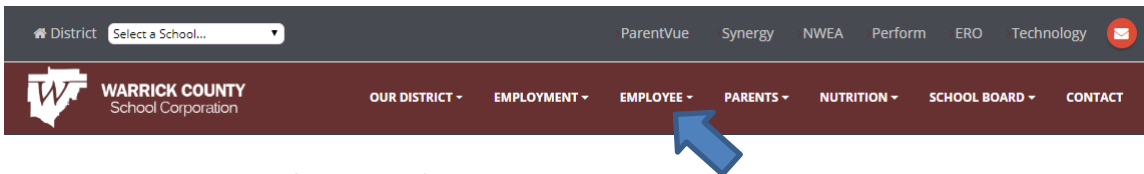


Warrick County Field Trip Quick Reference

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 Lynnvilve 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.

Travel Request Form

Welcome to Warrick County Schools Travel Tracker.

Within this software you can submit student educational or athletic field trip requests. Please make sure that your field trips do not conflict with the bus routes. Trips on school days should not go outside of the following times:

Boonville schools Day trips 7:45 - 2:00 and Evening trips start after 3:30 PM
 Lynnville schools Day trips 8:00 - 2:00 and Evening trips start after 3:45 PM
 Newburgh schools Day trips 8:30 - 2:00 and Evening trips start after 3:45 PM

Please submit your trips at least 15 days before your trip to allow time to complete the approval process and time to schedule the driver. If you submit a trip request, you will get an email for each step of the approval and when a driver has been assigned to your trip.

If you have any questions or comments on the software please contact the App-Garden support desk by clicking on the Support/Training Links in the upper right hand corner.

If you have questions on a trip, please email ecreek@warrick.k12.in.us

* **Category** Travel With Students

* **Type of Trip**

* **Field Trip Event**

Other Standard Field Trip

Trip Leave

* **Date** Monday

* **Time**

Trip Return

* **Date** Monday

* **Time**

Trip Year/Week 2019-37

Use this button to create recurring trips.

Buses must return to school no later than 2:00 PM.

* Is this an Overnight trip? Yes No

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
Indicate the organization/group traveling. Enter any comments about this trip that is important for the driver to know such as pick up (which side of building, door, etc.) and drop off location at the destination (please be specific). This information will print on the trip ticket for the driver.

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 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.

* Your School/Dept ⓘ
OAK OAKDALE ELEMENTARY

* Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.
 Yes No

Details Concerning Health Concerns
YOU MAY LIST CONDITIONS OF STUDENTS THAT ARE TRAVELING, BUT DO NOT LIST STUDENT NAMES HERE! THIS INFO WILL BE SENT TO YOUR SCHOOL NURSE.

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-


* Main Destination ⓘ
USS LST-325

Stops on the Way There
Add Stop on the Way
Add Stop on the Return

Stops on the Return trip
Stop 1 MICKEY'S KIDS KINGDOM ON RIVERFRONT
Stop 2 411 S E RIVERSIDE DR EVANSVILLE, IN 477

* Approximate Number of Miles Round Trip
49.86 Calculate/Get Directions Get Outbound Directions Get Return Directions

Trip Details:
Miles to Destination 24.62
Time to Destination (minutes) 32
Miles to Return 25.24
Time to Return (minutes) 36



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	ERIN CREEK
* Teacher / Advisor / Staff Phone #	812-897-0495
Teacher / Advisor / Staff Email	ECREEK@WARRICK.K12.IN.US
<small>Note: This email will receive the requester emails if different from requester</small>	
Emergency Contact Info	<input checked="" type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	ERIN CREEK
* Emergency Contact Phone #	CELL #

* Grade Level(s) Making Trip	<input type="checkbox"/> All <input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
* Description of group or person(s) making trip	5TH GRADE CLASSES
* Educational Objective for Field Trip	Students will do go to LST and Evansville Museum which will satisfy the following curriculum: 1, 2, 3

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	
* Total Adults	4
* Total Pupils	100

* Will the students be away from school during lunch?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* If so, will these students need packed lunches?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Nbr Students 100 Teacher ERIN CREEK
Students will be away from school during the lunch period.

* Will you be using external transportation (Charter bus, plane, public transportation or walking)? Yes No

Vehicles Needed			
* Do you need a bus? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<input type="checkbox"/> Check here to indicate trip is drop-off only	Location		
<input type="checkbox"/> Check here to indicate trip is pickup only	Location		

Vehicle Pickup	Arrive at Venue (Info Only)	Depart Venue (Info Only)	Vehicle Return
* Date 9/9/2019	* Date 9/9/2019	* Date 9/9/2019	* Date 9/9/2019
* Time 8:30 AM	* Time 9:00 AM	* Time 1:30 PM	* Time 2:00 PM

Total Trip Hours 5.50

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.

The screenshot shows a web form for bus reservations. At the top left, it says "Total Trip Hours 5.50". The form has several sections:

- Type of vehicles needed to reserve:** A dropdown menu set to "Yellow Bus" with an information icon.
- How many vehicles do you need?:** A text input field containing the number "2".
- Vehicle Guidelines:** Text indicating "School Bus: seats 70 Elem/56 MS or HS" and "SPED Bus capacity varies".
- Do you need a wheelchair lift?:** Radio buttons for "Yes" and "No", with "No" selected.
- Nbr Wheelchair Slots:** A text input field containing "0".
- Special Needs:** Checkboxes for "Air Conditioning", "Car Seats", and "Safety Vests", all of which are currently unchecked.
- Comments or Details Concerning Needs:** A large text area with the prompt "IF SPECIAL ACCOMMODATIONS BASED ON IEP - PLEASE LIST HERE".
- Any additional comments about the trip that Transportation needs to know:** A second large text area with the prompt "LIST ANY REQUEST OR DETAILS HERE THAT TRANSPORTATION NEEDS TO ASSIGNING BUSES FOR THE TRIP" and a note "THIS BOX DOES NOT PRINT FOR THE DRIVER."

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.



[Trip Estimator \(click to open and enter additional information for estimating trip cost\)](#)

Compute **Print Trip Estimate Only**

Complete all required fields before computing

Trip Nbr 871 Leave Date/Time 9/10/19 8:30 AM Approx Mi Round-Trip 50.01
 Nbr Vehicles Needed 2 Return Date/Time 9/10/19 2:00 PM Destination USS LST-325

# Vehicles		2.00	
Round Trip Miles Per Vehicle		50.01	
Total Miles		100.02	
Cost Per Mile		\$0.00	
Additional Cost Per Mile		\$0.00	
Mileage Cost			\$0.00
Fuel Cost			\$0.00
# of Students		100	
Venue Cost Per Student	<input type="text" value="0"/>		
Venue Cost			\$0.00
Driver Hours Per Driver	<input type="text" value="5.50"/>	<input type="checkbox"/>	Check here to retain driver hrs
District-Wide Driver Rate	Standard ▾	\$11.00	
Driver Costs			\$121.00
# of Substitutes	<input type="text" value="0"/>		
Substitute Cost Per Substitute		0.00	
Substitute Costs		Computed	\$0.00
Standard Trip Fee			\$0.00
Other Costs	<input type="text" value="0.00"/>		
Estimated Trip Cost		Computed	\$121.00
Cost Per Student	Paid by Student <input type="text" value="0"/>	Computed	\$1.21 Compute

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

My signature indicates I have read and will adhere to all School Board Policies that apply to field or athletic trips. I further agree not to discuss this trip with parents or students until written approval is received.

* I have read and understand the information above.

Yes No

Supporting Documents

No file chosen

File Type	Size	File Name	Created On
Thank you for your request!			

Note: The Save/Close and the Save buttons will submit your trip. Please ensure that all information is complete and accurate before using the Save/Close or the Save button.

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.

Request Status: Approved

Change Status to Pending Location Approval and Remove All Other Approval Information

Final Approval Date: 11/2/18 3:21 PM

Reschedule Trip | Cancel Trip/Reservations | Create Duplicate Request | Save Trip | Send Email | Comments

Email Audit Log: Refresh

Page << First | < Previous | Page | Next > | Last >>

Subject: | Email Sent on: | Email Sent by: | Email Sent To:

History				Previous	1	Next
Date	User	Action	Device	Browser		
11/2/18 3:20:46 PM	ecreek@warrick.k12.in.us	Trip saved with leave date/time 11/26/2018 08:00:00 AM	Non-Mobile	Chrome		
11/2/18 3:21:07 PM	ecreek@warrick.k12.in.us	Location Level Approved				
11/2/18 3:21:07 PM	ecreek@warrick.k12.in.us	Trip saved with leave date/time 11/26/2018 08:00:00 AM	Non-Mobile	Chrome		
11/2/18 3:21:18 PM	ecreek@warrick.k12.in.us	Funding source of Code 5=Driver paid directly by group/organization outside of Corporation selected				
11/2/18 3:21:27 PM	ecreek@warrick.k12.in.us	Second Level Location Level Approved				
11/2/18 3:21:29 PM	ecreek@warrick.k12.in.us	Additional Level 1 Approved				

Vehicle Calendar | **Trip Calendar** | Driver Calendar

Using the Trip Calendar

Month: September | Year: 2019

School: All | Trip Type: All | Zone: All | Field Trip Event: All

Hover over any calendar entry to view additional details.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Athletic (1024) BHS EVANSVILLE MEMORIAL HS - ATHLETICS @ SCHOOL	4 Athletic (943) THS EVSC NORTH HS - ATHLETICS @ SCHOOL	5 Athletic (1007) BHS EVANSVILLE MEMORIAL HS - ATHLETICS @ SCHOOL	6 Athletic (915) THS NORTH KNOX HIGH SCHOOL	7 Athletic (1032) CHS TERRE HAUTE NORTH VIGO HS
8 Athletic (1035) CHS	9 Athletic (1009) BHS JASPER HS - FOOTBALL @ ALUMNI STADIUM	10 Athletic (928) TMS CSMS CASTLE SOUTH MIDDLE SCHOOL	11 Athletic (1002) CSMS CASTLE SOUTH MIDDLE SCHOOL	12 Athletic (1003) BMS TMS TECUMSEH MIDDLE SCHOOL	13 Athletic (909) THS FOREST PARK HS - ATHLETICS @ SCHOOL	14 Athletic (1000) BHS EVSC CENTRAL HS - SOCCER @ DOUBLE COLA FIELDS
15 Athletic (1010) BHS TELL CITY HS - FOOTBALL	16 Athletic (1051) BHS PRINCETON COMM	17 Athletic (1004) BMS CSMS CASTLE SOUTH MIDDLE SCHOOL	18 Athletic (1041) CSMS	19 Athletic (1008) BHS HERITAGE HILLS HS - ATHLETICS @ SCHOOL	20 Athletic (1014) BHS LINTON STOCKTON HS	21 Athletic (1006) BHS GRAWFORD CO JR/SR HS
				22 Athletic (1048) CSMS	23 Athletic (1018) BHS LINTON STOCKTON	24 Athletic (1047) CSMS VINCENNES

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.

Warrick County Schools

Vehicle: 0079 Vehicle Location: 001 Boonville Total # of Vehicles: 2 Type of Trip: Field Trip / Standard Field Trip Grade Level: 5	Trip #: 893 Special Indicators:	Date: Monday 09/09/2019 Pickup: 09/09/2019 08:30:00 AM Return: 09/09/2019 02:00:00 PM Estimated Hours: 5.5
Driver: Pace, Connie Driver Id: Phone #: 8125688453 Name: _____ Assistant/Aide:	Requester: jrohrscheib@warrick.k12.in.us Teacher Name: ERIN CREEK CELL # Emergency Contact Name: ERIN CREEK CELL #	
Requesting Location: OAK OAKDALE ELEMENTARY From: OAK OAKDALE ELEMENTARY To: USS LST-325	Stops on the return: MICKEY'S KIDS KINGDOM ON RIVERFRONT NEAR MUSEUM EVANSVILLE, IN 47713, 411 S 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: _____ Students: _____ Estimated Passengers Adults: <u>4</u> Students: <u>100</u>	Trip Special Needs: Lift? No # Wheelchair Slots: 0 Nbr Safety Vests: 0 # Fold Down Seats: 0 Comments concerning special needs: IF SPECIAL ACCOMMODATIONS PLEASE LIST	Other drivers/vehicles on this trip: Sander, Ronda/0089

Actual Passengers: Adults: _____ Students: _____ Estimated Passengers Adults: <u>4</u> Students: <u>100</u>	Trip Special Needs: Lift? No # Wheelchair Slots: 0 Nbr Safety Vests: 0 # Fold Down Seats: 0 Comments concerning special needs: IF SPECIAL ACCOMMODATIONS PLEASE LIST	Other drivers/vehicles on this trip: Sander, Ronda/0089
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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 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 _____

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

 Driver Signature Date/Time Transportation Signature Date/Time