TripTracker – Overview for Instructor & Administrator Viewers
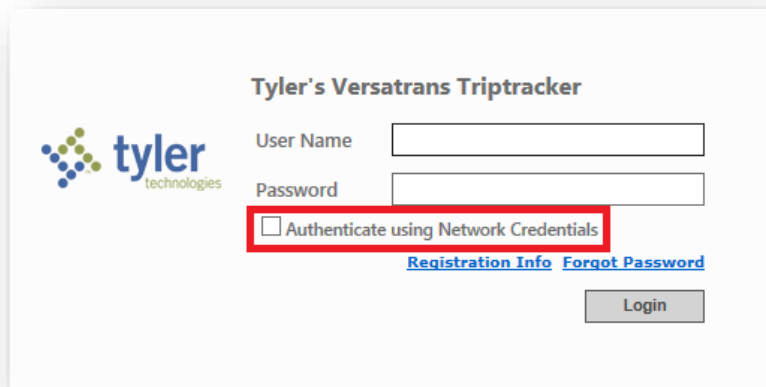
Rev 08/10/2017

TripTracker is the district's field trip management software. Each trip request is entered into this system, processed, and shared with our bussing vendors. As a field trip moves through its "life cycle", it status can be viewed and updated if need be.

The purpose of this document is to empower staff to access TripTracker and view the status and details of their field trip requests.

A. How to log on to TripTracker

1. Go to http://wnversatrans.ad.ppsnet/Triptracker/Login.aspx
2. If you are an instructor or administrator who does not have a TripTracker account, then **you must** check the "Authenticate using Network Credentials" box and enter your PPS credentials. This will give you access to TripTracker to view requests.

B. How to find a trip in TripTracker

1. Open TripTracker
2. Go to Trips and select Search Trips
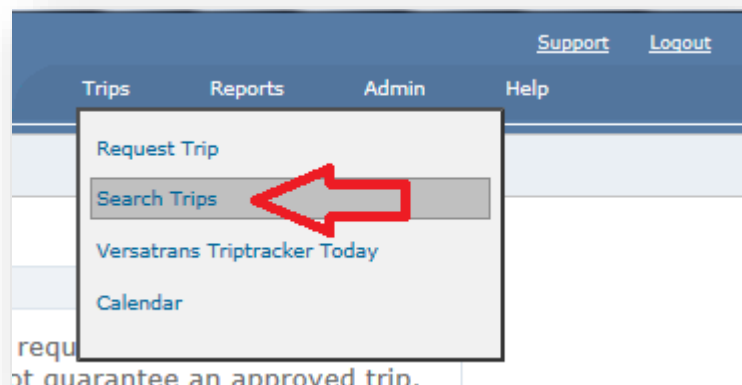
3. This brings you to the Basic Search screen of Trip Search.

4. If you know your Trip ID, simply enter it in the Trip ID cell and click Search to have that trip displayed.
5. If you know the date of your trip, enter that date into the Trip Date From: or To: fields. This will give you the trips for that date or date range.
6. If you enter your school's name in the Trip Name field you will get a list of all trips in the TripTracker database for your school. You can narrow this list down by selecting a date range before you run the Search.

C. Field Trip screen overview

1. Trip Name – Our field trip naming convention is "School Name / Destination".
2. Trip Type – "Trip Type" defines how students are transported to and from their destination. There are four types:

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Trip Details | Trip Estimate | Directions | Scheduling | Completion | Invoicing | Payment | Trip Histo

Trip Details

Printer Friendly Version
Trip Name:  1.            Rigler / OMSI
Trip ID:                  21922
Trip Date:                7/28/2017
Trip Type:  2.            Take-Stay
Activity:
Reason for Trip:          Migrant Summer School trip
Submitter:                lclapp

Requester:  3.            Arditi, Ryan
Account:  4.              Rigler-Title 1-# 534100-205-1276-12720-05000-G1247
Account Notes:           Chartfield # 534100-205-1276-12720-05000-G1247
PO Number:

Origin:  5.               Rigler Elementary - 5401 NE Prescott
Origin Departure Date/Time:  7/28/2017 8:30 AM
Origin Return Date/Time:     7/28/2017 11:45 AM

        Destination           Arrival Date/Time      Departure Date/Time
OMSI - 1945 SE Water Ave  6.   7/28/2017 9:30 AM      7/28/2017 11:30 AM

No. of Adults:            18
No. of Students:          200
Special Accommodations:   No              10.
No. of Wheelchairs:       0
No. of Vehicles:          2

Contact Name:  7.         Kathy Gaitan
Contact Phone:  8.        503-916-2000

Notes:  9.                Depart destination @ 11:30. 2-71pak. 7/20: Times and
                          number of vehicles changed per Kathy. -lc

[Edit Request]
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a. Return Only – Students only transported back to their origin (school).
b. Take Only – Students only transported to their destination.
c. Take-Return – Students are taken to their destination and returned to their origin. The bus will not stay in the area. Typically this type is cost effective for field trips lasting over three hours or on extremely busy (field-trip-wise) days.
d. Take Stay - Students are taken to their destination and returned to their origin. The bus will remain in the area. Most field trips fall within this type.

3. Requester – This is who requested the trip. It will normally be a school secretary.

4. Account – This is the trip's billing information. If a third party has agreed to cover the trip cost either partially or fully, please save and share the documentation of that agreement with your school secretary of field trip requester. We are often asked for written proof of agreement when invoicing field trips to third parties.
5. Origin – Starting location
6. Destination – Location that event is happening at. There can be multiple destinations on a trip.
7. Contact Name – This should be the trip's leader, the emergency contact person.
8. Contact Phone – This is for an emergency number, normally the trip leader's cell phone number.
9. Notes – Trip specific notes can be left here. These can be equipment requirements, safety concerns, billing information, and /or trip directions. Basically anything that does not have a dedicated field.
10. Number of Passenger fields – These fields contain the number of students **and adults** that will be attending the field trip. Specification for students that need special equipment can be marked here. The numbers are important as they are used to determine how many and what type of busses are ordered. This in turn will affect the field trip's cost. Please see the entry on bus capacities below.

D. **Status definitions** – A trip's status tells you where the trip is along the approval process. The statuses you will see are:
1. Requested – Starting status of a trip when it has just been entered into TripTracker.
2. Approved – A trip becomes "approved / accepted" once Transportation staff has reviewed the trip **request** to determine if it is possible for our vendors to complete the trip or not. It is not a guaranty of a scheduled bus.
3. Scheduled – Scheduled trips have a driver and a bus fully assigned to them and
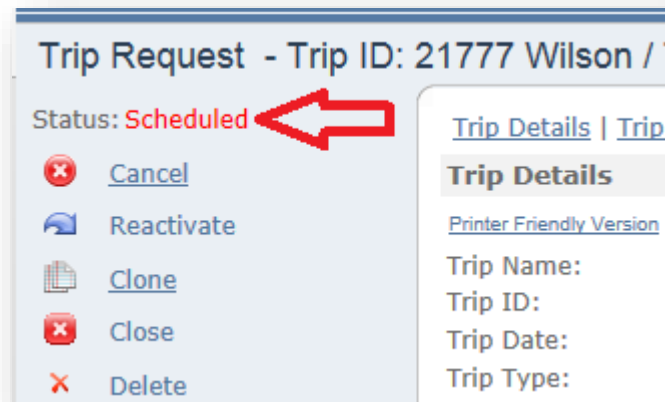
are ready to go!

4. Cancelled – Field Trip requests are not deleted, only cancelled. If a trip needs to be cancelled for any reason, please contact your school secretary or transportation department. Field trips must be cancelled 24 hours before the trip is scheduled to depart, otherwise the billing account will be billed for the two-hour minimum rate, either $82.32 or $100.62, depending on the size of yellow bus that was requested. Motor coach fees are very high.
5. Closed – Once a trip has been completed and invoiced, it will show as closed.

E. **"Prime-time" definitions**

A District's bus fleet is financed and staffed to transport student trips from home-to-school and school-to-home. There is no funding or a business model to dedicate extra busses and drivers for field trips. Because of this limitation we have a very limited number of Prime Time vehicles as a majority of our fleet is doing home-to-school trips in the morning and afternoon.

Please schedule your trips in the Non-Prime Times whenever possible to preserve the few Prime Time vehicles and drivers we

TIME OF DAY	MON - FRI	WEEKEND
5:00 AM to 9:30 AM	Prime-Time	
9:30 AM to 1:30 PM	NON Prime-Time	No Restrictions
1:30 PM to 4:30 PM	Prime-Time	
5:00 PM	Evening	

available.

F. **Bus Capacities**

Grade Level	"71 pak"	"83 pak"	"65 pak Wheel Chair"
Pk-3	71	83	36 + 2 WC
Pk-5	68	80	36 + 2 WC
4-5	64	76	36 + 2 WC
6-8	53	70	28 + 2 WC
9-12	47	56	24 + 2 WC

G. **If something is not correct or if you have questions.**

If your trip's information is incorrect, please contact either your school secretary (or requester) or the transportation department. By having correct information you ensure a good field trip experience.