How to Request a Trip

TripTracker

https://vtweb.tylertech.com/ConsolidatedSDNewBritain/triptracker/Default.aspx

To Request a Trip:
Sign in and click on Request a Trip
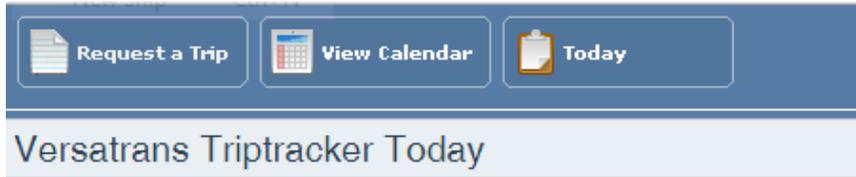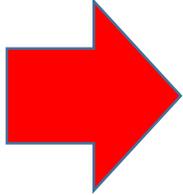
Fill in Trip Detail

Trip Details

Please keep in mind a bus has a planning capacity of 54 seats, a mini-bus has a planning capacity of 20 seats, and a van will have a planning capacity of 8 seats. When entering new destinations, please include the full address.

Trip Name: [   ]   Trip Date: [▾]

Trip Type: [▾]   Activity Type: [▾]

Reason for Trip: [   ]

Trip name: What is the trip?

Trip Date: When the trip runs

Trip Type: Academic - school or activity trips (e.g. Hungerford, CCSU)

        Athletic – sports-related

        Staff - adults only (e.g. shuttle for teacher training)

Activity Type: If it an Activity Trip, choose Activity Trip

        If it is a School Trip, choose Class Trip

        If it is an organizational trip, choose the appropriate category or sport.

Reason For Trip: Additional information for trip (varsity, JV, concert band, 12th grade class trip, college visit, etc.)

Account: [   ] ▼

Requester: [   ] ▼ ☐ Expand Requester List

Account Notes: [   ]

PO Number: [   ]

Choose appropriate account. If you don't see your account, call Transportation.
Your name should show in Requester.

Origin: [   ] ▼ ☐ One-Way Trip

Departure Date: [   ] ▼ Departure Time: [   ] ⇕

Return Date: [   ] ▼ Return Time: [   ] ⇕

Origin: Where you are to be picked up.

Departure Date: Day you want to be picked up

Departure Time: Time you want to be picked up

Return Date: Day you are coming back to the origin spot

Return Time: Time you want to come back to the origin spot

One-Way Trip Checkbox: If there is no return trip needed, please check this box.

Destinations:

Destination: [dropdown]

Can't find your destination in the list?
Click here to add a new location...

Date   Time
Arrival: [_____▼] [_____] [⬍]

Date   Time
Departure: [_____▼] [_____] [⬍]

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

No destinations have been added for this trip.

Choose the destination you are going to be dropped off
Arrival Date/Time: When you want to be dropped off at the spot
Departure Date/Time: When you want to be picked up from the spot

If the destination is not in the drop down, you can click the hyperlink "Click here to add a new location"

Can't find your destination in the list?
Click here to add a new location...

[⬍]

[⬍]

Name: [_____]

Address: [_____]

City: [_____]

State: [_____▼]

ZIP: [_____]

[Add Location] [Cancel]

Just fill in the name of the location, the full address of the location and click Add Location to continue with the request.

You can add as many destinations as necessary. They will list in blue below the window when added properly.

Destinations:

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

Date   Time
Arrival: [▼] [⬍]
Date   Time
Departure: [▼] [⬍]

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

Destination	Arrival Date/Time	Departure Date/Time		
Xtreme Jump	5/29/2018 9:00 AM	5/29/2018 11:30 AM	Remove	Edit
Elks Lodge	5/29/2018 12:00 PM	5/29/2018 2:00 PM	Remove	Edit

Adults   Students   Wheelchairs Vehicles

Adults   Students   Wheelchairs Vehicles
Number Of: [0] ⬍ [0] ⬍ [0] ⬍ [1] ⬍ ☐ Special Accommodations

Contact Name: [   ]   Contact Phone: [   ]

Notes: [   ]

Cargo storage
needed? Y/N [   ]

Number of:

Adults: How many teachers and chaperones are attending the trip?

Students: How many students are attending the trip?

Wheelchairs: How many wheelchair spaces are required?

Vehicles: How many vehicles do you need? Please keep in mind a bus has a planning capacity of 48 seats, a mini-bus has a planning capacity of 20 seats, and a van will have a planning capacity of 8 seats.

Special Accommodations: Does your trip have any special accommodation needs? This includes students on crutches or who need harnesses/booster seats, or have other requirements. If so list them in the notes.

Contact Name: Who is the point of contact for this trip (Teacher, Coach, Advisor)?

Contact Phone: What is their contact number?

Notes: Any special information that Transportation should know. Please include: pick up/drop off specifics (i.e. front or back of location), parking information, special accommodation details.

Cargo storage Y/N: Do you need room for athletic equipment, musical instruments, etc.?

Express Trip	Submit	Cancel

Click Submit when ready to enter the trip.

Trip Request

Status: Unsubmitted

- ❌ Cancel
- 🔄 Reactivate
- 📋 Clone
- ❌ Close
- ✖ Delete
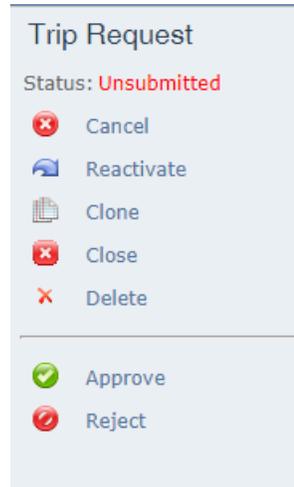
- ✅ Approve
- 🚫 Reject

Status: Where trip is in the process (unsubmitted = waiting for request; submitted = waiting for approval; approved = waiting for bus assignment; scheduled = bus is assigned; completed = final trip details entered; awaiting payment = trip is invoiced; paid = complete payment has been made; closed = trip has been finalized)

Cancel: You may cancel a trip up to 2 business days prior to departure. If you need to cancel after that date, please call Transportation.

Reactivate: You may reactivate a cancelled trip to reschedule at any time. Remember to update the details.

Clone: This will make an exact copy of the trip. Remember to edit the details. All cloned trips must go through full approval process.

Close and Delete: Administrators only   **Approve and Reject:** Approvers only