Requesting a Motor Pool Vehicle Online

Go to

https://www.myschoolbuilding.com

Use the number 198557072 as the “Organization Account Number”

Enter your GMU Email Address
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.”

The “Trip Name” should be the name of the Driver or Trip Lead. You may choose to add a short description of the event.

The “Trip Destination” must have a city and state.

The “Location” should be Fairfax.

“Organization & Budget Code” can be found by clicking on the binocular icon.

Departure date will always be Monday thru Friday—there are no weekend pick-ups.
Choose a transportation type. If you are requesting more than one vehicle, choose “Multiple Types”

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)
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”.

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.”