

TAMUG

Department Guidelines for Reserving Vessels under Student Vessel Use Program



One exciting initiative of Texas A&M University at Galveston (TAMUG) is to ensure that every TAMUG student has the opportunity of at least three (3) open water experiences per year. These events can be part of a course during class time, or structured as a voluntary event outside of classroom instruction. Classroom water experiences are paid through Student Vessel Use fees and facilitated through the TAMUG Vessel Operations Office. Faculty are encouraged to use this program to enhance the learning environments for all TAMUG classroom courses. Please utilize the TAMUG vessel operations as much as possible in your classroom instruction.

Free Vessel Use for Undergraduate Learning Experiences

Non academic departments hosting student enhancement, scholastic, or leadership enrichment opportunities are also encouraged to use the Student Vessel Use Program.

This program is available for undergraduates student programs only

Types of Vessels Available

- **Trident** capacity 44 persons, restricted 25 miles from shore
- **Earl Milan** capacity 25 persons, restricted to 1 mile from shore, daylight, fair weather only
- **Bateau**, capacity 6 person, 21ft open flat boat, inland, daylight, fair weather only
- **Rockport**, capacity 6 person, 21ft open flat boat, inland, daylight, fair weather only
- **Big Daddy**, capacity 6 persons, 30 ft aft house cockpit stern, 25 miles from shore
- **Norsafe**, capacity 6 persons, 19ft fast rescue craft, inland, daylight, fair weather only

How to get started?

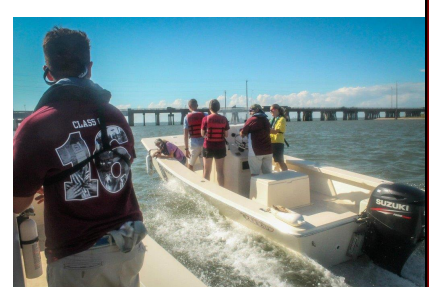
To check vessel schedule go to the following link [click here](#)

Follow the instruction on the page and log into schooldude. Once on the schooldude site click the calendar tab, then click the drop down menu that says select organization, make sure it reads organization wide and click refresh calendar.

Once you have determined that the date and vessel you want is available click the following link

RESERVE VESSELS

Fill out the requestor information and read the directions on the request page. The submittal password is in the directions, the account code to use for these trips is 266300 Student Vessel Fee. If the screen asks for an organization account # enter 910832403. For questions about filling out the request form please call Morgan Mills at 409-740-4804



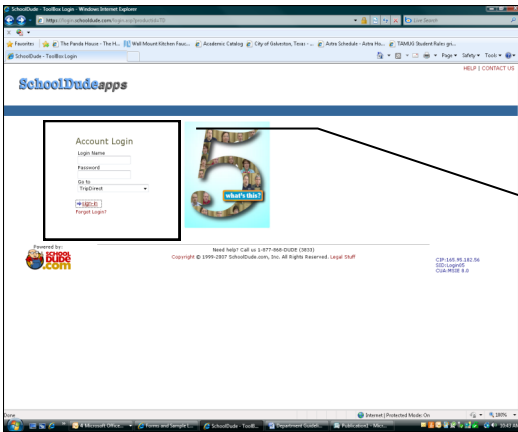
SOP

Visual Guide to Viewing Vessel Availability



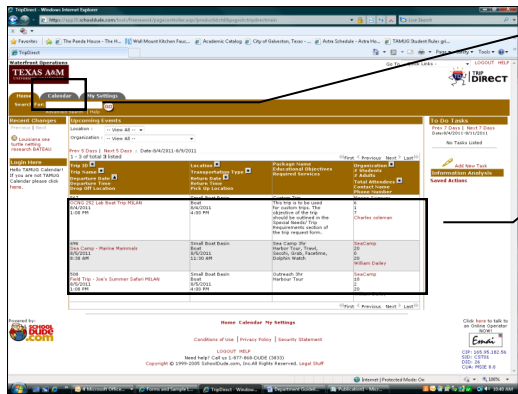
Vessel Operations Website
http://www.tamug.edu/VesselOperationsOffice/Vessel_Schedules.html

You can Select SchoolDude.com link from TAMUG's Vessel Operations website or go directly to SchoolDude.com via the web address below.



SchoolDude.com web address
td.schooldude.com

User ID: BoatTrips
Password: aggies

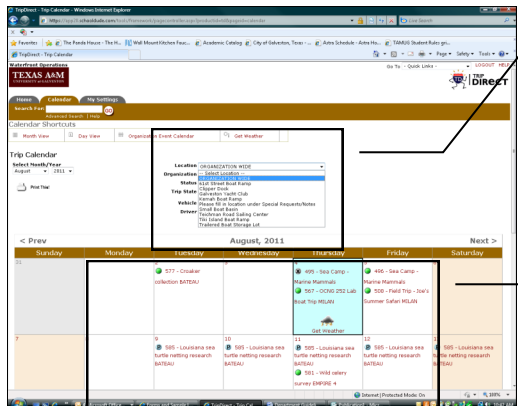


Select the Calendar Tap at the top!!

Warning: This is not the Calendar to look at

Warning: This is not the Calendar to look at yet

1. Select dropdown box: **Location**
2. Select: **ORGANIZATION WIDE**
3. Click: **refresh calendar** button at bottom



This is now the Calendar to look at for vessel availability !!

Once you have determined the date and vessel you want is available, click the following link to reserve your vessel:

<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?frompage=/myschoolbuilding/mytriprequestframe.asp>

Visual Guide To Reserving TAMUG Vessels

Booking Details

Trip Name

Trip Destination

Location

Organization If not listed, select other and indicate department in *Notes* field

One Way Round Trip

Trip Package [View Trip Package](#)

Departure Date

Return Date

Trip Departure Time

Trip Return Time

Budget Code If not listed, please provide TAMUG account number in the notes section.

Transportation Type

Click on the transportation type below that best suits your needs:

Boat Pickup Truck SUV

Trip Contact

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

First Name

Last Name

Email

Phone

Pager

Cellular

Attendees

Faculty

Supervising Adults

Number of students

Cost per student

Number of adults

Cost per adult

Total Attendees

Notes

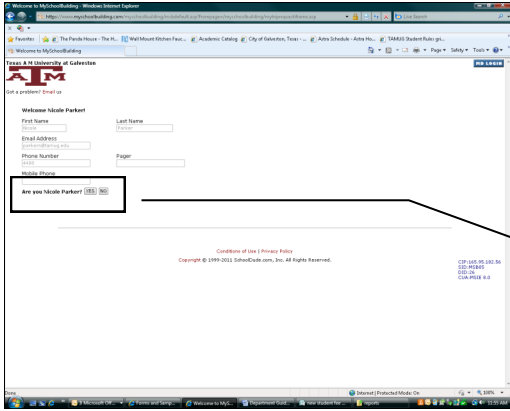
Educational Objective

Special Needs and/or Trip Requirements

The submittal password is *waterfront* then click submit.

SOP

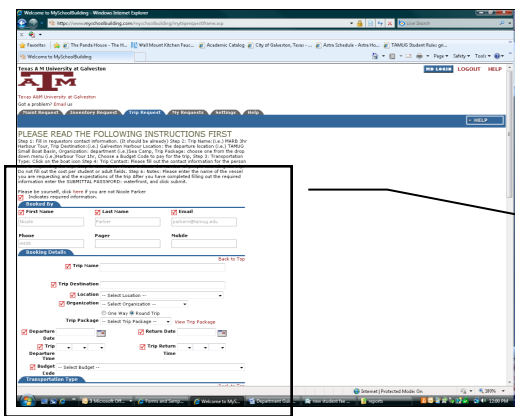
Visual Guide to Reserving TAMUG Vessels



[To Reserve a Vessel](https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?frompage=/myschoolbuilding/mytriprequestframe.asp)
<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?frompage=/myschoolbuilding/mytriprequestframe.asp>

The form should 'Auto fill' most fields for you, please follow directions

Select "Yes" if your Auto Fill is correct, if the name auto filled is not you please select "No" and follow directions.



Section 1 (Booked By): Fill in requestors contact information. (It should be Auto Filled already)

Section 2 (Booking Details): Trip Name:(i.e.) MARB 200 3hr Harbor Tour

Trip Destination:(i.e.) Galveston Harbor

Location: the departure location (i.e.) TAMUG Small Boat Basin

Organization: department (i.e.)Sea Camp,

Trip Package: choose one from the drop down menu (i.e.)Harbour Tour 1hr

Account Code For New Student Fee Programs is 266300

Section 3 (Transportation Type): Click on the boat icon, it will turn to an "OK" icon.

Section 4 (Trip Contact): Please fill out the contact information for the person who is requesting the trip.

Section 5 (Attendees): Please indicate the number of people attending the trip. *Do not fill out the cost per student or adult fields.*

Section 6 (Notes):

Educational objective: Please enter the name of the vessel you are requesting and the expectations of the trip.

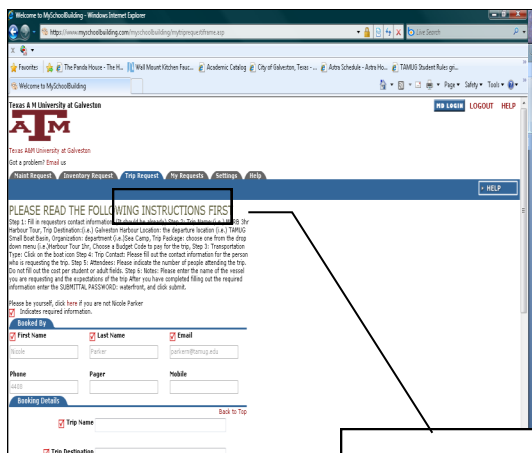
Specials needs and request: Please indicated the vessel you are requesting

Section 7 (Security): SUBMITTAL PASSWORD is: **waterfront**, and click submit.

You WILL receive an email confirmation of each successful vessel booking.

If you did not receive a confirmation then no reservation has been made

Fast Reminders
Account Code For New Student Fee Programs is : **266300**



Managing your requests

You can manage and review your vessel requests at the "My Requests" tab
You can manage how you are notified of your vessel requests at the "Settings" tab

FOR DEPARTMENT HEAD ONLY

Every trip will have to be approved by the department of the organization before it goes to Morgan Mills for the final approval. To approve a trip requested by your department, please check your email.

Your approval requested - TripDirect (Trip:4613 - testing 3)

SchoolDude Message Center <message.center@smtp.schooldude.com>

Extra line breaks in this message were removed.

Sent: Thu 8/11/2016 12:07 PM

To: Yan Chen

(Please do not reply to this message. It is a system generated message to notify you of a new trip request.)

The below trip request requires your review and/or approval.

Trip ID: 4613

Trip Name: testing 3

Trip Destination: na

Departure Date/Time: Aug 13 2016 1:30PM Return Date/Time:

Status: Submitted

Organization: Vessel Maintenance

Location: Small Boat Basin

Participant Drop Off Location:

Participant Pick Up Location:

Booked By: Blumrick, Andrew

Contact Name: Blumrick, Andrew

Contact Email:

Contact Phone:

https://urldefense.proofpoint.com/u=https-3a_app20.schooldude.com_tools_framework_pagecor.aspx-3facctnum-3d910832403-pageid-3dtriprequest-26mode-13&d=bqifag&c=dsjrkwq0--jw-ywj7tqpeeyu&r=cb-meni5hvr-xvldiwgljlekkdc0&m=rj9_kz1w5uxcyt_zgwaafspg&s=q8ohj5h0p9rbjrwufjdhs_qcqo&e

Click to follow link

Click URL to approve/review: <https://urldefense.proofpoint.com/v2/ur>

You will receive an email that looks something like this:

Follow the instructions in the email; it tells you to click on the link to approve/review.

Once you click on the link and are logged in, you will be directed to a webpage similar to this:

The screenshot shows the TripDirect web application interface. At the top, there is a navigation bar with 'Home', 'Calendar', 'New Trip Request', and 'Account Setup' tabs. Below this is a search bar and a 'Trip Request Shortcut' table with links for Account Setup, Add New Trip, Booking Details, Attendees, Categorization, Required Services, Scheduled Stops, Costs, Transportation Information, Approvals, Print Trip Details, Print Driver Ticket, Print Trip Directions, and Renew Trip. A 'Quick Links' section includes 'Trip List' and 'Process New'. A 'Legend' indicates that a checked box means 'Indicates required information.'

The main form is titled 'Booked By' and contains fields for First Name (Andrew), Last Name (Blumrick), Email, Phone, and Pager. Below this is the 'Booking Details' section for Trip ID 4613. The form includes the following fields and options:

- Status: Submitted
- Notify Booked By
- Notify Contact
- Notify Driver
- Created Date: 8/11/2016 12:06 PM
- Trip State: Inactive
- Trip Name: testing 3
- Trip Destination: na
- Trip Package: -- Select Trip Package -- (View Trip Package)
- Departing Location: Small Boat Basin
- Organization: Vessel Maintenance
- One Way Round Trip
- Departure Date: 8/13/2016
- Return Date: [calendar icon]
- Driver Departure Time: [dropdown]
- Driver Return Time: [dropdown]
- Trip Departure Time: 1:30 PM
- Trip Return Time: [dropdown]
- Participant Drop Off Time: [dropdown]
- Participant Pick Up Time: [dropdown]

Please review the trip and approve or decline. If approved, Morgan Mills will receive an email stating that you have approved of the trip and he can move forward with final approval.

To approve the trip, see below example:



Home Calendar **New Trip Request** Account Setup

Search For: **GO**

[Advanced Search](#) | [Help](#)

Trip Request Shortcut

Account Setup	Add New Trip	Booking Details	Attendees
Categorization	Required Services	Scheduled Stops	Costs
Transportation Information	Approvals	Print Trip Details	Print Driver Ticket
Print Trip Directions	Renew Trip		

Quick Links

[Trip List](#)
[Process New](#)

Legend: Indicates required information.

Booked By

First Name

Andrew

Phone

Last Name

Blumrick

Pager

Email

Cellular

Booking Details

Trip ID 4613

[Back to Top](#)

- Status**
 - Submitted
 - Submitted
 - Approved**
 - Pending
 - Canceled
 - Declined
 - Duplicated
 - Estimate Requested
 - Estimate Pending
 - Estimate Complete
- Created Date**
- Trip State**
- Trip Name**

Trip Destination na

Trip Package -- Select Trip Package --

Departing Location Small Boat Basin

Organization Vessel Maintenance

One Way Round Trip

Departure Date 6/23/2016

Return Date

In the drop down box, select approve. Then click save.

MESSO Operations



Go To - Application Links -

SERVICES LOGOUT MY ACCOUNT (910832403) HELP



Home Calendar New Trip Request Account Setup

Search For: GO

Advanced Search | Help

Trip Request Shortcut

Account Setup	Add New Trip	Booking Details	Attendees
Categorization	Required Services	Scheduled Stops	Costs
Transportation Information	Approvals	Print Trip Details	Print Driver Ticket
Print Trip Directions	Renew Trip		

Quick Links

- Trip List
- Process New

Legend: Indicates required information.

Booked By

<input checked="" type="checkbox"/> First Name <input type="text" value="Andrew"/>	<input checked="" type="checkbox"/> Last Name <input type="text" value="Blumrick"/>	<input checked="" type="checkbox"/> Email <input type="text" value=""/>
<input type="text" value=""/>	Pager <input type="text" value=""/>	Cellular <input type="text" value=""/>

Booking Details

Trip ID 4613

Status

Notify Booked By

Notify Contact

Notify Driver

Created Date 8/11/2016 12:06 PM

Trip State Inactive

Trip Name

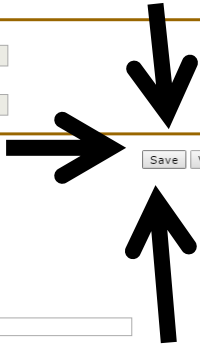
Trip Destination

Trip Package [View Trip Package](#)

Departing Location

Organization

[Back to Top](#)



FAQ

On Using Vessels for through the Student Vessel Program

Vessel Operations Frequently Asked Questions:

Do they have to wear special shoes or any other clothing restrictions?

Yes. Closed toed shoes are required when aboard a TAMUG vessel. Otherwise, work appropriate clothing required while conducting operations

What kinds of equipment or facilities (for people or science) are on board?

The Earl Milan provides: microscope with monitor, Secchi Disk, Bottom grab, Seive, 5 Gallon buckets, cool-er, otter trawl, and marine head. The Trident has no supplies on it as of 06/01/2015 it has a marine head and air conditioned main salon

What kinds of samples can we get?

That would have to be dependent on the equipment you have to gather samples

Is there refrigeration or can we bring ice chests for samples?

There is refrigeration on the Milan, suggest you bring ice chests for transport

Can we bring computer(s) and get internet access?

Computers yes, Internet access no. Would recommend a laptop and air card

Can you supply us with maps that tell us what we are looking at, or should we just plan to use Google, etc?

We will look into this on a case by case basis

Are there any tables or other flat surfaces where people could look at charts/maps or write in their journals?

Yes on the Earl Milan and Trident there are flat surfaces for writing and charting.

Will these boats have gps and be able to send/print a record of where we go?

GPS yes, printable no

How many people can I take with me?

The Earl Milan can take a group of up to 25 people. The Trident will be able to carry 48. All other vessels are limited to the capacity of the boat or 6 persons plus operator, whichever is less.

Can I come back after dark?

The Trident is capable of working at night. All other vessels should refrain from working at night

How do I reserve a vessel?

MEESO webpage, check vsl schedules, etc...

Are there any charges at all to the department for vessel use? Each department is allocated a set number of hours per fiscal year as approved by vessel operations advisory committee. All vessel usage in addition to these hours will be recharged at the published rates.

Can we bring guests?

Guests are required to sign Liability Waiver.

FAQ

On Using Vessels for through the Student Vessel Program

Vessel Operations Frequently Asked Questions continued:

Can I reserve multiple vessels?

Yes, provided there are operators available for all vessels. The Trident and The Earl Milan both require USCG Licensed Captains. The open flat boats require a TAMUG operator certification and can go out simultaneously, as long as we have operators available.

If departments have faculty or students who have a boating license can they drive TAMUG boats for the class?

If they are USCG Licensed and checked out on the vessels yes they can drive them. If they are TAMUG operator certified and checked out on the vessels then yes they can drive them.

If departments contract through outside provider (example: *Artist's Boat*) to kayak the class onto the water ~ can they launch from the TAMUG boat basin?

Yes with prior permission and they must still file a float plan.

Are life jackets required?

On the larger Coast Guard inspected vessel(s) lifejackets are not required to be worn, unless working with equipment over the side of the vessel, or directed by the captain. On all other vessels lifejackets must be worn at all times.

Can I travel to a site, dock, and have people spend night in hotel or camping on shore, then return the next day?

Yes, but depends on site, MESSO is not responsible for accommodations, crew will need to be accommodated as well.

How is food and drink handled? Departments must bring your own. For 10hr trips on the Trident box meals and beverages can be provided for an additional charge.

Basic Idea of Popular Float Plans Departments have used:

Go to Sea Wolf Park and back with some brief stops along the way

2 hrs depending on stops

Go all the way around Pelican Island, again with some brief stops along the way

3hrs both boats

Go to Texas City and view the chemical plants, staying on this side of the dike

3hrs with Trident

Go to the mouth of Dickinson Bayou or closer if you can, to one of the power plant cooling canals

4-5hrs with Trident

Go to Bayport and into the Bayport ship channel

7-9hrs with Trident (May need fuel surcharge, at that distance and speed fuel for one trip would be around \$1,500.00)

TAMUG
Department Guidelines for
Reserving Vessels under
Student Vessel Use Fee



Got Questions?
Please Contact

Texas A&M University at
Galveston

Vessel Operations Office

Phone: 409-740-4804

millsm@tamug.edu

Vessel Operations Office

P.O.Box 1675

Galveston, TX 77553-1675

