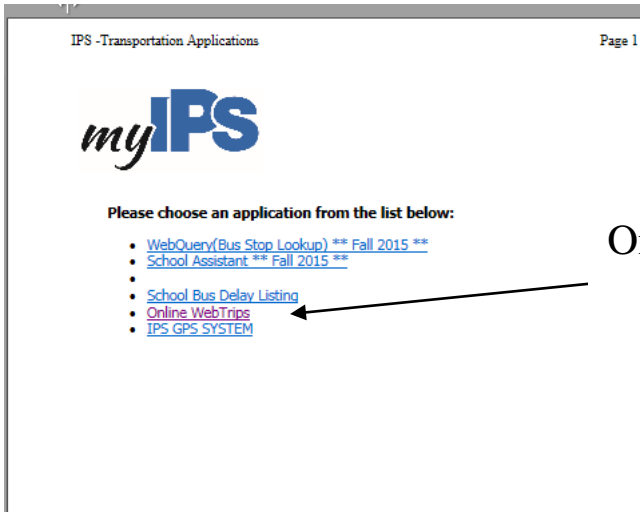


Submitting your Field Trips, Extra Curricular Activities and Athletics, etc. Online

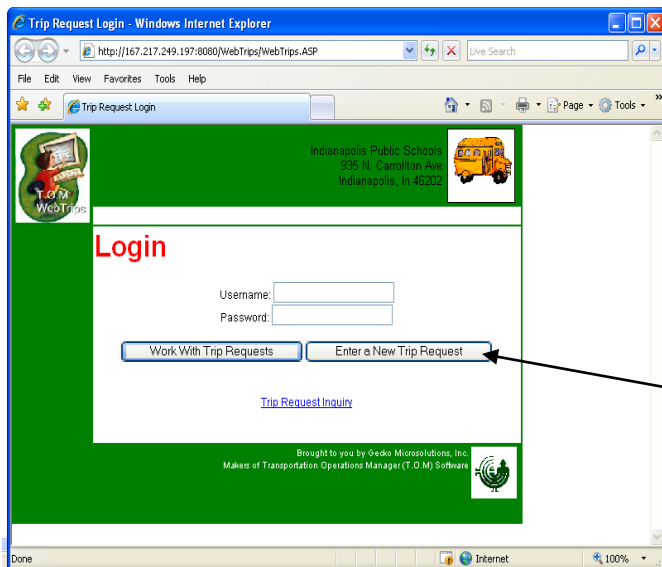
Web Trips lets you enter field trip requests and check on their status using the web. Your field trip must be approved / authorized before a field trip request can be sent to Transportation. Once your trip has been approved you then log into “WebTrips”

Logging In to WebTrips <http://busstop.myips.org>
Online Trips Request



Online WebTrips

Login – this is your school’s assigned username and password



Enter New Requests

Enter trip information in the appropriate fields to submit your trip request;
 When entering a trip, "WebTrips" will automatically assign a unique number for each field trip request

***This unique number will also be your confirmation number**

Customer – is your school #, it is a required field

Email Requestor – type in your email address: username@ips.k12.in.us

Contact – this is the person to contact at school for additional information that transportation may need

Destination - Where is this field trip going? Click on **Destination**

Click On **New**

Type in appropriate fields

Description – description can be up to 75 characters and should be descriptive and identifiable

Category – Field Trips, Extra Curricular, Reg. Activities, etc., choose from the Drop Down Box

Address – Enter the destination’s street address, you can enter up to two lines with 30 characters per line.

Special Instructions – any special instructions for drivers or destination

Click **Return** when finished, this should bring you back to “Request Detail Page”

Add a Destination

Description:

Category:

Average Miles:

Address:

City:

State:

Zip/Postal Code:

Special Instructions:

Fund – click on Drop Down List, find the account # for your trip (this is the account that the trip will be charged against)

General

Request #:

Request Dt: 8/17/2009 8:03:25 AM

Requestor Email:

Contact:

Use the departure date as the return date.

Dates/Times		Passengers/Miles/Purpose	
Departure:	<input type="text"/>	Adults:	<input type="text"/>
Return:	<input type="text"/>	Students:	<input type="text"/>
Depart Time:	<input type="text"/> <input checked="" type="radio"/> am <input type="radio"/> pm	Wheel Chairs:	<input type="text"/>
Arrival Time:	<input type="text"/> <input checked="" type="radio"/> am <input type="radio"/> pm	Est Time:	<input type="text"/>
Leave Time:	<input type="text"/> <input type="radio"/> am <input checked="" type="radio"/> pm	Est Miles:	<input type="text"/>
Return Time:	<input type="text"/> <input type="radio"/> am <input checked="" type="radio"/> pm	Purpose:	<input type="text"/>

Fill in the appropriate fields, use the Drop Down Lists

Dates/Times		Passengers/Miles/Purpose	
Departure:	<input type="text"/>	Adults:	<input type="text"/>
Return:	<input type="text"/>	Students:	<input type="text"/>
Depart Time:	<input type="text"/> <input checked="" type="radio"/> am <input type="radio"/> pm	Wheel Chairs:	<input type="text"/>
Arrival Time:	<input type="text"/> <input checked="" type="radio"/> am <input type="radio"/> pm	Est Time:	<input type="text"/>
Leave Time:	<input type="text"/> <input type="radio"/> am <input checked="" type="radio"/> pm	Est Miles:	<input type="text"/>
Return Time:	<input type="text"/> <input type="radio"/> am <input checked="" type="radio"/> pm	Purpose:	<input type="text"/>

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Any other Special Instructions for Customer, Destination or Trip Comments

(this section contains a variety of typically non-critical information concerning a field trip)

- the PO# is used if the school has an open PO for this field trip. This field is 15 characters long.
- Internal Trip # is used if the school has an internal field trip #
- Trip Categories are user defined and are used for a way of grouping field trips and field trip request of searching and reporting

The screenshot shows a web form with three main sections: **Instructions**, **Billing**, and **Other**. The **Instructions** section contains three text input fields for 'Customer Special Instructions', 'Destination Special Instructions', and 'Trip Comments'. The **Billing** section has a 'PO #' input field. The **Other** section includes 'Internal Trip #' input, 'Trip Category' dropdown, and 'Grade' dropdown. At the bottom are 'Save', 'Reset', and 'Exit' buttons. A footer at the bottom right reads 'Brought to you by Gecko Microsolutions, Inc. Makers of Transportation Operations Manager (T.O.M.) Software'.

Click **Save** to validate the information entered and save the trip request

Click **Reset to clear all the fields and start again

Click **Exit** to return to the Trip Request Search Page



Request Detail

When you are finished using Web Trips, don't forget to log out

Click the **Logout button** near the top of any page that displays a Logout button

The Web Trips Log Out page gives you a message that it has successfully ended your session

For further assistance contact

Carol Bennett, Special Service Coordinator

bennettc@ips.k12.in.us

226-2500

Please Note:

- **Electronically is the ONLY way to set up and confirm your trips.**
- **We cannot book a field trip without a budget number, and approval from the division level Superintendent.**
- **To avoid mistakes and confusion please submit only on request per field trip.**

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