Submitting a Request

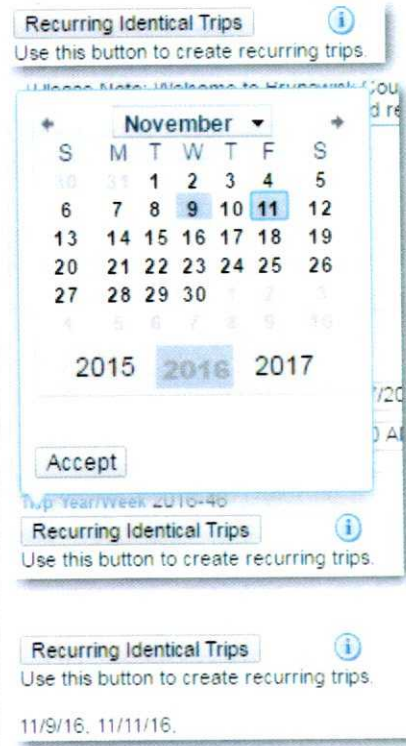|	
Login using your link for Travel Tracker.	
Your email address is your user name. Use the password that you created when you registered.	**User name is your email address.** User name [ ] Password:
To submit a request, click on the Main tab. Click on "Submit a request"	**Main** **Submit a Request** **Your Trip Requests** **Your Vehicle Assignments** **Vehicle Mileage Not Entered**
The note at the top of the Travel Request Form can be customized. Your district will include any pertinent information here.	**Travel Request Form** Please Note: Welcome to Brunswick County Schools Travel Tracker, your one stop travel center. Within this software you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email John Smith at Brunswick County Schools Transportation or call xxx-xxx-xxxx. Category Staff Only Travel Travel With Students Person Submitting Request appgteach1@gmail.com Date Submitted Aug 29, 2013
Select staff only travel or travel with students. Staff only is used to reserve vehicles (such as staff cars) that do not involve student travel. Click on the drop down arrow and choose the trip type. Note – Any field designated with an * is a required field.	**Travel Request Form** *Category ○ Staff Only Travel ● Travel With Students *Type of Trip Field Trip ▾
If the option to include In-House events has been turned on for your district, you may have additional field trip event options in addition to the standard field trip. The default will be a Standard Field Trip.	Category ○ Staff Only Travel ● Travel With Students Type of Trip Field Trip ✔ Field Trip Event ● Standard Field Trip ○ In-House Event ○ Assembly

If an in-house event is selected, additional Technology and Services options can be selected.	**Field Trip Event** ○ Standard Field Trip ● In-House Event ○ Assembly **Technology** ☐ Microphone ☐ TV/DVD **Services** ☐ Catering
Click on calendar and select trip leave date. Click on clock and select trip leave time. The Trip return date will auto-fill with the same date as the trip leave date. If the trip will be an overnight trip, click on the calendar and select the correct return date. Click on the clock and select trip return time.	**Trip Leave** ・ Date 9/6/2013 ・ Time 8:00 AM **Trip Return** ・ Date 9/6/2013 ・ Time 12:00 PM
If you are scheduling multiple trips that are identical except for the date, you can use the Recurring Identical Trips button. The trips must be going to the same destination at the same times. To select multiple dates, use the Ctrl key as you click on the dates. You can use the month scroll indicator at the top of the calendar to go to additional months and continue to Ctrl-click to select. If you need to unselect a date that is already highlighted, click on the Ctrl key and click on the date. Click on the Accept button. You can still modify the date list by clicking on the Recurring Identical Trips button again. Ctrl-click to select or de-select dates. Click on Accept. The trips selected will be listed out under the Recurring Identical Trips button.	**Recurring Identical Trips** ⓘ Use this button to create recurring trips. ◄ **November** ▼ ► S M T W T F S 30 31 1 2 3 4 5 6 7 8 **9** 10 **11** 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2015 **2016** 2017 **Accept** Trip Year/Week 2016-46 **Recurring Identical Trips** ⓘ Use this button to create recurring trips. **Recurring Identical Trips** ⓘ Use this button to create recurring trips. 11/9/16, 11/11/16.
Hover you mouse over the "i" to read the instructions for using the Recurring Identical Trips button.	Recurring trips must be trips that are identical - including the same destination and times. To select multiple dates, use the Ctrl key as you click on the dates. You can use the month scroll indicator at the top of the calendar to go to additional months and continue to Ctrl-click to select. If you need to unselect a date that is already highlighted, click on the Ctrl key and click on the date. Click on the Accept button. You can still modify the date list by clicking on the Recurring Identical Trips button again. Ctrl-click to select or de-select dates. Click Accept

Is the trip overnight, out-of-state or extended day? Note: This question can be customized by your district. This is an example of how it may read. Is the trip Out of County? **Note – out of state, overnight and out of county trips may require additional levels of approval. Depending on how your system is configured, there may be a certain number of lead days required for an overnight/out of state trip.	Overnight, Out of State, or Ext Day ○ Yes ● No Out of County? ○ Yes ● No
In the comments box, you can note details such as multiple stops. If you are making multiple stops that will affect the round trip mileage, adjust the mileage in the Approximate Number of Miles Round Trip box.	Comments We will be stopping at McDonalds for dinner If you are making multiple stops, please indicate these details in the Comment box. You may also want to adjust the approximate number of miles round trip to adjust for the multiple stops
Click the drop down box and select your school or department. **This is very important as this determines the field trip approver for routing.	Your School / Dept Select School or Department ▾
Select your destination from the dropdown menu. Common destinations are in a table created by your Transportation Dept. If your destination is not listed, enter it in the "Destination Not Listed" Box. Note that if you type an address or location in this box, Google Maps will display matching locations. You can either click on one of the matching locations, or continue to type in the address.	Final Destination Select Destination ▾ Destination Not Listed Stops on the Way There [Add Stop on the Way] Stops on the Return trip [Add Stop on the Return] Approximate Number of Miles Round Trip [Calculate/Get Directions]

Stops on the way there and stops on the return trip can be added to the trip by clicking on the "Add Stop on the Way" and "Add Stop on the Return" buttons.

A common destination can be added by clicking on the search icon. From the Select a common destination window, select the destination and then select OK. If the location is not a common destination, the address can be typed in.

Multiple stops on the way and on the return can be added. Stops can be re-ordered using the yellow up and down arrows. Stops can be removed using the X.

Click on the Calculate/Get Directions button to fill in the mileage. If the mileage does not calculate, enter the approximate mileage in the box. This is a required field.
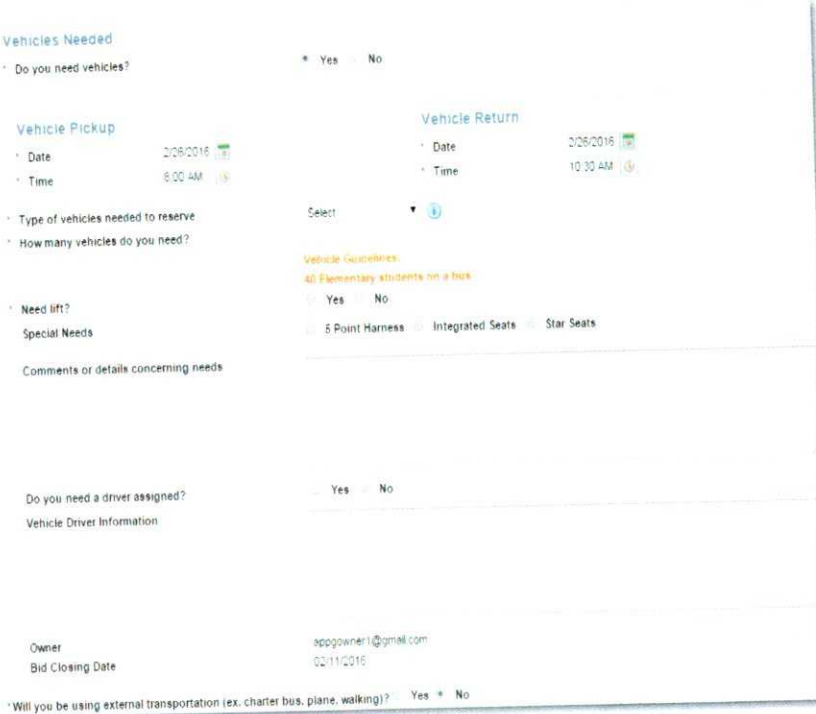
Directions can be printed for both the Outbound and Inbound trip by clicking on the directions icons.

If the destination that you have entered, calculates a mileage that is more than 500 miles, you will get a message when you submit your trip. If the destination and the mileage are correct, click on OK. If the destination

Add Stop on the Way

Stop 1 [Search common destinations or enter address]

Add Stop on the Return

Stop 1 [Search common destinations or enter address]

Final Destination — 0028 Kingston Elementary

Add Stop on the Way

	Stop 1	Asheville, NC, USA
Stops on the Way There	Stop 2	Charlotte, NC, USA
	Stop 3	Kitty Hawk, NC 27949, USA

Add Stop on the Return

Stops on the Return trip — Stop 1 | Raleigh, NC, USA

Approximate Number of Miles Round Trip — 1499.78 — Calculate/Get Directions — Get Outbound Directions / Get Return Directions

Trip Details:
Miles to Destination — 1174.70
Time to Destination (minutes) — 1114
Miles to Return — 325.08
Time to Return (minutes) — 311

Driving Directions

Origin — 550 Whiteville Rd NW, Shallotte, NC, 28470-6556
Destination — Brunswick Community College, 2050 Enterprise Drive Northeast, Leland, NC 28451, USA
Distance — 36.04
Navigation —
1. Head southeast on NC-130 E/Whiteville Rd NW (0.5 mi)
2. Turn left to merge onto US-17 N/Ocean Hwy W toward Wilmington (30.4 mi)
3. Keep left at the fork, follow signs for US-74 W/US-76 W/Lumberton and merge onto US-74 W/US-76 W/Andrew Jackson Hwy (4.9 mi)
4. Turn right onto Enterprise Dr NE/Popular St NE (0.2 mi)
Continue to follow Enterprise Dr NE
Destination will be on the right

Print Close

Message from webpage

? Click OK to confirm this trip is more than 500 miles round-trip. If you need to adjust your destination, click Cancel on this box and adjust your destination and submit again. If your destination and mileage is correct, click OK to continue submitting the trip.

OK   Cancel

and mileage are not correct, click on Cancel and adjust your destination.	
If the option to print permission slips has been activated on your system, you have the option to input special instructions that will be printed on the permission slip.	**Special Instructions for Permission Slip** (These are instructions specific to this field trip that will be displayed in a special area on the permission slip)
Your district has the option to require a funding source for field trips. If additional funding applies such as EC or Title1, select the drop down box and choose an option. This selection will automatically fill in the budget code and the funding approver. Your district can make this field mandatory. If a * is next to is next to Funding source, you will be required to select a funding source.	Funding Source · Budget Code Funding Source Desr Budget Code Desr Funding Approver
If you selected "yes" for funds to be paid to a third party a window will appear for you to enter a payment amount, payment option, payee name and address. This will give your financial secretary the information she needs to process a check if needed and either mail it to your venue prior to the actual trip date or have it ready for you to pick up.	Are funds payable to a third party? (Does the venue need a check ahead of time?) · Yes No Amount of Payment Payment Option Mail Check School System Credit Card Will Pick Up Check Payment Due To Name Address City, State, ZIP Comments Concerning Payment

Enter the Teacher/Advisor name and phone number. If the Emergency Contact Info is the same, check the box next to Same as Teacher/Advisor. If it is different, fill in the Emergency Contact Name and phone number.	Teacher / Advisor Name Teacher / Advisor Phone # Emergency Contact Info ☐ Same as Teacher / Advisor Emergency Contact Name Emergency Contact Phone #
Check the grade level(s) making the trip.	Grade Level(s) Making Trip ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ K 1 2 3 4 5 6 7 8 9 10 11 12
Enter a description of who will be going on this field trip. Note: This question is optional and can be customized by your district. This is an example of how it may read. Enter the education objective for the trip. Check Special indicators if applicable.	Description of Group or Person(s) Making Trip (INCLUDE TYPE CLASSES, GRADE LEVELS AND NAMES OF TEACHERS) Educational Objective for Field Trip Special Indicators ☐ EC Trip ☐ Reward Trip
Complete the number of male/female students and adults attending the trip. Please make note of your district requirements for adult/student ratios for each trip.	Number of Individuals Making Trip Male Adults `1` Female Adults `1` Male Students `10` Female Students `15` Need 1 adult(s) for 20 or more students. Need 1 adult(s) for every additional 15 students.
Will students be away at lunch and if so will a bag lunch be required? If Yes is answered, this will notify the system designated individual which would typically be the cafeteria manager.	Will the students be away from school during lunch? ● Yes ○ No If so, will these students need packed lunches? ● Yes ○ No Bagged lunches have been requested for this field trip. Approximately 20 students will be on this trip. Please contact teacher to verify the number of lunches needed.
Your district has the option to include additional customized questions on the trip request. The questions may require a Yes/No answer or a text answer.	**Additional Information** Question 1? ○ Yes ○ No Question 2?

Indicate if you need to reserve vehicles.	**Vehicles Needed** · Do you need to reserve vehicles? ○ Yes ● No
The pickup date and time boxes will auto fill based on your initial selections. If you are picking up the bus earlier or will be dropping it off later than the times listed, please adjust these times. Click on the drop down box to select the type(s) of vehicles needed– yellow bus, activity bus, charter bus, car, etc. Note - If you put your mouse over the ⓘ you will get additional information about this field. If you need additional types of vehicles or have other vehicle comments, please include these in the comment box below. Enter the number of vehicles needed. If your district has specific vehicle guidelines, they will be listed here. Indicate if a lift is needed. Indicate if there are any special needs for this trip. If the question "Do you need a driver assigned?" has been activated on your system, you will be required to answer Yes or No. You will also have a comment box where you can note any vehicle driver information. The vehicle owner for your location will be listed.	**Vehicles Needed** · Do you need vehicles? ● Yes ○ No **Vehicle Pickup** **Vehicle Return** · Date 2/26/2016 · Date 2/26/2016 · Time 6:00 AM · Time 10:30 AM · Type of vehicles needed to reserve Select ▼ ⓘ · How many vehicles do you need? Vehicle Guidelines: 40 Elementary students on a bus · Need lift? ○ Yes ○ No Special Needs ☐ 5 Point Harness ☐ Integrated Seats ☐ Star Seats Comments or details concerning needs Do you need a driver assigned? ○ Yes ○ No Vehicle Driver Information Owner appgowner1@gmail.com Bid Closing Date 02/11/2016 ·Will you be using external transportation (ex. charter bus, plane, walking)? ○ Yes ● No

Your district has the option to add a section to the Vehicles Needed section of the trip request to indicate if a trip is drop-off or pick-up only.	Check here to indicate trip is drop-off only Location Check here to indicate trip is pickup only Location
Your district has the option to add a Venue Arrival and Departure date and time. The arrive and depart venue date will auto-fill with the same date as the trip date. Click on the clock to select the arrive and depart venue time.	Venue Pickup Date 11/7/2016 Time 5:00 AM Arrive at venue date/time Date 11/7/2016 Time Depart Venue Date Only Date 11/7/2016 Time Vehicle Return Time 11/7/2016 Time 12:00 PM
"Will you be using external transportation?" refers to transportation other than a school owned vehicle such as parent vehicles or chartered transportation. The default for this question is No.	Will you be using external transportation (ex. charter bus, plane, walking)? Yes • No
If you would like to get an estimate of what you trip will cost and the cost per students, click on the arrow next to Trip Estimator. The fields that are outlined with a box are fields that you can input data. The other fields are calculated from the information that you have already entered in the trip request. Click on the Compute button to compute the estimated cost of the trip.	▼ Trip Estimator (click to open and enter additional information for estimating trip cost) The trip estimator provides an estimate based on the information entered on the trip request as well as additional information entered into the boxes below. This estimate is for planning purposes only and the actual cost of the trip may vary. Costs such as the driver costs and/or substitute costs may not be billed through this system depending on how your district invoices but will provide approvers with an overall estimate of all costs involved. Compute Please complete all required fields before computing. # Vehicles 1.00 Round Trip Miles Per Vehicle 4.70 Total Miles 4.70 Cost Per Mile $1.50 Additional Cost Per Mile $1.00 Mileage Cost $11.75 Fuel Cost $0.00 # of Students 20 Venue Cost Per Student 0.00 Venue Cost $0.00 Driver Hours Per Driver 2.50 Check here to retain driver hrs District-Wide Driver Rate Standard ▼ $17.00 Driver Costs $42.50 # of Substitutes 0 Substitute Cost Per Substitute 90.00 Substitute Costs Computed $0.00 Standard Trip Fee $0.00 Other Costs 0.00 Estimated Trip Cost Computed $54.25 Cost Per Student Paid by Student 0 Computed $2.71

Read the conditions set forth by your school district and check "Yes" to certify that you have read, understand and accept the trip responsibilities.	**Field Trip Acceptance of Responsibility** By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions 1. Possess a current/valid Driver's License for the vehicle you will be driving 2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle 3. You will obey all traffic laws while operating the vehicle 4. You will not "text" or operate any device that may distract you while driving the vehicle 5. Properly authorized use of a BCS vehicle for official travel 6. Will only transport authorized passengers for the purpose of official travel 7. The lift is to be operated only for wheelchairs 8. Buses must come back in good condition in order to avoid additional charges • I have read and understand the information above. ○ Yes ○ No
If you would like to include any supporting documents with your trip request, you can include them here. Click on Choose File, select the file that you would like to add and then click on Add. Click on the trash bin to the right of the file to remove it.	**Supporting Documents** [Choose File] No file chosen [Add] **Supporting Documents** [Choose File] No file chosen [Add] Size File Name Date 12 KB Roster.docx 1/6/16 2:00 PM 🗑
If you would like a hard copy of your request, click on the Print button.	[Print]
Click on Submit to save your trip request. NOTE: An incomplete trip request cannot be saved.	[Submit]
If there are any items on the form that have not been filled in correctly, you will see messages above the Submit button. Scroll up through the form to find the errors and correct. Click on Submit. If all the incorrect items have not been fixed, the trip will not be saved.	Please indicate whether vehicles are needed for this request. Please indicate that you have read and accept the rules concerning field trip travel. Please specify the number of male students. Please specify the number of female students. [Submit] [Print]
The Save Current Trip button is used to create a duplicate trip request which will be discussed later in this document. NOTE: It cannot be used to save an incomplete trip request.	[Save Current Trip]

You will see the message briefly that the document has been saved.	**Trip Number 277 has been saved**