FIELD TRIP REQUEST SOFTWARE
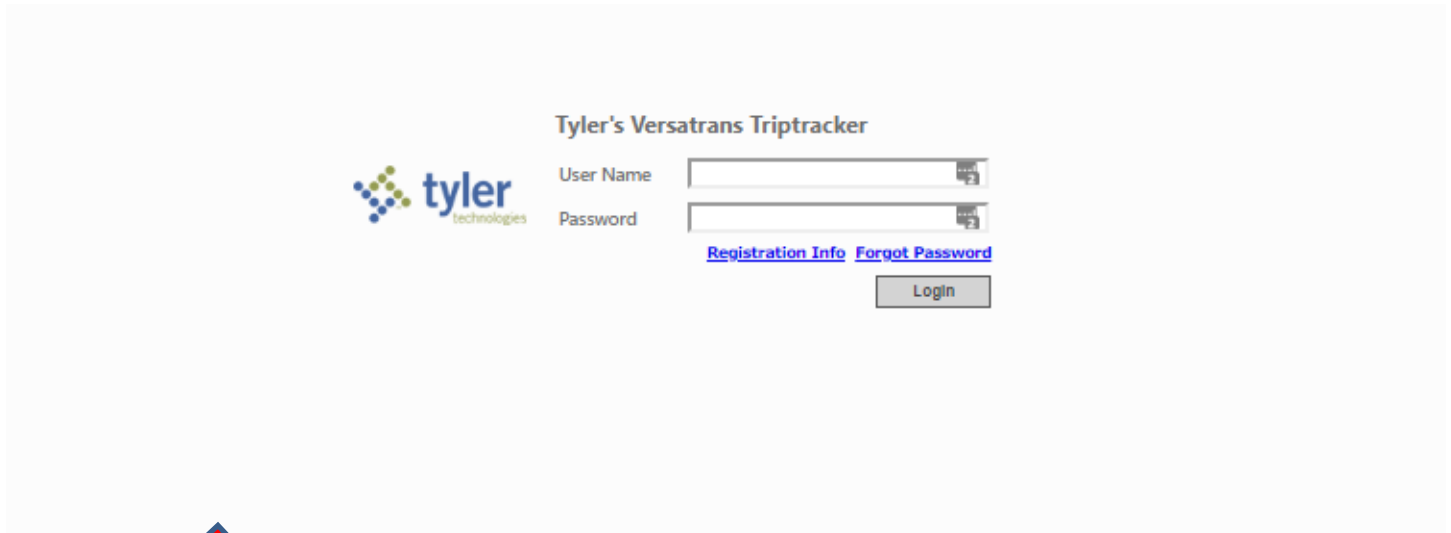
LOGIN:
USERNAME=first.last
PASSWORD=In email
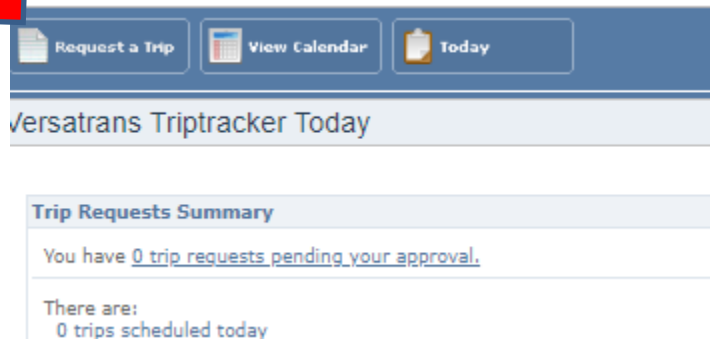
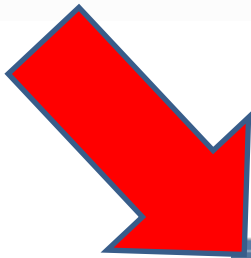**Tyler's Versatrans Triptracker**

tyler
technologies

User Name
Password

Registration Info   Forgot Password

Login

Request a Trip   View Calendar   Today

Versatrans Triptracker Today

Trip Requests Summary

You have 0 trip requests pending your approval.

There are:
0 trips scheduled today

Click to request a trip!

Trip Request

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: _____ ▼

Reason for Trip: _____

Account: _____ ▼

Requester: _____ ▼   ☐ Expand Requester List

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.   [Add]

No destinations have been added for this trip.

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

Contact Name: _____   Contact Phone: _____

Notes: _____

Trip name= What the purpose is example:
Kinder to Apple Orchard
Trip Type=
Educational- trip is during school day, connects to standard, all students in class are eligible to attend, students do not have to pay anything and you have an assignment or project that is directly related.
School Funded= PBIS trips, trips that only specific students go on, trips that don't connect to standard or where there is no assignment/project connected.
Billable= Trips that are paid for out of a grant or donation.
Activity Type=Classroom (or your specific group if it's an option)
Reason for trip= Standard(s) the trip is meeting and the rationale for why you are taking the trip (Educational trips only)

Trip Details

Trip Name: Trip Date:

Trip Type: ▼   Activity Type: ▼

Reason for Trip:

Account: ▼

Requester: ▼   ☐ Expand Requester List

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....

       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.

        Adults   Students   Wheelchairs   Vehicles

Number Of: 0   0   0   1   ☐ Special Accommodations

Contact Name: Contact Phone:

Notes:

Origin departure date and time= leaving school

Original return date and time= return to school

Destination arrival date and time=
arriving AT destination

Destination departure date and time=
leaving destination

Special Accommodations checked if need wheelchair bus.

Contact name must be someone on the bus.

Comments: First need transportation relevant information.

Click Submit
Click Attachments and upload your class roster in **excel format**

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

Trip Details

Printer Friendly Version

Trip Name: **TEST**
Trip ID: **9526**
Trip Date: **7/30/2019**
Trip Type: **Educational**
Activity: **TESTING**

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

Attachments

[   ] Browse...

Attach

Once you attach your class list the trip goes to principal. Class lists must be in **EXCEL**, last name and first name in separate columns or the trip will be rejected. Once approved. Goes to Curriculum.   Curriculum approves. Goes to transportation. You get emails after each approval.

If you trip is rejected you will get an email, please watch your email for notifications.