Warrick County Field Trip Quick Reference

General Field Trip Guidelines:

- All trip requests must be entered at least 15 days before a field trip. This has changed to ensure adequate time to get your trip approved and assign a driver.
- Do not plan field trips that will take buses off of routes, bus routes take priority over field trips.
- All trips will start after the AM bus routes and will return before PM routes. General Education times are listed in the trip request form for each area of the county. Newburgh area buses have a High School/Middle School route and then Elementary route, which is why their times are different than Boonville and Lynnville buses.
- Enter all destinations on your trip request. The drivers need time to prepare for a field trip and find out the best route for the buses to travel and park. They also need to know if they need to bring their lunch or if your trip includes going to a restaurant.
- All buses that are assigned to a trip will go to all the same locations. If your plans are to split up in the middle of a trip, then a separate request should be submitted.

Registration and Log in for new software

Using the Google Chrome browser, go to WCSC home page / Employee drop down / choose Transportation / Travel Tracker. This is where you will go to Register and log in for future use so you can bookmark this link to make it easier. Registration is easy, it asks for your school email address, to choose your password and your First, Middle and Last name. It will then email you from dadmin@app-garden.com please check your spam folder if you don’t get it.

Entering a new field trip

When entering a new trip, make sure you have your information for the trip available. Travel Tracker will time out if you stop working after a few minutes. You cannot save the trip until all of the fields are completed and the trip is submitted.

Once your trip is submitted it will go through the following channels:

Building Principal – Approval of trip
School Treasurer – Select funding source and approval of funds
Curriculum Office – Approves that it meets educational requirements
Transportation – Review date, time, number of buses needed and assigns drivers.
Submit a Request – On the left side of your screen, the top line is Submit a Request.

Please read the information box because it tells you what times are available for you to submit a request for a trip on school days. If you request a trip outside of the times listed for your school then you will be asked to adjust your times or your trip could be denied. The school bus routes are our priority and we cannot pull sub drivers or spare buses to fulfill field trips.

Category – Travel with Students (default setting)

Type of Trip – Drop down options include Athletic, Field Trip or Special Needs. This tells the software who to send the approval request to. This is very important because each option sends your request to different people for approval. Athletic Trips should only be scheduled by your Athletic Directors.

Field Trip Event – Radio buttons – Other or Standard Field Trip (Everyone will choose Standard)

Trip Leave/Trip Return – Use calendar icon and select the leave date. It will automatically fill in the same date for the return (change accordingly if overnight trip). Select the time on the clock icon for time to leave the school and return to the school. The driver should arrive a few minutes before, please be ready to load the bus upon its arrival. Return time should not be any later than 2:00 pm on a school day.

Recurring Identical Trip: This can only be used if you have 2 or more trips that are EXACTLY the same destination and departure/return times. This may happen if you split your grade due to large numbers, but everything is the same. Choose “Recurring Trips Using Calendar” and select all additional dates that will be the same as this trip. If you are entering trip for 9/9 on this request and you are also going on 9/10 and 9/13, then only select 9/10 and 9/13 on the calendar and then click “Apply” button. Do not select the first date since the trip will duplicate the first trip. This option is available so you do not have to rekey each date, it will duplicate the trip for you.

Is this an Overnight Trip? – Yes or No
**Comments Box** – *This will be one of the most important boxes you complete.*

This information is printed on the trip ticket that is given to your driver. The more information they know, the smoother your trip will be. Please include the following in this box:

- Pick-up location, be specific (Door #, landmark, etc.).
- List all information about your trip. If you have multiple stops please list them here in the order you plan to visit them and the times you plan to change locations.
- You might also include which door you need to be dropped/picked up at your destination or specific instructions you know about your trip.

**Your School / Dept** – Enter your school name

**Do you have students with health concerns on this trip?** – Please answer yes or no. If yes only list the condition, DO NOT list their names in the text box that opens. An email will be sent to your nurse to let them know there will be students with health concerns will be out of the building. If your class has many health concerns you may just list your class name and then get with your nurse.

**Main Destination**

Type the name for the main destination. It will begin giving you options for common destinations that we already have stored in the system. If it is not on the list, then it will switch to Google Maps to try to find your destination. Please make sure that you are selecting the correct location because the trip ticket will give the address for the destination.

For example LST is saved as USS-LST 325. If you just type LST, it will start giving you choices as you type. If you have multiple destinations then move down and select them in order for your trip by clicking on “Add stop on the way” or “Add stop on the return”. If you push the magnifying glass it will give you the drop down of common destinations. If your locations are out of order then you can use the yellow arrows to the right to change the order.
Then click on “Calculate/Get Directions” it will go thru Google maps to plan your trip, which will calculate mileage and length of time to the destination. Please remember that buses travel slower than cars and may be too large to travel certain streets so these calculations may not exact. You can then choose to print directions if you need them.

Are funds payable to a third party? – Do you need to take a check with you on the trip? Yes or No

Teacher/Advisor Staff Name, Phone # and Email address- Please enter your name, cell phone number and email in this location. (If you are taking a club, one subject or small group, you might fit this in behind your name – “M Jones - Academic Team”. This phone number is so that the driver or Transportation can reach you while you are on your trip. You can check the box so that it will copy the info into the field for Emergency contact or you can enter a second person to call.

Grade levels making the trip – Please check all that apply.

Description of group – Briefly describe group making the trip (whole grade, only certain classes, etc.)

Educational Objective for Field Trip – List your educational requirements here. These will be reviewed by the Principal and Curriculum Directors during approval process.
**Number of Individuals making trip** – This is very important so that we can ensure there is enough room on the buses compared to the # of buses requested.

**Will the students be away during lunch?** – This will be sent to the Cafeteria Managers so they can adjust the amount of food they prepare if there would be a large number of students out of the building on a certain day to reduce waste. If you say yes, it will ask if these students will need a bagged lunch prepared for them. Please make sure you follow up with the cafeteria closer to your trip to confirm this information.

**Will you be using external transportation?** This is if you plan one way transportation or overnight trip.

**Check if drop off only / Pick up only** – Do you need one way transportation? This will also be used if you are going to be dropped off for an event and then a bus comes back to pick up few days later to return home. These would be entered as separate requests.

**Pick up Vehicle, Arrive at Venue, Depart Venue, Return Vehicle** – It will auto populate the times you listed at the beginning of your trip, but please fill in the time you wish to arrive and depart your first and last venue.

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**Type of Vehicle** – Only option is Yellow Bus – This is for Special Needs and Regular School Buses

**How many vehicles do you need?** – On the form it will give you guidelines to help you make your decision. These are general guidelines for Elementary. The large buses will hold up to 84 people with 2/seat, however we usually use the 70 people since adults are also on the bus. For Special Needs trips this could vary depending on the number of wheelchairs and the combination of buses that are available.

Do you need a wheelchair lift? - This could be for General Education or Special Needs trips.

**Special Needs check boxes** – Please list all requirements that apply for Special Needs students.

**Comments or details for needs** – This is where you list any additional requirements not covered in above check boxes.

**Any additional comments that Transportation needs to know** – This information does not print on ticket for driver. This is for additional information we should know before making bus assignment.
Cost of trip (optional) – Use the Trip Estimator to see the projected cost of the trip. This is the line above the blue box for Level 1 – Location Approval. Click on the blue triangle to open the estimator. You can see an estimated cost of the buses using this tool. There is a Computed total of $121.00 on this example. On top of this estimated total, please factor in the additional $11 per bus cleanup charge. We have a request in to have this to be automatically added for future software updates.

**Field Trip Acceptance of Responsibility** – Shows you agree the trip adheres to School Board Policies.

**Supporting Documents (optional)** – You can attach any supporting documents for your trip including itinerary or information about your trip. This can be docs needed for approval or information from venue with directions or parking for the drivers.

**Save/Close** - You are ready to submit your trip so you will hit save or the save/close button. If you have missed any fields or there is an error it will put a yellow box with the information that needs to be corrected before you submit your trip.
After your trip is submitted you will get an email that your trip has been submitted and waiting for approval. Each trip will go electronically to the building principal, school treasurer and the curriculum department for approval. You will receive several emails regarding your field trip. 1) Trip submitted 2) Trip Approved 3) Bus driver assigned 4) The day before your trip.

At any time you can log back into your trip and see the status of your trip and all of the activity on your request. There is also a possibility you could receive an email from your Principal or Curriculum Director pertaining to your trip. By communicating thru the emails generated from Travel Tracker this correspondence is saved into the history of the trip.

Calendar Tab – After your trip has been submitted it will show on the Master Calendar. This is a calendar that everyone in the county will use to see all events. This is a great tool to use in the planning stages of your trip. You can check the calendar to see if there are other trips on that day, blocked days, etc.

There are drop down boxes at the top of the calendar so that you can filter on just your school and type of trip (Special Needs, Educational or Athletic). If you hold your mouse over the trip on the calendar it will show you the details and if there are drivers assigned to the trip yet.
This is the Trip Ticket that is given to the bus driver for the field trip.

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**Warrick County Schools**

<table>
<thead>
<tr>
<th>Vehicle: 0079</th>
<th>Trip #: 893</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Location: 001 Boonville</td>
<td>Date: Monday 09/09/2019</td>
</tr>
<tr>
<td>Total # of Vehicles: 2</td>
<td>Pickup: 09/09/2019 08:30:00 AM</td>
</tr>
<tr>
<td>Type of Trip: Field Trip / Standard Field Trip</td>
<td>Return: 09/09/2019 02:00:00 PM</td>
</tr>
<tr>
<td>Grade Level: 5</td>
<td>Estimated Hours: 5:5</td>
</tr>
</tbody>
</table>

**Driver: Pace, Connie**

| Driver ID: Phone #: 8125688453 | Requester: jrohrscheib@warrick.k12.in.us |
| Name: __________________________ | Teacher Name: ERIN CREEK CELL # |
| Assistant/Aide: __________________ | Emergency Contact Name: ERIN CREEK CELL # |

**Requesting Location: OAK OAKDALE ELEMENTARY**

| From: OAK OAKDALE ELEMENTARY | Stops on the return: MICKEY'S KIDS KINGDOM ON RIVERFRONT NEAR MUSEUM |
| To: USS LST-325 | EVANSVILLE, IN 47713, 4115 RIVERSIDE DR EVANSVILLE, IN 47713 |

**Venue Address: 840 LST DRIVE EVANSVILLE IN 47713**

| Start Time |  |
| End Time |  |
| Beginning Mileage |  |
| Ending Mileage |  |
| Total: |  |

**Estimated Miles: 49.86**

| Actual Passengers: Adults: _______ | Trip Special Needs: Lift? No # Wheelchair Slots: 0 |
| Students: _______ | # Safety Vests: 0 |
| Estimated Passengers: Adults: _______ | # Fold Down Seats: 0 |
| Students: _______ | Comments concerning special needs: IF SPECIAL |
| _______ | ACCOMMODATIONS PLEASE LIST |

**Other drivers/vehicles on this trip:**

| Sander, Ronda/0089 |

**Comments:** THIS BOX WILL PRINT ON THE TICKET FOR THE DRIVER - INCLUDE IMPORTANT INFO HERE SUCH AS PICK UP DETAILS AND ITINERARY FOR THE DAY. FOR EXAMPLE:

*Pick up at Office Door - Door A. We have a 9:00 tour at the LST. At 10:45 pick us up and take to Mickey's Kids Kingdom for lunch and at 12:00 we will walk to Evansville Museum. At 1:30 we will load and return to school.*

**Post Trip Comments:** (If you need extra space, please write post trip comments on the back). Comments on back ___Yes___No

**If Overnight trip, include receipts for reimbursement:**

| Meals |  |
| Parking/Tolls |  |
| Other |  |

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Return to Transportation Office within two weeks of trip to get paid.

| Driver Signature | Date/Time | Transportation Signature | Date/Time |