

## How to request a field trip in Traversa

Here is the link you will need:

<https://student-transportation.tylerapp.com/INTippecanoeSCorp/TripEx/Home>

This should prompt you to a user name and password screen:

**User name**: Uppercase first & last initial employee number ex: TW99999

**Password**: same as above with lowercase a at the end ex: TW99999a

Click on: **Add a new Activity Trip**

**Trip ID** - will be filled in

**Description** - School letters, Group, Where are you going

**Account Name** - Click arrow and find your school

**Trip Type** - Click arrow and pick your trip type

**Requester** - Click arrow and find your name

\*\* (if name is not listed email me)

**Adults/ Students** - Please put number of adults and students

\*\* (this is to ensure we have the right number of buses to carry students safely)

**Vehicles** - Number of buses you will need

**Contact Name** - Name of person going on trip and phone number

\*\* (this will be given to drivers)

**Notes** - What time need to be at the location, special instructions for the driver where to park, where to pick up, if multiple stops where and times

**Stop Info** - Your school will be listed as the departure location - click on pencil top right corner then edit stop

**Depart Date/ Time**: Click on the calendar to select date and the clock to select departure time, then click check mark in green circle

**+Add Stop** (top right corner above pencil) next box drops down either add the name or address of where you are going, then click the check mark, this will give you the estimated arrival time to destination off to side. Here you can add date, arrival time (optional) and departure time like above.

When you are ready to head back to school click on the pencil in the last box and click on the return trip. This will complete the trip to head back to school.

You will see a map to the right showing the route you will be taking. When everything is filled in click Request Trip. This will either tell you your trip was scheduled successfully or you are within some parameters set up and adjustments need to be made.

**\*\***( Email me to see if the trip still can happen depending on times or if you will need to adjust your trip times)

Once the trip request has been added successfully, the attachment button will become active. If you have a map or other information that will help the driver with the trip, you can add documents here.

If at any time there are questions please reach out to me. [tmwilson@tsc.k12.in.us](mailto:tmwilson@tsc.k12.in.us) or send me a chat. I will get back to you as quickly as possible.

