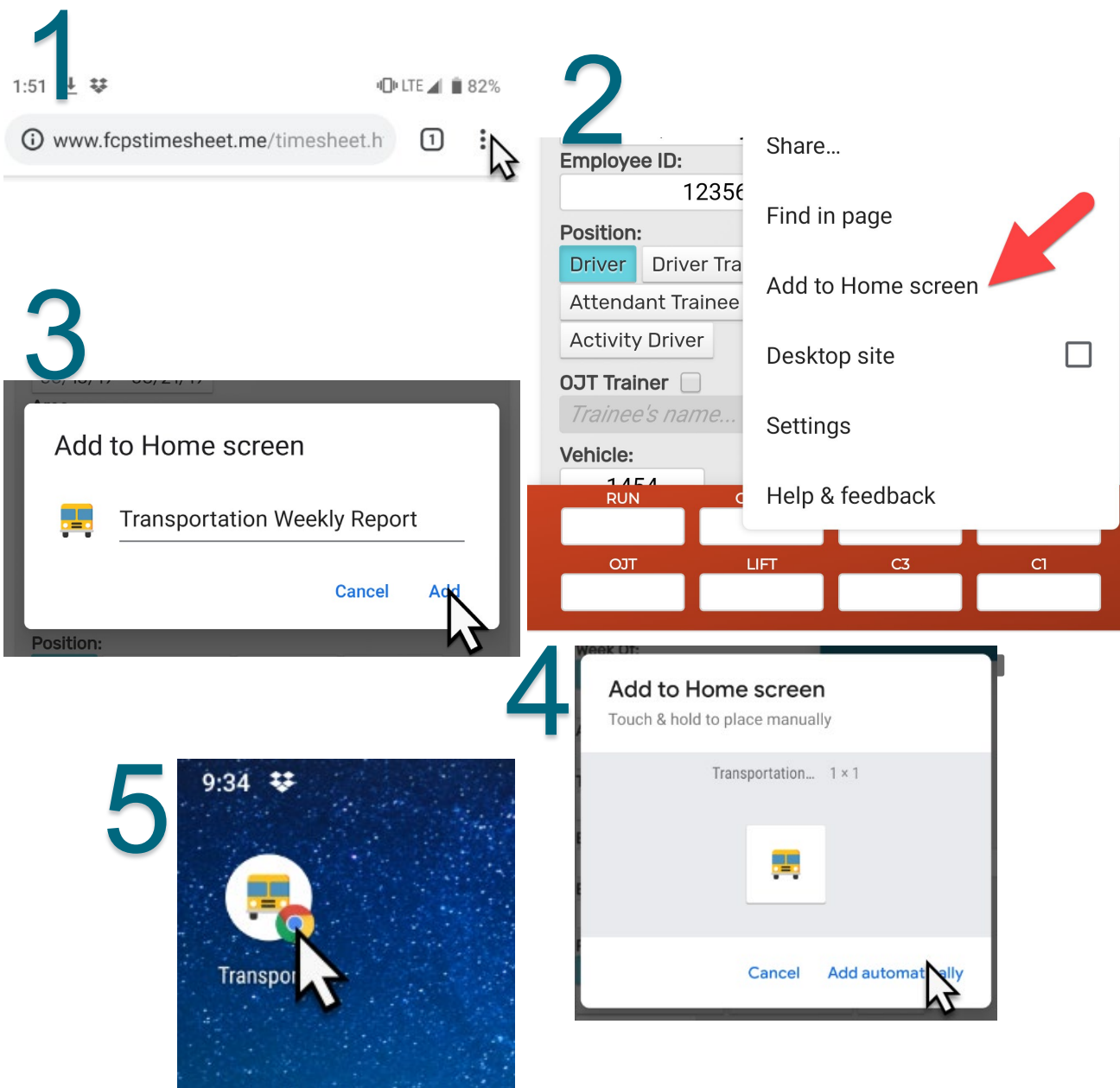


- You will also need an application to open and view the PDF. Most phones comes with one preinstalled. If you do not have one, you can download Adobe Acrobat Viewer for free.



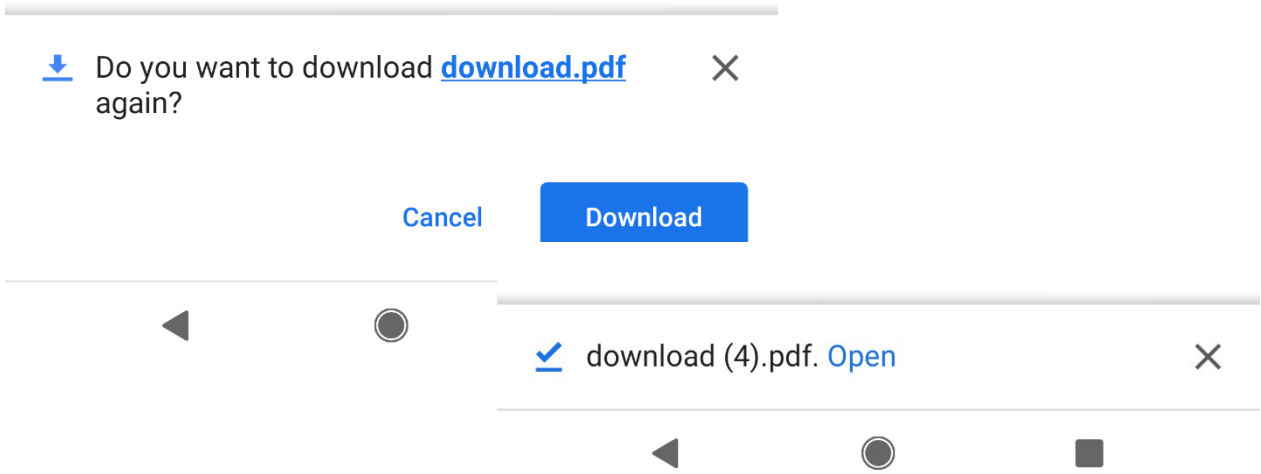
CREATING A SHORTCUT

The Google Chrome browser allows you to create a shortcut to the timesheet so that you can easily access it. Other browsers may have similar abilities. The following images have been made using Chrome.



REVIEWING AND FINALIZING

- Chrome on a mobile device will not display the timesheet, however it will attempt to download it.



- Follow the prompts on your phone to download and then open the timesheet in the PDF viewer application.

The image shows a PDF viewer interface with a document titled "TRANSPORTATION WEEKLY REPORT". The document contains a detailed form for reporting weekly activities. At the top, it includes fields for "Employee ID: 123565", "Week Of: 06/01/19 - 06/07/19", "Position: Driver", "Team: 45", "Name: Martinez, Brittany C", and "Vehicle: 1454". The form is divided into several sections:

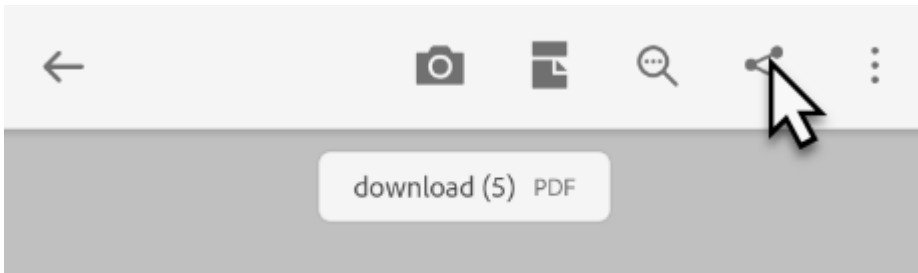
- Pupil Counts:** A large table with columns for "AM Pupil Counts", "PM Pupil Counts", and "PAC/PS - Shuttle - Late Run Counts". Each section has sub-columns for "Route" and days of the week (Mon-Fri).
- AM Pupil Time:** A table with columns for "Regular Runs", "PAC/Preschool", "Shuttles", and "Late Run". It includes rows for specific times (06:03, 06:04, 06:05, 06:06, 06:07) and checkboxes for "Lift".
- Other Work Duties:** A table with columns for "Date", "Lift", "Description", "Start", "End", and "Total".
- Leave Used:** A table with columns for "Date", "Type", "All", "Start", "End", and "Total".
- Field Trips:** A table with columns for "Date", "Lift", "From", "To", "Voucher", "Start", "End", and "Total".

At the bottom of the form, there is a signature line with fields for "Employee Initials", "Signature", and "Date". The footer of the PDF contains a disclaimer: "I certify that I have performed school duties on the reports with number shown above on all runs as ordered herein and I do hereby have performed daily pretrip inspection as required..."

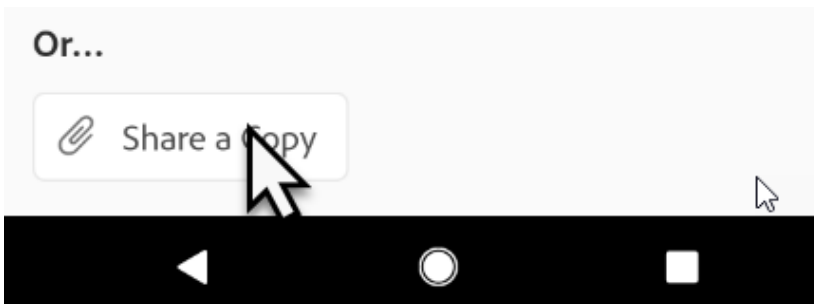
USING MICROSOFT OUTLOOK APP

The following images are from Microsoft Outlook and Adobe Acrobat Viewer:

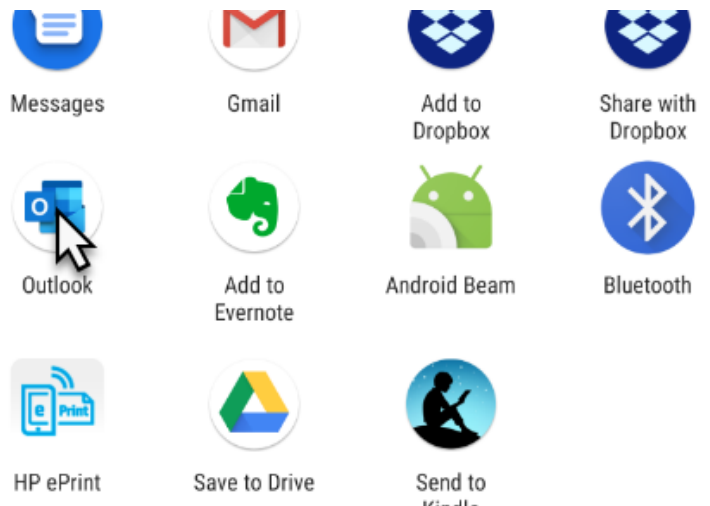
- From Adobe Acrobat, click on share.



- Click on Share a Copy

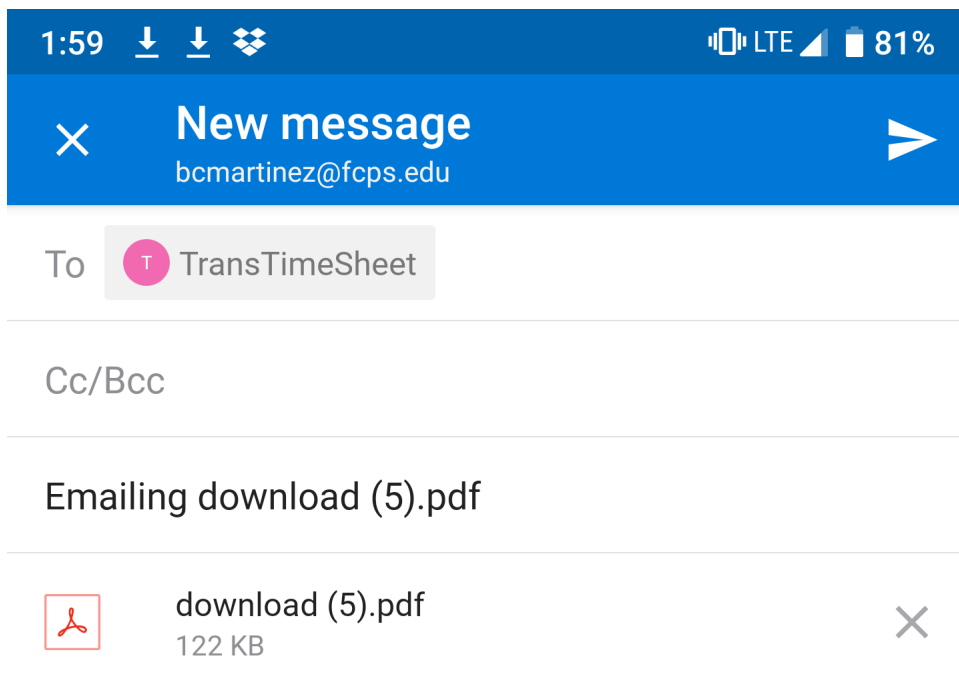


- Then click on the Outlook app



USING MICROSOFT OUTLOOK APP

- The timesheet PDF will be attached directly to a new blank email.
- Type the address transtimesheet@fcps.edu into the “To” field and send the email.



Get [Outlook for Android](#)

- If you are unable to download Microsoft Outlook due to your device, you may use a similar Mail application to complete these steps.

QUESTIONS OR ISSUES?

**Please contact your area office for
assistance.**