



Fairfax County
PUBLIC SCHOOLS

ENGAGE • INSPIRE • THRIVE

TRANSPORTATION WEEKLY REPORT

Step-by-step instruction
For desktop/laptop
computers

WHERE TO ACCESS

The link and training material can be found using the Employee Resources page on the FCPS website.

<https://www.fcps.edu/current-employees/employee-resources/transportation-weekly-report>

EMPLOYEE INFORMATION

EMPLOYEE INFORMATION

Pay Week: 08/21/2021 - 08/27/2021

Employee Name: (Last, First MI)
Last name, First Name Middle Initial...

Area: 1 2 3 4 7 TC

Team:

Position: Driver Driver Trainee Sub Driver Attendant
Unassigned Attendant Attendant Trainee Sub Attendant
Activity Driver

On-The-Job Training: OJT Trainer
Trainee's name:

Vehicle: 0000

Spare Vehicles: 0000
0000

1. Select week from dropdown.
2. Enter employee name (Last Name, First Name MI)
3. Select area.
4. Select team. List of team selections will display after area selection.
5. Select position.
6. If OJT trainer, click on checkbox and enter trainee's name.
7. Enter assigned vehicle number.
8. Enter any spare vehicle number used that week.

PUPIL COUNTS

Drivers, Sub Drivers, and Driver Trainees

PUPIL COUNTS ?

Morning Runs

Route Name Counts

1 1st bell	Thu
2nd bell	Thu
3rd bell	Thu
4th bell	Thu
5th bell	Thu

Pupil Time

2 ---:-- ---:-- ×

Afternoon Runs

Route Name Counts

3 1st bell	Thu
2nd bell	Thu
3rd bell	Thu
4th bell	Thu
5th bell	Thu

Pupil Time

4 ---:-- ---:-- ×

PAC/Preschool

Route Name Counts

pac/ps	Thu
pac/ps	Thu

Shuttles

shuttle	Thu
shuttle	Thu

Late Runs

late Run	Thu
late Run	Thu

- All route data is for routes that are specifically assigned to you.
- Pupil counts and pupil time have separate boxes for each day. Route numbers should only be entered in once.
- Pupil counts should be a number. Leave count blank if route did not go on that day.

1. Enter all morning routes in left column. Pupil counts go in right column.
2. Enter start and end time for pupil time for the morning.
3. Enter all afternoon routes in left column. Pupil counts go in right column.
4. Enter start and end time for pupil time for the afternoon.

PUPIL COUNTS

Drivers, Sub Drivers, and Driver Trainees

PUPIL COUNTS ?

Morning Runs		Afternoon Runs		PAC/Preschool	
Route Name	Counts	Route Name	Counts	Route Name	Counts
1st bell	Thu	1st bell	Thu	6 pac/ps	Thu
2nd bell	Thu	2nd bell	Thu	pac/ps	Thu
3rd bell	Thu	3rd bell	Thu	Shuttles	
4th bell	Thu	4th bell	Thu	7 shuttle	Thu
5th bell	Thu	5th bell	Thu	shuttle	Thu
Pupil Time 📄		Pupil Time 📄 5		Late Runs	
--:--	--:-- x	--:--	--:-- x	8 late Run	Thu
				late Run	Thu

5. Click on the copy button to copy both AM and PM pupil time to the next day. This feature helps eliminate extra steps. Time can be changed afterwards if necessary.
6. Enter route information for PAC/Preschool runs and pupil counts.
7. Enter shuttle numbers and pupil counts. If shuttle did not go on that specific day, leave the count blank.
8. Enter late run route numbers and pupil counts.

ROUTE IDENTIFIERS

L and Q

- Route has students with specific equipment accommodations. Equipment Accommodations includes:
 - Safety vests
 - Service animals
 - Health plans that require driver intervention
 - Oxygen tanks and equipment
 - Bodily-fluid pumping equipment
 - Car seats
 - Lifts

J

- Routes that require a particular set of skills by determination of the OM/Coordinator.

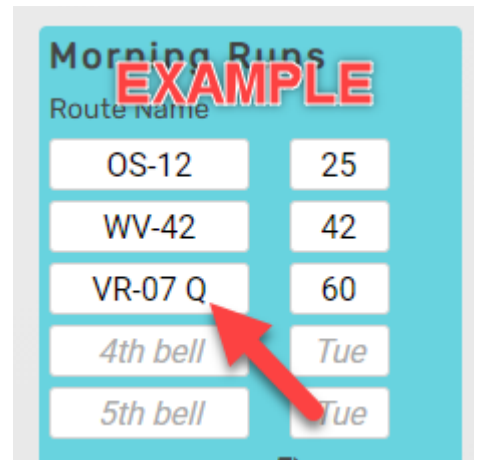
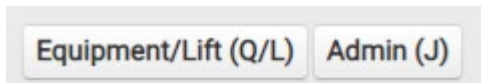
A

- Routes that require an attendant.

ROUTE IDENTIFIERS

These route identifiers are necessary to enable features on the timesheet. They must be included in the route name. Q/L and J routes are entitled to additional pay, so it is important to pay attention when completing route names.

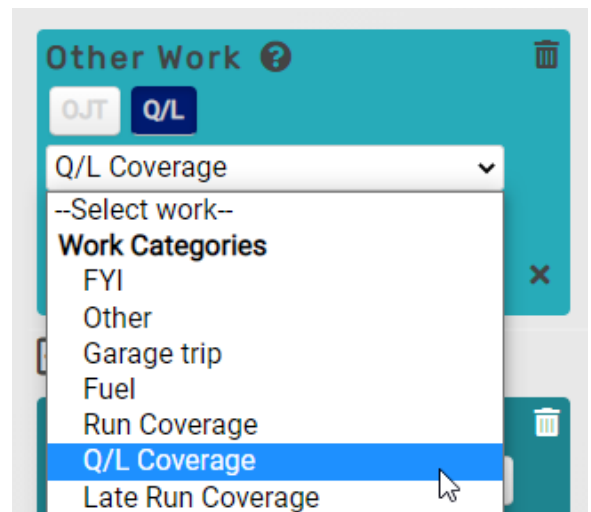
- After adding “L”, “Q”, and/or “J”, the buttons will be enabled to toggle where applicable.



EXAMPLE

Morning Runs	
Route Name	
OS-12	25
WV-42	42
VR-07 Q	60
4th bell	Tue
5th bell	Tue

- Drivers and attendants that cover “Q” or “L” routes must use the “Q/L Coverage” category in the Other Work dropdown to receive this pay.





REGULAR HOURS WORKED

Equipment/Lift (Q/L) Admin (J)





If buttons are enabled, buttons must be clicked for each day Equipment/Lift and/or Admin are applicable.

Morning Runs OJT --:-- --:-- <input type="checkbox"/> x	Afternoon Runs OJT --:-- --:-- <input type="checkbox"/> x	PAC/Preschool OJT --:-- --:-- <input type="checkbox"/> x
PAC/Preschool OJT --:-- --:-- <input type="checkbox"/> x	Shuttle OJT --:-- --:-- <input type="checkbox"/> x	Shuttle OJT --:-- --:-- <input type="checkbox"/> x
Late Run OJT --:-- --:-- <input type="checkbox"/> x	Late Run OJT --:-- --:-- <input type="checkbox"/> x	


- Enter in all regular work hours in each appropriate field.
- If time needs to be changed, click back into the field and adjust time as needed.
- If time needs to be removed, click on the  to remove the time.
- Click on the  button to copy all regular work hours to the next day. Time can be changed afterward if necessary.

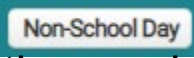



OTHER WORK DUTIES

The screenshot displays the 'Add Other Work' interface. At the top, there is a button with a plus sign and the text 'Add Other Work'. Below this, there are two panels. The left panel, titled 'Other Work' with a help icon, contains two buttons labeled 'OJT' and 'Q/L'. A dropdown menu is open, showing 'CPR/First Aid' selected. Below the dropdown is a list of 'Work Categories': FYI, Other, Garage trip, Fuel, Run Coverage, Q/L Coverage, Late Run Coverage, CPR/First Aid (highlighted), Recertification, and Meeting. A mouse cursor is pointing at the 'CPR/First Aid' option. The right panel, also titled 'Other Work' with a help icon, contains the same 'OJT' and 'Q/L' buttons. It has a dropdown menu with '--Select work--' and a text input field for 'Additional notes...'. Below the text field are three time input fields, each with a colon and a dash, and a close button 'X'.

- To add other work hours, click  to add a box.
- Select category from the dropdown list. Click on  to see what each type is used for.
- Additional notes can be added if necessary.
- If 'Other' or 'FYI' is selected, additional notes are required.
- Enter in beginning and end time for work.
- If work needs to be deleted, click the  button. Click the  button to remove time.

FIELD TRIP TIME

- To add field trip hours, click  to add a box.
- Enter in last 6 digits of the voucher number.
- Clicking on 'Origin' or 'Destination' will make a popup window appear.

- Use the popup to manually type in the location or use the dropdown to select a location.
- Enter in beginning and end time for the trip. Time must match time recorded on voucher.
- If a field trip is covered on a non-school day, click the  button. This button will automatically toggle on the weekends.
- If trip includes a lift or special equipment, click .
- If trip needs to be deleted, click the  button. Click the  button to remove time.

LEAVE USED

Remove Leave

For all day absence, use the 'All Day' leave section. For partial absence, use the AM/PM or Other section. A leave type is required for each occurrence of leave.

Leave - All Day



Sick-Family

Leave - AM/PM

--Select Leave--

Leave - Other

--Select Leave--

- If leave was taken, click  **Add Leave** to open the leave section.
- Use 'Leave – All Day' if the leave was for the entire day. Select leave type from the dropdown and click the ALL DAY button.
- All day leave will disable all pupil counts and time fields for that day.
- If partial leave was taken, use the appropriate section to enter start and end time. Select leave type from the dropdown in the same section.
- If leave needs to be removed, click the  to remove time and selection.

OJT TRAINERS

Morning Runs <input checked="" type="checkbox"/> OJT	Afternoon Runs <input checked="" type="checkbox"/> OJT
6:00 AM 9:00 AM 3:00 ✕	1:00 PM 4:30 PM 3:30 ✕
PAC/Preschool <input type="checkbox"/> OJT	PAC/Preschool <input type="checkbox"/> OJT
--:-- --:-- ✕	--:-- --:-- ✕
Shuttle <input type="checkbox"/> OJT	Shuttle <input type="checkbox"/> OJT
--:-- --:-- ✕	--:-- --:-- ✕
Late Run <input type="checkbox"/> OJT	Late Run <input type="checkbox"/> OJT
--:-- --:-- ✕	--:-- --:-- ✕

- If OJT trainer is checked in the Employee Information section, each time field will have an OJT button.
- Click OJT for each segment of time that was performed as an OJT trainer.
- Total OJT trainer hours will be calculated at the bottom of the form.
- If you need to split your regular work time between OJT and non-OJT, move one part of the time into the other work section and fill it out accordingly (i.e. morning pretrip done before picking up trainee. Enter pretrip time in other work).

LATE RUN STIPEND

Morning Runs OJT --:-- --:-- --:-- x	Afternoon Runs OJT --:-- --:-- --:-- x	PAC/Preschool --:-- --:-- --:--
PAC/Preschool OJT --:-- --:-- --:-- x	Shuttle OJT --:-- --:-- --:-- x	Shuttle --:-- --:-- --:--
Late Run OJT 4:30 PM 5:30 PM 1:00 x	Late Run OJT --:-- --:-- --:-- x	

- Effective Sept 7, 2021, employees will receive a \$35 stipend **per late run trip** driven with students aboard.
- Doubling up at one school will only be paid as one trip.
- Two assigned late runs in one day (i.e. HS and ES) will be paid as two trips.
- Employees that are assigned special education late runs will only report for late runs when notified to do so by dispatch or supervisors.
- Attendants are eligible for the stipend only when late runs are marked as attendant required. These routes are marked with “L”, “Q”, “A”, or BCLR.
- Payments will be disbursed in November, March, and June.

LATE RUN STIPEND

The screenshot shows a grid of input boxes for tracking work hours. Each box has a category name, a date field, a time field, and an 'OJT' button. The categories include Morning Runs, Afternoon Runs, PAC/Preschool, Shuttle, and Late Run. The 'Late Run' boxes have specific time slots: 4:30 PM, 5:30 PM, and 1:00.

- Employees will track their late run hours using the same method as regular work hours.
- There are two boxes available for the instances of two assigned late runs on one day.
- For late run coverage, use the category “Late Run Coverage” in the Other Work dropdown.

- DRIVERS: Assigned late runs will only count when pupil count is not 0.
- ATTENDANTS: Proper route name identifiers are required to ensure assigned late runs are counted.

The screenshot shows the 'Other Work' dropdown menu. The selected option is 'Late Run Coverage'. Other options include FYI, Other, Garage trip, Fuel, Run Coverage, Q/L Coverage, and CPR/First Aid.

- A tally of eligible late runs driven over the week will display on the bottom of the timesheet.

A red-bordered box containing the text 'LR' above 'x4'.

up to, and including, separati

Other	LR Count	1R:
	x4	3

MOVE FROM DAY TO DAY



Tue-06/11



Wed-06/12



Thu-06/13

- The timesheet will always display the current day when opened.
- Use the navigation bar to go back and forth between each day.
- The navigation will only cycle through the pay week that was selected.

- The form will automatically save your data to your device memory.
- When using the same device, the data will be available each time you open the timesheet. This means that you can enter your information each day and then finalize it at the end of the week.
- When moving to the next week, all data from the previous week will remain on the form.
- Alter or remove the previous week's data as needed.

DAILY AND WEEKLY TOTALS

TUESDAY-06/11  copy


6:30 run time	4:00 other work	3.00 field trip	6:30 equipment
------------------	--------------------	--------------------	-------------------

RUN 35:30	OTHER 1:00	FT	WORKED 36.50	LR x4	
1R 36.50	S4-OJT	S4-J	S2-Q/L	C3	C1


- A daily running total is displayed at the top of each day section.
- A running total is displayed at the bottom of the form in the red section. OJT pay, Equipment pay, and Callback pay are also totaled in this section.

REVIEWING AND FINALIZING

TRANSPORTATION WEEKLY REPORT ☰

Preview 

Supplement

Clear 

EMPLOYEE INFORMATION

Week Of:


05/18/19 - 05/24/19 05/25/19 - 05/31/19 06/01/19 - 06/07/19

Area:


1 2 3 4 7 TC

Team:


30 31 32 33 34 35 36 37

VALIDATION SUCCESSFUL 

Initial Below:




I certify that I have performed school duties on the vehicle with number shown on all runs as entered hereon and if driver, I have performed daily pretrip inspection as required. In accordance with regulations and policies of the school board, I have accurately recorded all of the hours I worked. I understand that failure to comply with Time and Attendance Reporting policies will be just cause for discipline up to, and including, separation from FCPS. (Regulation 4293)

- Once you've completed the timesheet, go to the top menu bar and click  to open the menu.
- You will find the link to the supplement timesheet here, as well as a clear button to remove all data from the timesheet.
- Click on "Preview" to run the validation process.
- If the validation is successful, you will receive the agreement statement. Initial in the box to agree to the statement and click on the checkmark.

REVIEWING AND FINALIZING

TRANSPORTATION WEEKLY REPORT

DOWNLOAD TIMESHEET HERE-> 

TIMESHEET PREVIEW - After reviewing data, click on download from the menu bar to create the PDF.

Employee Data

Area: 4	Team: 44	Name: Martinez, Brittany C	ID: 123456
Week Range: 06/08/19 - 06/14/19	Position: Driver	OJT Trainer: Trainee: <input type="checkbox"/>	Vehicle: Spares: 1454

Pupil Counts

AM 1st Bell:	M:	T:	W:	T:	F:
AM 2nd Bell:	M:	T:	W:	T:	F:
AM 3rd Bell:	M:	T:	W:	T:	F:
AM 4th Bell:	M:	T:	W:	T:	F:
AM 5th Bell:	M:	T:	W:	T:	F:
PM 1st Bell:	M:	T:	W:	T:	F:
PM 2nd Bell:	M:	T:	W:	T:	F:
PM 3rd Bell:	M:	T:	W:	T:	F:
PM 4th Bell:	M:	T:	W:	T:	F:
PM 5th Bell:	M:	T:	W:	T:	F:


- The next screen will show a preview of all time and data entered for that week. Review this page for accuracy and ensure all time worked has been properly documented.
- If corrections need to be made, click on Go Back in the menu bar to return to the home screen.
- If the timesheet is ready, click on download to begin the download process.

TRANSPORTATION WEEKLY REPORT



 Download 

TIMESHEET PREVIEW

 Go Back

Employee Data

Area:	Team:	Name:	ID:
-------	-------	-------	-----

REVIEWING AND FINALIZING

Transportation Weekly Report x +

127.0.0.1:53880/Timesheet.html

44_060819_061419_MartinezBrittany C 1 / 1

TRANSPORTATION WEEKLY REPORT Employee ID: 123456 Week Of: 06/08/19 - 06/14/19

Area: 4 Team: 44 Name: Martinez, Brittany C Vehicle: 1454

Position: **Driver** OJT Trainer Spares:

AM Pupil Counts					PM Pupil Counts					PAC/PS - Shuttle - Late Run Counts							
Route	Mon	Tue	Wed	Thu	Fri	Route	Mon	Tue	Wed	Thu	Fri	Route	Mon	Tue	Wed	Thu	Fri
OS-12						OS-12											
WV-42						WV-42											
VR-07						VR-07											
AM Pupil Time	6:50	6:50	6:50	6:50	6:50	PM Pupil Time	2:20	2:20	2:20	2:20	2:20						
	9:10	9:10	9:10	9:10	9:10		4:20	4:20	4:20	4:20	4:20						
Regular Runs			PAC/Preschool			Shuttles			Late Run								
Start	End	Total	Start	End	Total	Start	End	Total	Start	End	Total	Total					
06/10	6:00 AM	9:30 AM	3:30									6:30					
<input type="checkbox"/> EQPT	1:30 PM	4:30 PM	3:00														
06/11	6:00 AM	9:30 AM	3:30									6:30					
<input type="checkbox"/> EQPT	1:30 PM	4:30 PM	3:00														
06/12																	
<input type="checkbox"/> EQPT																	
06/13	6:00 AM	9:30 AM	3:30														

- Depending on your browser and device being used, the final timesheet PDF may or may not display.
- Laptop and desktop users using Chrome will see the timesheet, and it will also automatically download to your Downloads folder on your computer.
- If it does not automatically download, use the download button to begin that process.

36_051819_052419_MartinezBrittany C 1 / 1

TRANSPORTATION WEEKLY REPORT Employee ID: 189499 Week Of: 05/18/19 - 05/24/19

Area: 3 Team: 36 Name: Martinez, Brittany C Vehicle: 1454

Position: **Attendant** OJT Trainer ** (Michael Ashton) Spares:

Download

FINAL STEPS – SENDING EMAIL

- Using your **county email**, attach the timesheet PDF to an email and send it to transtimesheet@fcps.edu.
- Ensure you are selecting the correct timesheet when attaching the document as many copies may be stored on your device.
- If using a mail program with multiple accounts, double check that the email is being sent from your county email account.
- Within a few minutes you should receive a confirmation receipt email in response. If you do not receive the confirmation, check your “sent” box of your email to ensure the timesheet was sent to the correct address.



QUESTIONS OR ISSUES?

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