

# Versatrans Triptracker® Quick Reference for Requesters

## Versatrans Triptracker Trip Request Process

Log in to Versatrans Triptracker – You will see the following sections:

- Versatrans Triptracker Today
- Trip Requests Summary
- System Messages

To request a Trip – Click the button that says > **Request a Trip\***

**BEFORE YOU BEGIN YOUR TRIP REQUEST, USE THE DESTINATION DROP DOWN IN THE MIDDLE OF THE REQUEST PAGE AND MAKE SURE ALL YOUR DESTINATIONS ARE IN THE LIST. IF ANY DESTINATION IT IS NOT LISTED, YOU WON'T BE ABLE TO SAVE YOUR TRIP. E-MAIL SARAH WASSON OR CANDACE ELKINS TO ADD IT.**

- Fill in Trip Information – note the status is currently Unsubmitted
  - ✓ Trip Name – start with school abbreviation and add group and location: ie:CCE- K Louisville Zoo or PCHS Track- Estill Co- The trip name should help the transportation department be able to know what school and group is requesting and where you are going. We have many trips so each trip name should be different.
  - ✓ Trip Date – type or use the drop down
  - ✓ Trip Type – Use drop down – scroll through list or type first letter- PICK YOUR SCHOOL or other logical choice
  - ✓ Activity Type – Use drop down – scroll or type first letter- pick logical choice
  - ✓ Reason for Trip – This is what you used to put on PURPOSE. This will print on trip sheet
  - ✓ Choose account from drop down. Only accounts you are associated with will appear.
  - ✓ Requester drop down will show those people who can request for that account. Choose your name.
  - ✓ Purchase Order- Nothing should go here.
  - ✓ Origin – click drop down and select- (notice the multiple pick-up locations at the high school)
  - ✓ Departure date will fill in from trip date above
  - ✓ Departure time – enter time and A or P for AM/PM – *this is the time you want to be picked up from the origin.*
  - ✓ Return Date will fill in from trip date above. If this is a multi day trip, use dropdown to select return date
  - ✓ Return time – enter time and A or P for AM/PM - this is the time you expect to return to the school
  - ✓ Destination – use drop down to see list of available trip destinations – can type first few letters to jump to that location in the list
    - *If your destination is not there, you will have to contact Sarah Wasson or Candace Elkins to add it for you. You can not enter new destinations. If you want to go to multiple destinations all must be added or the driver will not stop.*
  - ✓ Arrival Date will be filled in from above
  - ✓ Arrival Time – estimate the time of arrival *AT YOUR DESTINATION* (this time must be later than your departure time above – to allow for travel time)
  - ✓ Departure Date will be filled in from above
  - ✓ Departure Time – estimate the time of departure *FROM YOUR DESTINATION*(this time must be earlier than return time above – to allow for travel time) If going to multiple destinations estimate all times.
  - ✓ Click ADD to add this destination to our trip.
  - ✓ You can follow the above steps to add multiple destinations on this trip.

- ✓ Passenger Information – number of Adults, Students, Wheelchairs and/Special Accommodations  
NOTICE THAT YOU CAN REQUEST MULTIPLE BUSES OR TRAILERS/VANS WITH ONE TRIP REQUEST. If you need a haul bus, equipment trailer, or are a CTE club needing the CTE Van to go with you on your trip, list your need in the notes section below AND choose at least 2 vehicles.
- ✓ Contact name and phone number – PLEASE LIST CELL PHONE OF TEACHER ON TRIP
- ✓ Notes- If you have any special instructions or needs for the trip, you should list them here. If a meal will be provided for the driver please list that here. List anything important for the transportation department and driver to know in the notes field. If multiple teachers are going it is helpful to give phone number of each teacher.

**MEDICALLY TRAINED PERSON** – Please list at least one medically trained person per bus.

***IF YOU DO NOT LIST A MEDICALLY TRAINED PERSON YOUR TRIP WILL BE REJECTED.***

- Click Submit – you will notice that the status of the trip has changed to Requested
- *E-mails will be generated at each step of the Trip Process. Requesters will follow most of the steps above to Resubmit or Reschedule a trip that was rejected once the reason(s) for rejection have been corrected.*

**Versatrans Triptracker Trip Estimate - THIS SECTION MUST BE COMPLETED SO DIRECTIONS CAN BE ATTACHED FOR THE DRIVER. THIS TAKES THE PLACE OF YOU SUBMITTING DIRECTIONS FOR THE TRIP.**

Click the Trip Estimate link at the top of the Trip Request screen. In the middle of the screen, click on the link that says "Open Trip Directions/Mapping Tool." This opens a new screen.

When the mapping tool opens, the location and destination are already on the screen. Leave the checkbox checked by "Include return to origin."

Click on the first gray box to "Calculate Directions." The map should show up in the screen and directions will appear in the box.

Click on the second gray box to "Attach directions to this trip" and click "ok" when the box pops up.

Click on the third gray box to "Use estimated distance for this trip" and click "ok" when the box pops up.

Click on the final gray box to "Return to trip request screen."

When you are back on the estimate screen, click on the "Calculate" button that is near the bottom left of the screen and then click on "Save Estimate" when the trip has been calculated. We have entered the most expensive driver fee for you to make sure to plan enough money for the trip. Driver time is estimated on your overall departure and return time but will be calculated on what the driver actually drives. Drivers start recording time as they pre-trip their bus and leave for your origin and stop recording time when the bus is parked and cleared at the bus garage. You should add approximately \$15 to your overall estimate for this additional time.

**Congratulations! You have just requested a field trip in Versatrans Triptracker! This trip is now ready to be Approved. Your principal or district approver will get an email and approve or reject your trip online.**

*\*TIP – You can also schedule a trip by clicking on the View Calendar button, navigating to the date you want to take a trip, and double click on the calendar time in the right hand window. This will open the Trip Request screen as described above.*

***Cloning a trip makes it easy to schedule trips to the same location or scheduling of recurring trips. Once you have requested the first trip and it is in the system at the level of Requested or above, you can search your trips to find it, click on it to open and click the Clone button. This will bring up an Unsubmitted Trip Request that you can edit (name, dates, time, number of students, etc) then submit without having to completely re-enter all the information. This can be a real time saver for you.***

**If your trip is rejected at any stage you may revise it and it will go back through the approval process.**