Entering/Requesting a Trip

| Request a Trip | View Calendar | Today |

Click Request a Trip

This is the Trip Details tab—all trip information is entered here

Trip Request

Status: Unsubmitted

- ⊗ Cancel
- ⬆ Reactivate
- 🗐 Clone
- ⊗ Close
- ✗ Delete

- ✔ Approve
- ⊗ Reject

Trip Details | Trip Estimate | Directions | Scheduling | Completion | Invoicing | Payment | Trip History | Attachments (0)

Trip Details

Trip Name: _____   Trip Date: _____

Trip Type: _____   Activity Type: _____   Trip name, date & type

Reason for Trip: _____

Account: _____   District budget # to be billed, or account name – select yourself as Requester in the drop-down list

Requester: _____   ☐ Expand Requester List

Account Notes: _____

Origin: _____   ☐ One-Way Trip

Departure Date: _____   Departure Time: _____   Starting location, begin & end times

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 ____   Destination location, arrival & departure times

Click "Add" to add the select location to the list of destinations for this trip.   [Add]   After entering this info you must click ADD

No destinations have been added for this trip.

Number Of: Adults ____ Students ____ Wheelchairs ____ Vehicles 1   ☐ Special Accommodations   # of passengers, wheelchairs, vehicles needed

Contact Name: _____ Contact Phone: _____   Person who will be with group, or can contact group

Notes: _____   Additional info needed for trip: schedule, multiple locations, shuttle info, alternate contact info, etc.; using the Return/<Enter> key does not work in this field, so use spaces, —, …, etc.

[Express Trip]   [Submit]   [Cancel]

After completing all fields, the trip must be saved (click Submit) or cancelled

Trip Ticket Entry—Specifics

Trip Name — limited character entry field, use abbreviations*, do not use punctuation. Include: Origin, group, to (or from if applicable), name or abbreviation for destination

Examples: RV Gr 1 to MN History Ctr   Kenn B Lacrosse JV/V to Eastview
               Angelica Cantanti to St Olaf   Kinderplatz to Moir Park
               OGM Gr 7 Frm Cmp Idhpi One-Way   Jeff B Hockey shttl w/trlr to Mpls S

*Notes about abbreviations:
- use standard acronyms when possible—MOA for Mall of America, MIA for Minneapolis Institute of Arts, UMN for University of Minnesota, etc.
- always use for school names—double character for elementary schools, triple character for Oak Grove, Olson and Valley View schools, quadruple character for high schools
- A common way to create abbreviations is to drop vowels from words—trlr for trailer, shttl for shuttle, etc.

Trip Date—day the trip is scheduled to occur; used for reference, sorting and billing, prints on Driver Trip Ticket, Daily Trip Listing Report, etc.

Trip Type— there are multiple selections to choose from. Out-of-District is used only for customers who will not be billed through a 14-digit account code; all in-district single-trip orders will be either Academic, Athletics, Field Trip, or Service/Volunteer

Activity Type—this is printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know the type of trip/group they can sign up for; printed daily for the Dispatch Charter clipboard, so all staff can reference the info to help differentiate trips & assist callers. There are many activity descriptors to choose from.

Reason for Trip—expanded character entry field for description of trip origin, group, purpose, destination. Can be somewhat redundant, but allows for more detailed on-screen results from running a search through TripTracker; very helpful for staff reference info to help differentiate trips, and assist drivers & callers. Example:
- for Kenn B Lacrosse JV/V to Eastview, the reason for the trip would be Kenn B Lacosse JV & V to Eastview High School in Apple Valley (now when someone calls and asks about the Hockey trip to Apple Valley, staff unfamiliar with all of the high school locations will know that this is the correct trip)
- for OGM Gr 7 Frm Cmp Idhpi One-Way, the reason for the trip would be OGM Gr 7-A from Camp Idhpi one-way, pick-up only (anyone unfamiliar with the trip will now know that the drivers will leave base empty, travel to camp, and pickup students to bring them back to school)

Account—14-digit District accounting code or a named account for out-of-district customers; District codes are assigned to specific users for authorized use and is crucial when trips are completed and invoiced, as this number tells Accounting where to deduct fees from in-district accounts; also can be very helpful when used for searching for a group of trips from one department or school

Requester—this is the name of the person who entered the trip, and is always an in-district group/person; when the trip is approved or changed after approval this person will receive an automatic confirmation email from TripTracker

Origin—place where the bus is to pick up a group; usually matches group name, but sometimes does not. Example: Olson Middle School Pool Doors is the origin for Jefferson Synchronized Swimming, or Bloomington Center for the Arts is the origin for Angelica Cantanti. The trip Origin is printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know where trips are going when they sign up; printed daily for the Dispatch Charter clipboard, so all staff can reference info to help differentiate trips & assist callers; used on the Driver Trip Ticket to give essential trip information, and it also tells TripTracker to print any associated direction or special instructions on Trip Tickets

Departure—Date is filled-in by TripTracker based on Trip Date entered above; Departure Time is the time the group has requested to leave the origin, and buses must arrive 5 or more minutes before the scheduled departure time. These are printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know the time frame when they sign up; used on the Driver Trip Ticket to give essential trip information; printed daily for the Dispatch Charter clipboard so all staff can reference info to help differentiate trips & assist callers. *Note about Departure Time requests: groups will sometimes request a departure time that is earlier than the time they actually need to leave, so they can be sure that the bus will show up—it is not necessary, and the groups end up paying for the extra time if they make a bus wait past the scheduled departure time

Return—Date is generated by TripTracker based on Trip Date entry; Return Time is the when the trip group expects to be back at the origin. These are printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know the time frame when they sign up; used on the Driver Trip Ticket to give essential trip information; printed daily for the Dispatch Charter clipboard so all staff can reference info to help differentiate trips & assist callers

Destination—where the group is traveling to, must be as accurate as possible; this is printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know where the trip is going when they sign up; used on the Driver Trip Ticket to give essential trip information; printed daily for the Dispatch Charter clipboard so all staff can reference info to help differentiate trips & assist callers; additional specific details should be typed in the Notes so the drivers and Dispatch staff can access the info.

Arrival & Departure— Date is generated by TripTracker based on first date entry; Arrival Time is when the group expects to be dropped off based on program or event schedule at Destination; Departure Time is when the group expects to leave the Destination *note: buses should arrive 5 or more minutes before the scheduled departure time

*Note: Multiple destinations can be added, and should be added to make a complete trip entry; destination directions are printed on the Driver Trip Tickets based on the information entered here; selecting "multiple" and the like should NOT be used

Number of—Adults, Students, Wheelchairs, Vehicles; the number of vehicles must be determined by the total load count, not necessarily the person requesting the trip; number of wheelchairs may impact the size and number of vehicles needed. These counts are printed on the Daily Trip Listing reports that are: posted for charter sign-ups, so drivers know the size of the group when they sign up and if the trip requires use of a lift bus

Contact—best practice is to enter Name of group leader who will be on the trip, or name of person who can be in contact with group during their trip is also appropriate; Phone can be cell phone number of group leader, school, or person who can be in contact with group; this is printed on the Driver Trip Ticket, and is essential trip information

Notes— free entry field that prints on the Trip Ticket, for any special information the driver may need, additional/alternate contacts or phone numbers, clarification for driving directions or destination, shuttle schedule, etc.; pressing <Enter> does not make new lines in this field, so for clarity use spaces, —, ..., etc.

After completing all fields, the trip must be saved or cancelled:

·Express Trip will submit all of the trip information, assign a trip ID number, and approve the trip; it is only used by Transportation Staff
·Submit will save all of the trip information, and assign a trip ID number—the trip will need to be approved by Transportation Staff before it can be scheduled;
·Cancel will exit the trip and erase all entries, and/or if you navigate away from the web page without saving the entry will be cancelled

Time-Saving Note—When you enter and save a trip it can be helpful to copy it when you have multiple dates for the same or similar trips. When your saved trip is on the screen click the Clone link in the left side column. This will produce an exact copy of the trip. Change any details necessary, then click Submit to save or save/approve

Questions? Concerns? Comments?

Contact:

charters@isd271.org

Monday-Friday, 5:00 am-6:00 pm – call 952-681-6300

After hours, weekends and holidays – call 952-217-2608