

# TRIP TRACKER USER GUIDE

# GENERAL INFORMATION

- When contracting outside transportation for any field trips do not enter that request into Trip Tracker. If you are going out of town the hard copy of all documents will need to be submitted to the Administration in the same time frame 30 calendar days before the trip.
- TIME LINE TO ENTER REQUEST
- All local trips must be entered into Trip Tracker 14 calendar days before the trip date. You will not be able to enter a trip in this time frame. You will need to change the date of your trip where you can enter the trip.

# GENERAL INFORMATION

- **EMERGENICES AND LATE INVITATION TO AN EVENT**, we will enter the trip for you if the date has passed the dead line.
- Please do not make this a habit we will inform the executive director of that particular school about the continuous lateness of requesting field trips and we might turn you down.
- All out of town field trips must be submitted in Trip Tracker 30 calendar days before the trip. Do not send hard copies to the Executive Director. Attach the following documents to the request in Trip Tracker: Student Roster, Chaperone Roster, Hard Copy the of Request with Principal's signature, and the Itinerary of the field trip.

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vtweb.nichlandone.org/TripTracker/TripRequest.aspx

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Cancel  
Reactivate  
Clone  
Close  
Delete

Approve  
Reject

### Trip Details

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:

PO Number:

Origin:   One-Way Trip

Departure Date:  Departure Time:

Return Date:  Return Time:

Destinations:

Destination:  [Can't find your destination in the list? Click here to add a new location...](#)

Arrival: Date:  Time:

Departure: Date:  Time:

Click "Add" to add the select location to the list of destinations for this trip.

No destinations have been added for this trip.

Adults Students Wheelchairs Vehicles

Number Of:      Special Accommodations

Contact Name:  Contact Phone:

Notes:



# REQUEST SCREEN

- TRIP NAME: The school name or Department should always be entered in this block nothing else. These are examples what is acceptable- Heyward Career Center/CATE or Dreher High School, Instructional Technology Services
- Trip Date: Choose the date of the field trip.
- Trip Type: Select the appropriate type of trip. Type of Athletic, After School Program, Educational, Competition, out of town, or out of town overnight,

# REQUEST SCREEN CONTINUE

- ACTIVITY TYPE: Select the appropriate activity
- REASON FOR TRIP: Brief description-example 4<sup>th</sup> grade science class or Band Competition
- Account: Select the fund code to pay for the trip
- Requester: The person who is entering the trip

# REQUEST SCREEN CONTINUE

- ORIGIN: Select the location where you want to be picked up.
- DESTINATION: Select where you will be going. If you have more than one destination then you enter the first destination and enter the time you will arrive and time you will depart (estimate) then click the add button. Enter your second destination and enter an estimate time of arrival and departure. Then click the add button

# REQUEST SCREEN CONTINUE

- **PASSENGER COUNTS:** NEED TO BE ACCURATE this determines the number of buses to assigned to the trip. Make sure you enter the number of adults, number of students and the number of wheel chairs.
- **Vehicles:** Field Trips- We assign 2 passengers per seat therefore 46 passengers per bus, once you reach 46 passengers you need to add another bus for the trip.
- **CONTACT:** Give us the name of the person who will be the leader of the trip and contact information if we have any questions during the coordination.
- **NOTES:** Please type more detail information here example: We will have bag lunches, therefore we will be bring coolers, and boxes.
- Submit the field trip an ID number will appear at the top of the request write that number down on your hard copy for record keeping. After you submit the field trip for local trip or out of town trips you must attach the following documents to that particular trip: Student Roster, Chaperone Roster, Hard Copy of the Field Trip Request with Principal's signature, and the Itinerary of trip.



## **FIELD TRIP INVOICE**

- You will receive an email when transportation has invoiced the field trip.
- You have access to print the invoice of each trip. You will need to search the trip by trip ID number open up the trip and then click invoicing. Then click print if you like to have a hard copy of the invoice.