

Triptracker School Reference Guide

FOR FIELD TRIPS, ATHLETIC EVENTS AND MORE



Transportation Department
INDIANAPOLIS PUBLIC SCHOOLS

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Introduction

As we've transitioned to a new field trip system, please use this document to assist you in your transportation requests for field trips, athletics, programs and more. We are excited for this new partnership and hope that you will find this new system to bring ease to your busy day.

The site is web based and can be accessed from anywhere. <https://triptracker.myips.org>.

For regular IPS accounts, use your IPS login without the @myips.org. For those with a non-IPS account, your username and password will be provided by [John Nelson](#) and [Stan Cork](#).

Contact [Sarah Lowe](#) with issues logging into [Triptracker](#).

Tyler's Versatrans Triptracker

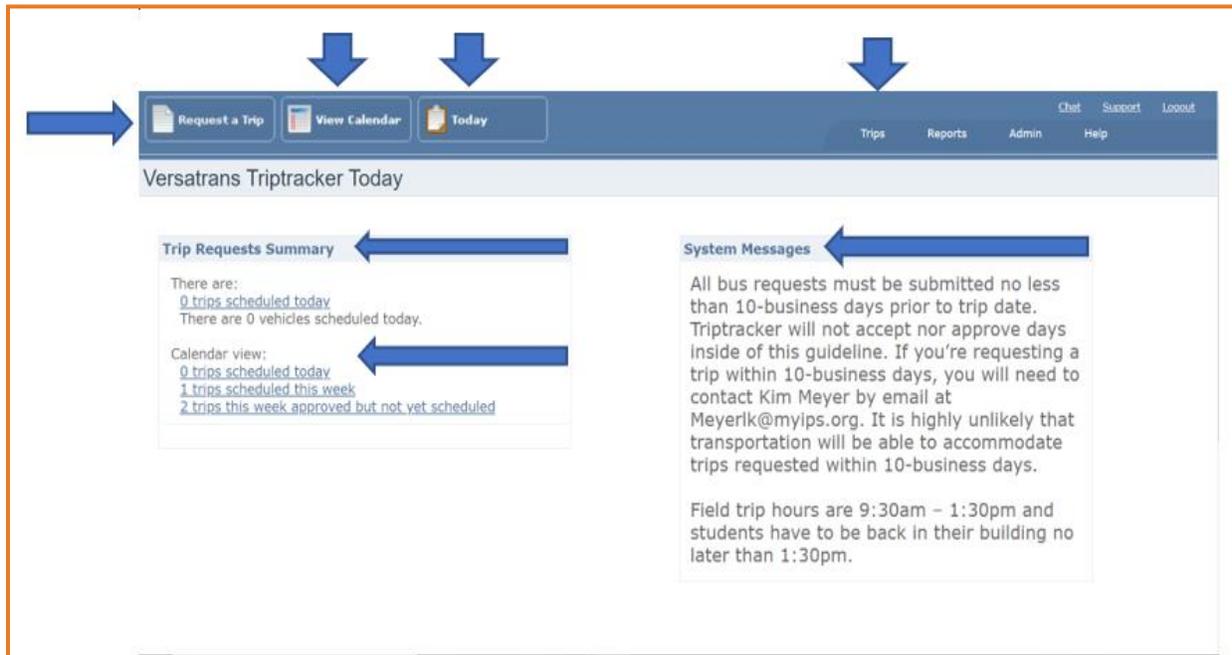
 User Name

Password

Authenticate using Network Credentials

Use of this application constitutes acceptance of [Microsoft Bing Map Terms of Service](#)

Home Screen

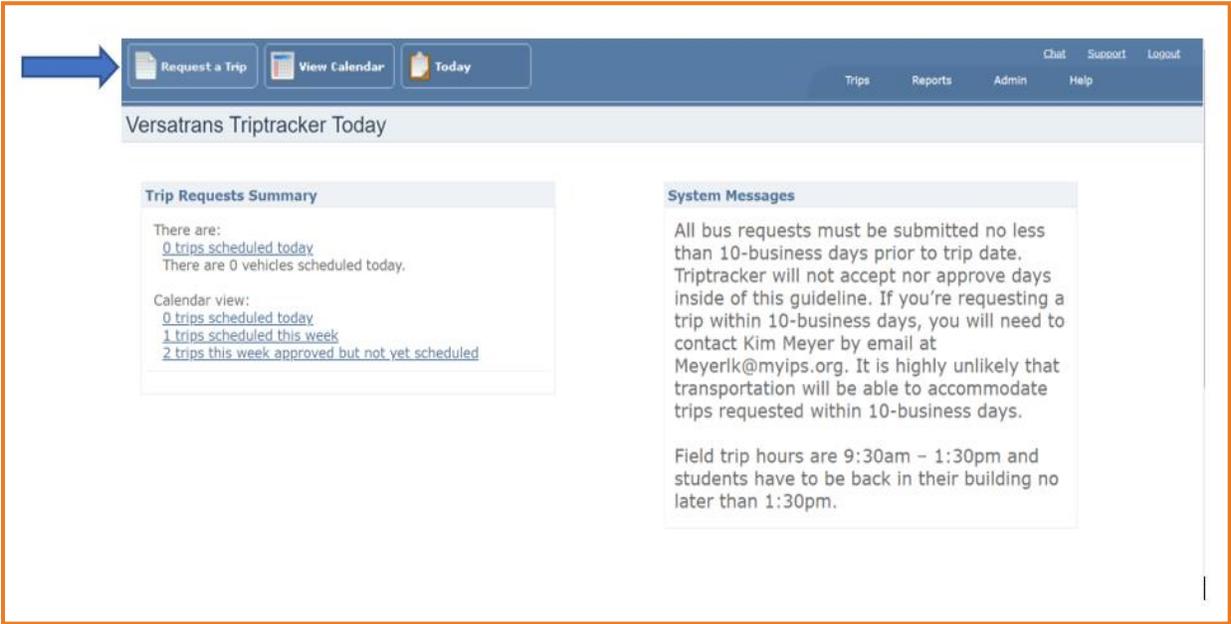


From the home screen, you are able to do the following: request a trip, view all trips requested on a calendar, see your trips for today, search for trips by numerous ways, see important messages and more.

- Request a trip – Entering trips into Triptracker.
- View Calendar – Trips approved and scheduled. View calendar by day, full week, month, timeline and agenda.
- Today – Takes you directly to the home screen.
- Trip Requests Summary – View of current day and weekly trips requested and scheduled.
 - ◆ Requested trips – Trips that have been entered but have not been approved.
 - ◆ Approved trips – Trips that have been approved but have not been scheduled.
 - ◆ Scheduled Trips – Trips that have been scheduled with contractor or outside vendor.
- Trips – Search for trips by trip date, trip number, requester, trip type and more.
- System Messages – Important information from transportation department.

Requesting Trips

From the home screen, you can request trips. By clicking Request a Trip.



Clicking on request a trip will direct to the trip request page.

Request a Trip | View Calendar | Today

Trips | Reports | Admin | Help

Chat | Support | Logout

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

All bus requests must be submitted no less than 10-business days prior to trip date. Triptracker will not accept nor approve days inside of this guideline. If you're requesting a trip within 10-business days, you will need to contact Kim Meyer by email at Meyerlk@myips.org. It is highly unlikely that transportation will be able to accommodate trips requested within 10-business days. Field trip hours are 9:30am – 1:30pm and students have to be back in their building no later than 1:30pm.

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account:

Requester:

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:

PICK UP DOOR NUMBER

EQUIPMENT NEEDED? TYPE & COUNT

INTERNAL USE ONLY

Enter in the following information:

- Trip Name- Type in event
- Trip Date- Click the drop arrow to select
- Trip Type- Click the drop arrow to select trip
- Activity Type- Click the drop arrow to select (Athletic, Extra-Curricular, Field Trip, Garage)
- Reason for Trip- Type in what the trip is for
- Account- Click the drop arrow to select school you're requesting for
- Requester- Click the drop arrow to select your name
- Origin- Click the drop arrow to select school you're requesting for
- Departure Date- Click the drop arrow to select
- Departure Time- Type in time or click the up and down arrows to select (make sure to indicate whether AM or PM)
- Return Date- Click the drop arrow to select
- Return Time- Type in time or click the up and down arrows to select This time should be the time you plan on students being dropped back off at the school or the completion of the trip
- Destination- Click the drop arrow to select (most destinations are already stored in the system). If you do not see your destination, click the link next to destination to add it in
- Arrival Date- Click the drop arrow to select (Please note, this should be the same as departure time)
- Arrival Time- Type in time or click the up and down arrows to select (make sure to indicate whether AM or PM. This time should be what time you plan to arrive to the destination)
- Departure Date- Click the drop arrow to select
- Departure Time- (Please note, this should be the time you plan on leaving the destination to return to drop students back off at the school or to begin dropping them off at home. Transportation home is available only for middle school 7th and 8th grade
- After origin and destination information is entered, select **Add** in the middle of the screen under destination. Please note, this screen does not autosave
- Number of Adults- Type in number or click the up and down arrows to select (students and teams must be accompanied by an adult)
- Number of Students- Type in number or click the up and down arrows to select
- Wheelchairs- Type in number or click the up and down arrows to select if needed
- Number of Vehicles- Type in number or click the up and down arrows to select
- Special Accommodations- Check this box if your trip requires a bus attendant
- Contact Name- Type the name of the person responsible for this trip that we can reach during the trip
- Contact Phone: Type the telephone number of the contact's name
- Notes: Type anything pertinent to the trip that the department needs to know
- Pick Up Door Number- Type in where students should be picked up from
- Equipment Needed- Type in if any star seats or other special equipment is needed (Please note, if transporting large instruments, it is your responsibility to request an orange truck). *If no equipment, you must type N/A otherwise you will receive an error message*
- After all of this is entered, select **submit** in the bottom middle of the screen. Please note, this screen does not autosave. You must click submit. To verify if the trip has been submitted, look in the top left corner at **status**

- If you submit outside the 10-business day rule, your trip will not be submitted and approved. You will receive an error message. You will need to update the date of your trip to align with the 10-business day rule
- Any issues or questions with submitting trips, please submit in email to [Sarah Lowe](mailto:Sarah.Lowe)
- It is highly unlikely that transportation will be provided for any request submitted within the 10-business day guideline

SELECT SUBMIT AFTER ALL INFORMATION HAS BEEN ENTERED

Trip Request

Status: **Unsubmitted**

Trip Details

All bus requests must be submitted no less than 10-business days prior to trip date. TripTracker will not accept nor approve days inside of this guideline. If you're requesting a trip within 10-business days, you will need to contact Kim Meyer by email at Meyerk@myips.org. It is highly unlikely that transportation will be able to accommodate trips requested within 10-business days. Field trip hours are 9:30am – 1:30pm and students have to be back in their building no later than 1:30pm.

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account:

Requester:

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:

Departure:

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

Destination	Arrival Date/Time	Departure Date/Time
721 - GEORGE WASHINGTON	2/1/2023 5:30 PM	2/1/2023 8:15 PM

Number Of: Adults Students Wheelchairs Vehicles Special Accommodations

Contact Name: Contact Phone:

Notes:

PICK UP DOOR NUMBER:

EQUIPMENT NEEDED? TYPE & COUNT:

INTERNAL USE ONLY:

Cloning a Trip Request

- Cloning allows you to select a trip in any stage of the trip request process. Any data that was entered in trip details will be retained and accessible for editing
- Locate trips in calendar using any of the filter types
- Select trip by double tapping trip and select Clone on left side of screen
- You can edit any of the information and submit a new trip with information that has already been entered.
- Select save at the bottom once new trip information has been entered

The screenshot shows the TripTracker web application interface. At the top, there is a browser address bar and navigation icons. Below that, there are fields for 'Return Date' (02/10/2023) and 'Return Time' (06:45 PM). The 'Destinations' section includes a dropdown menu and a table with columns for 'Destination', 'Arrival Date/Time', and 'Departure Date/Time'. The table contains one entry: '040 - WILLIAM PENN' with arrival on 2/10/2023 at 5:15 PM and departure on 2/10/2023 at 8:30 PM. Below the table are input fields for 'Number Of' (Adults: 1, Students: 15, Wheelchairs: 0, Infants: 1) and 'Special Accommodations'. There are also fields for 'Contact Name' (coach), 'Contact Phone' (555-555-5555), and a 'Notes' text area. At the bottom, there are fields for 'PICK UP DOOR NUMBER' (Door 1), 'EQUIPMENT NEEDED? TYPE & COUNT' (NO), and 'INTERNAL USE ONLY'. At the very bottom, there are three buttons: 'Express Log', 'Save', and 'Cancel'. A blue arrow points to the 'Save' button.

Request Confirmation

- Once you've requested a trip, you'll receive an email confirmation from TripTracker@myips.org. The following will be included in the confirmation email: trip title, trip id number, date trip was requested, trip date, departure location, departure time, arrival location, arrival time, return time and passenger load count. There will also be a link in the email that'll take you directly to that trip.

From: TripTracker@myips.org <TripTracker@myips.org>

Sent: Wednesday, January 18, 2023 8:51 AM

To: Kim Meyer <meyerlk@myips.org>

Subject: A Trip was Approved

RE: Boys basketball / ID#106

This field trip was approved on 1/18/2023 and is scheduled for 2/8/2023.

The trip has the following itinerary:

Location	Arrival Time	Departure Time
087 - GEORGE W CARVER	N/A	2/8/2023 5:15 PM
044 - GLOBAL PREP ACADEMY	2/8/2023 5:30 PM	2/8/2023 7:15 PM
087 - GEORGE W CARVER	2/8/2023 7:30 PM	N/A

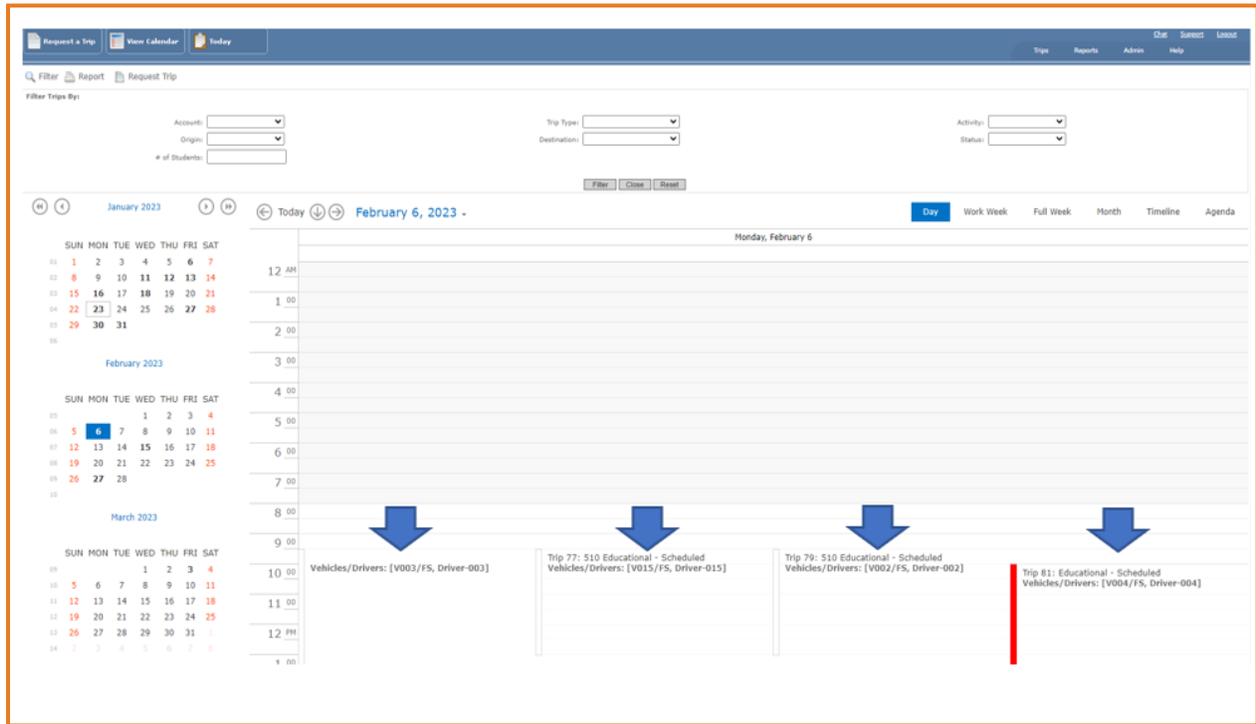
We will ensure that the bus or buses has/have room for 15 passengers as requested.

To view the details of this trip, please click [here](#).

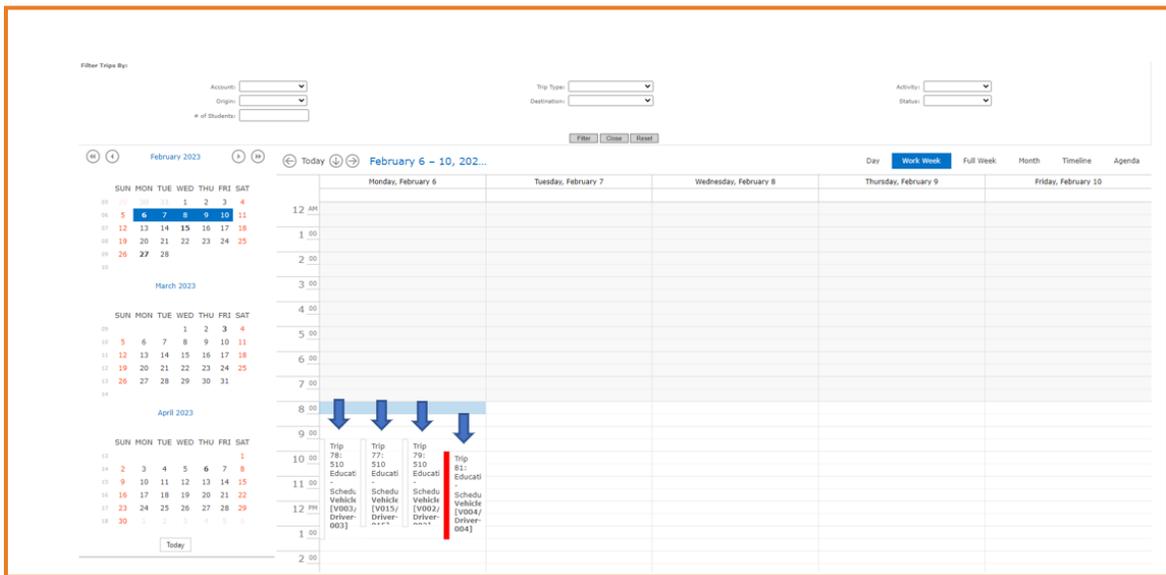
Viewing Your Trips

- You can view your trips by day, work week, full week, month or timeline

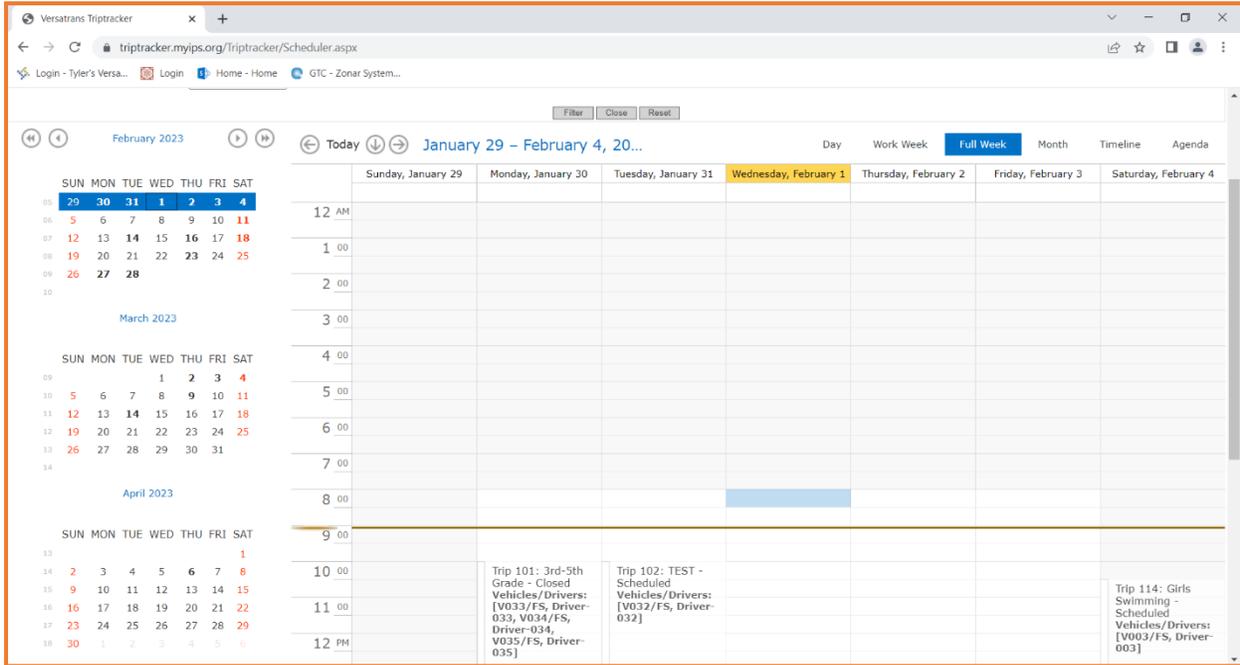
Day view- Shows trips by the hour for any particular day. From here you can click on any of the trips that are listed and go directly to them.



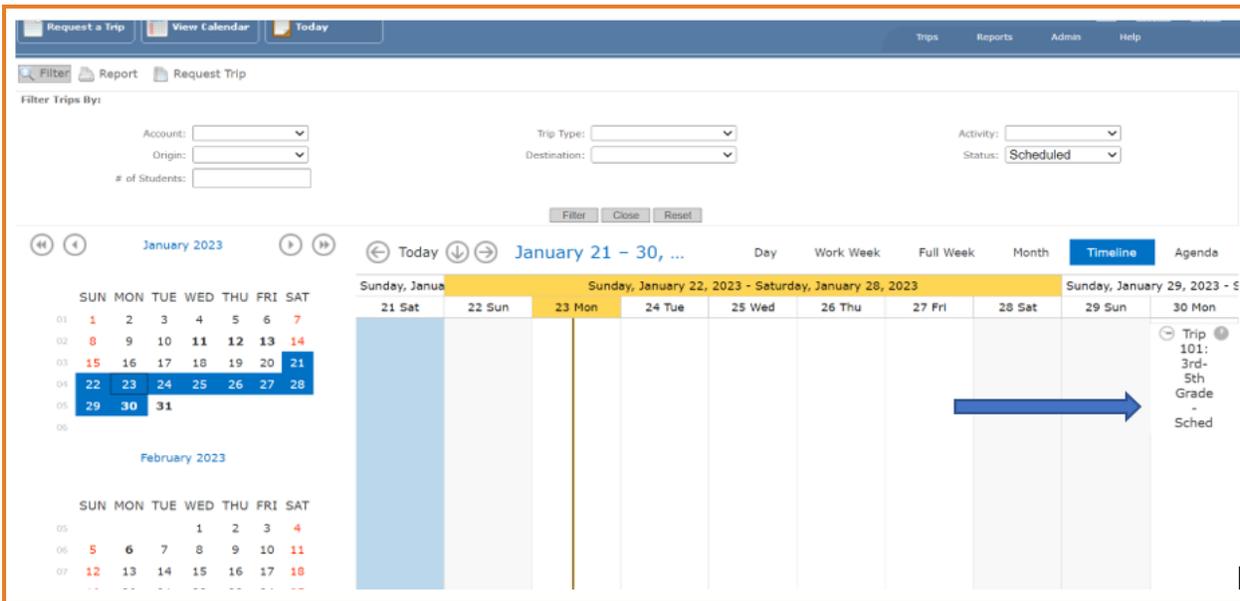
Work week view- Shows trips Monday – Friday format broken down by hour for any particular week. From here you can click on any of the trips that are listed and go directly to them.



Full Week view- Shows trips in Monday – Friday format broken down by hour for any particular week. From here you can click on any of the trips that are listed and go directly to them.



Timeline view- Shows trips for the next ten days. From here you can click on any of the trips that are listed and go directly to them.



Month view- Shows trips in a monthly view. From here you can click on any of the trips that are listed and go directly to them.

The screenshot displays the TripTracker interface. At the top, there are navigation buttons: "Request a Trip", "View Calendar", and "Today". On the right, there are links for "Trips", "Reports", "Admin", and "Help", along with "Chat", "Support", and "Logout". Below the navigation bar, there are icons for "Filter", "Report", "Add Note", and "Request Trip".

The "Filter Trips By:" section includes dropdown menus for "Account", "Origin", "Trip Type", "Destination", "Activity", and "Status" (set to "Scheduled"). There is also a text input for "# of Students". Buttons for "Filter", "Close", and "Reset" are located below the filters.

The main area shows a calendar for February 2023, March 2023, and April 2023. The current view is "Today" for "January - March, ...". The calendar grid shows dates from January 29 to March 3. A detailed view of the calendar for January - March is shown on the right, with columns for Sunday through Friday. The grid contains the following trip information:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
January 29	30	31	February 1	2	3
			10:00 AM 1:00 PM Trip 102: TEST - Scheduled		
5	6	7	8	9	10
12	13	14	15	16	17
			11:45 AM 1:30 PM Trip 126: Newfields - Scheduled		
19	20	21	22	23	24
26	27	28	March 1	2	3
	9:50 AM 1:15 PM Trip 109: 1st Grade - Scheduled		4:00 PM 9:00 PM Trip 123: Basketball - Scheduled		

At the bottom of the calendar view, there is a "Today" button.

Important Notes

- Triptracker does not auto save. You will need to complete your request and submit. If page times out, the request will have to be entered again
- Field trip hours are 9:30am – 1:30pm and students must be back in their building no later than 1:30pm
- All trips must be requested 10- business days prior to departure date. System does not indicate that you are unable to request a trip within the 10-business days until after all the information has been entered
- For bus status changes to trips, cancellations, Triptracker issues, general trip inquiries, etc. please contact [Sarah Lowe](#) 317.601.8435 or [Ben Burchfield](#) 317.954.9818
- Middle School (7th and 8th) and High School can request transportation as early as 2:30pm with limited bus availability
- Elementary (K-6th) can request transportation as early as 5:15pm
- Middle School (7th and 8th) may receive take home buses
- Elementary and High School teams receive transportation to and from their school site and the game site only, transportation home will not be provided
- No transportation home is provided on weekends
- Transportation will do our best to cover athletic changes during the season. We understand that schedules may change that are out of the school's control. We ask that you notify [Sarah Lowe](#) and [Ben Burchfield](#) as soon as information is received in e-mail with supporting documentation
- White buses should be utilized for innovation schools if you have a group of 15 or less
- Each white van can accommodate 12 passengers. They are available to all schools in order of request. Vans can accommodate 12 passengers including the driver. Contact [Kimberly Miranda](#) for availability no less than five-business days prior to date needed. For white vans, no certification needed. Please use this [White Van Request Link](#). If your request has been approved, [Kimberly Miranda](#) will email you a calendar invite with pick-up and drop-off location. If your request has been denied, we will notify you via email