

## REQUESTING A TRIP IN TRIPTRACKER

1. Log onto the Calcasieu Parish School Board Website: ([cpsb.org](http://cpsb.org))
2. Click on **DEPTS** it should be located on the line listed HOME, OUR DISTRICT, CALENDARS, **DEPTS**, CURRICULUM, TECH HELP, EMPLOYEES, PARENTS/STUDENTS.
3. Find Transportation and click on it. It should bring you to our transportation website for cpsb school board.
4. Look on the left column labeled Transportation and locate and click on Trip Tracker. It should bring you to a log on page. Your user name if set up by a transportation staff will be your **firstname.lastname** and your password is **Training**. If you have log on before to trip tracker. This is also how your email is set up. We try to keep it as simple as possible.
5. When you log in you will see a page similar to these. Please follow all instructions and the system will work for you.

## SCHEDULING A TRIP IN TRIP TRACKER

1. Once your trip has made it through the approval path then your trip status will change to approved. Please Note: You will not be able to schedule your driver until the approval path is complete. This means your principal, principal's boss, a member of transportation, and if it's not a sporting trip then Dr. Lafargue. This is regular schools only. Summer trips and outside organizations approval paths are different. If you need to see where your trip is in the approval path the tool that is used is the **Trip History** tab.
2. Click on the scheduling Tab and follow the prompts. If it is multiple drivers just click vehicle/driver and another set will pop up.
3. If you are not using a bus then there are other options that can be used for all three areas. Example: Limo rides, charter bus, or personal vehicles. All three areas must be filled in in order to print or access your driver trip sheet.
4. Click on driver trip sheet which is located near the save button under the scheduling tab.
5. If nothing happens to your screen make sure that your pop up blocker is not on.
6. Enable your pop up blockers then click driver trip sheet again.
7. Your screen should go to another sheet labeled Calcasieu parish driver trip sheet 2.
8. Locate on the sheet the word Preview.... Click on preview and your driver trip sheet will appear.
9. On the actual sheet locate the save disc icon and your trip sheet will download at the bottom of your screen. Click on the downloaded version and then print your sheet for your driver.
10. You are now finished with your request Congratulations!!!!!!!!!!

**Please Note: The driver will not be authorized to drive off without a driver trip sheet in hand before the trip has started. This is the way the driver gets paid and also a liability situation that we do know in transportation that the trip was even approved.**

**Please do not wait to put in the trips. The moment you know about the trips you can put them in trip tracker everyone that needs to approve the trips is made aware the moment you press submit.**