

TransTraks Trip Request Website

Guide on How to Use Our Field and
Athletic Trips Request Website



What is TransTraks

- TransTraks is your agency's transportation software. It is used to manage transportation routes, school bus stops, student riders, vehicle maintenance, employee training records, timekeeping, plus field and athletic trips.
- TransTraks has a web-based Trip Request Center where schools and clients can enter in trip requests that go directly to your agency's TransTraks Trip Module where it can get processed by Transportation.
- Each site user is given a user name and password to access our TransTraks Trip Request Center.
- You access the TransTraks Trip Request Center by using your Internet browser (such as Internet Explorer, Chrome or Firefox).



How To Access TransTraks Trip Request Center

- Open your Internet Browser and in the Address Bar of the browser enter the following address:

<http://triprequest.transtraks.com>

- It must be typed exactly as found above. You can also create a shortcut on your desktop with the above address so you can just click the icon and it will go directly to our Trip Request Center.
- You can also save it in your Internet Favorites.



Sign-In With Your User Name and Password

- Each agency has told TransTraks who is an authorized trip request user.
- Each authorized user has been assigned a user name and password. The sign-in screen looks like this:

The screenshot shows a web browser window with the address bar displaying `http://triprequest.transtaks.com/indxxpnp7/auth/login`. The page title is "TransTraks - Login". The main content area features the "TRANSTRAKS" logo in large, bold, black letters on the left and a yellow school bus icon on the right. Below the logo, there is a "Login" section with a "Username:" label and a text input field, followed by a "Password:" label and another text input field. A green "Forgot" link is located below the password field. A "Login" button is positioned to the right of the password field. At the bottom of the page, a small copyright notice reads "© All Rights Reserved - Perseus Associates, LLC".



Trip Request Screen

- Once you have signed in, you will be taken to the Trip Request Data Entry Form. See the form below:

http://triprequest.transtaks.com/index.php?school_trip/trip_request TransTraks - School/Trip M...

TRANSTRAKS

School/Trip Admin gmarvel Logout

School/Trip Module Admin

Logged In Successfully

Trip Request Trip Review

Please Note the following About Trip Rates

Transportation sets each trip's charge rate. The rate may be based upon factors such as miles, hours, destination, time of day, etc. Review the confirmation that you will receive for estimated charges. Final costs will be based upon actual miles, hours, etc.

Trip Customer Information:

School:

Agency:

Department:

Address:

Phone:

Contact:

Email:

PO #:

Account #:

Account Desc.:

Students: # Adults: # W/C: # Pre-sch: # Buses: # Oth Veh:

Destination Information:

Trip Status: **Proposed**

Destination:

Address:

Out of Area: ☐

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type:

Leader:

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Trip Instructions:

Customer Instructions:

Purpose:



Trip Request Screen

Near the top left below where you see the TransTraks log, the header reads "School/Trip." The School/Trip Module is just one of many features in the TransTraks program. The tan band that runs beneath it shows successful log-ins, trip entry and other messages. Near the top right, below the school bus image, are your username and the Logout button. For security reasons, please use the Logout button to log out of TransTraks when finished working in the program rather than just leaving the browser window open.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

TRANSTRAKS

Admin gmarvel Logout

School/Trip

School/Trip Module Admin

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grades:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Complete Trip Request

- You will be required to enter in key data such as your school site, destination, dates and times of trip, etc. Some fields are required. You can tell by the colored rectangle next to the field.
- Complete one entry for a trip regardless of the number of buses.
- Trips are not assigned Trip #'s until the Transportation Department performs a sync function

The screenshot shows the TransTraks Web Field Trips Request form. At the top right, there is a small yellow school bus icon. Below it, the text 'Admin gmarvel Logout' is visible. The form itself has a header 'Admin' and a yellow background. The main form area contains several fields: 'Destination:' with a dropdown menu, 'Departure Date:' with a text input, 'Return Date:' with a text input, 'Grade:' with a text input, 'Trip Type:' with a dropdown menu showing 'Choose a trip type', 'Leader:' with a text input, and 'Arrive School:' with a text input. A green arrow labeled 'Required' points to the 'Destination:' field.



Trip Request Screen

Section 1: Choose the appropriate school/department from the drop down. Depending on your authorization most users will only see their school's name or departments. Some users will see multiple schools depending on their access.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

TRANSTRAKS

Admin gmarvel Logout

School/Trip Module Admin

Logged In Successfully

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Trip Customer Information:

School: **1** Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: **2**

Account #: **2**

Account Desc:

Destination Information:

Trip Status: **3** Proposed

Destination: **3** Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: **4**

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: **5** Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: **6**

7 Submit Cancel

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Trip Request Screen

Section 2: Enter the appropriate Account Number that will be paying for the trip. You can use the ? mark to the left of the Account # field to see up to six pre-defined account codes for this school or department. You can also enter a different account string if appropriate. This is a required field. Just below it is an Account Description field that is optional.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

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School/Trip

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc.:

Destination Information:

Trip Status: Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Trip Request Screen

Section 3: Note that each newly entered trip is classified as "Proposed." The status changes to "Confirmed" when the trip is received, reviewed, and approved, then finally changes to "Scheduled" when all trip details (like driver assignment" are finalized.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php/?school_trip/trip_request

TRANSTRAKS

Admin gmarvel Logout

School/Trip Module Admin

Logged In Successfully

Trip Request Trip Review

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

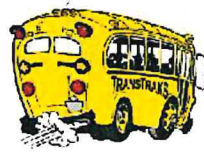
Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Trip Request Screen

Section 3: To enter a Destination you can start typing the name of the destination or use the drop down arrow to see the alpha list of destinations. Select your destination by clicking on the correct one. If you can't find a trip destination, select "New Destination" and then enter where you want to go in the Purpose Box (see #6), including name of destination, address, city, state, zip. Transportation will then enter the destination for you in the database.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php/?school_trip/trip_request

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School/Trip

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-ech: # Buses: # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Trip Request Screen

Section 4: Departure and Return Dates can either be typed in or selected from the pop-up calendar. If typing, use the MM/DD/YYYY format. Grade and Leader are free-form fields. Under Trip Type, use the drop down to select the appropriate trip type. Arrive School is the time the bus arrives at the school. Leave School time is a required field. Enter Event Time if provided by the requester. Use the HH:MM am/pm format for all time fields. Leave Dest is the time the bus starts back to school, and the Return School time is when the bus drops students and completes the trip.

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: 3 Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Trip Request Screen

Section 5: Enter total # of Students, # Adults, # W/C (wheelchairs), # Pre-Schoolers, # of Required Buses, # of Oth Veh (other vehicles like trucks for camp trips, non-school bus passenger vans (if allowed and authorized by the District)). Your passenger counts are critical. A trip could be severely disrupted if there are more students and adults than you requested and the buses ordered do not have room for all the passengers. Wheelchair counts are particularly important and require a specific type of bus. Call Transportation if you need help understanding how many buses to order.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: 3 Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grades:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7



Trip Request Screen

Section 6: The Purpose box is where you indicate the purpose of the trip. It is important that you provide the reasoning for the trip so approvals are not held up. Provide such specifics as "Boys Track" or "Trip to the Technology Museum to learn about computers." Use this box to also include anything that Transportation and the District might need to know that is not covered in the other boxes.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

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School/Trip Module Admin

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 3

Account Desc.:

Destination Information:

Trip Status: Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grades:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7

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Trip Request Screen

Section 7: Click the **SUBMIT** button when finished to enter the trip into the database. The Trip Review Screen then appears, and the tan band reads "You have successfully requested a trip." If you missed a required field, you will get error messages telling you what you missed and giving you the opportunity to fix these errors. Once the errors are fixed, hit the Submit button again and you should get the success message. If you change your mind and do not want to submit the trip, click on the **CANCEL** button in the lower left hand side of the form. However, once you hit the Submit button, you then wish to cancel you need to contact Transportation.

TransTraks - School/Trip x

triprequest.transtaks.com/index.php?/school_trip/trip_request

TRANSTRAKS

School/Trip Admin gmarvel Logout

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 3

Account Desc:

Destination Information:

Trip Status: 3 Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grades:

Trip Type: Choose a trip

Leaders: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-ech: # Buses: 1 # Oth Veh:

Trip Instructions:

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Purpose: 6

Submit Cancel 7

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Trip Request Screen

Use When Needed Section: The "Use When Needed" section contains check boxes that you may need to use. "Out of Area" is used when the trip is outside your agency's determined local area. "Food Stop" is important and tells Transportation that you are authorizing a food stop during the trip. If it is not checked, the driver will not be authorized to stop. "Overnight" is for trips where the participants need to stay overnight. "Take to One-Way" and "Return From One-Way" are letting Transportation know that you don't need the bus for a round trip.

TransTraks - School/Trip x

triprequesttranstraks.com/index.php/?school_trip/trip_request

TRANSTRAKS

School/Trip Admin gmarvel Logout

School/Trip Module Admin

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Trip Customer Information:

School: 1 Choose a school

Department:

Address:

Phone:

Contact:

Email:

PO #: 2

Account #: 2

Account Desc:

Destination Information:

Trip Status: 3 Proposed

Destination: 3 Choose a destination

Address:

Out of Area: ☐ Use When Needed

Food Stop: ☐

Overnight: ☐

Take-to-one-way: ☐

Return-from-one-way: ☐

Departure Date:

Return Date:

Grade:

Trip Type: Choose a trip

Leader: 4

Arrive School:

Leave School:

Event Time:

Leave Dest.:

Return School:

Students: # Adults: # W/C: 5 Pre-sch: # Buses: 1 # Oth Veh:

Trip Instructions:

Customer Instructions:

Purpose: 6

Submit Cancel 7



Review Your Trips

Box A: Filter Options: Choose the appropriate options or dates to facilitate a search. Example: Enter a date range, choose a school, then click the Filter button. Within the filtered selection, click on column headers to sort. To print the selection, click the printer icon located above the selection (under the tan band). To clear the filtered selection, either remove the date ranges and click Filter, or click the Trip Request tab then return to the Trip Review tab.

Box B: Click on a header to sort trips. You can toggle between sorting A-Z or Z-A.

Box C: Click on the envelope icon to email Transportation or another District department regarding changes or updates to a trip. The trip information will automatically be included in the body of the email. Some districts use this trip to submit the trip for approval to another department, like Business Services, Education Services or a Categorical Funding Office. Click the printer icon to print trip details on the line indicated or the printer icon above the selection to print all the trip in your filtered selection.

TRANSTRAKS

School/Trip Module

Trip Request Trip Review

Admin gmarvel Logout

Filter Options:

- All Trip Numbers
- All Schools
- All Departments
- All Destinations
- All Statuses
- All Trip Types
- All Submitters
- Departure Date Range

Filter

Trip #	Departure	Return	Submitted	Status	School/Dest.	Destination
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary	Losta Mesa High School
153	2006-02-01 01:30 PM	2006-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary	Canyon High School
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary	Santa Ana HS
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary	Tustin HS
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary	Santa Ana HS
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary	UC Irvine
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary	Bowers Museum
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary	Bowers Museum
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary	Costa Mesa High School
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary	El Toro High School
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium



Changes to Trips

- Make sure that the information for the trip is accurate and complete before submitting the trip.
- Once submitted, a site cannot change the trip information. Only Transportation can modify the trip.
- If you need to change something about the trip (the date, times, number of buses, number of passengers, etc.), use the email icon next to that trip in the Trip Review form to send an email to Transportation. Or, call Transportation and let them know that there is a change for the trip. We recommend emailing and calling.