Navigating Trip Tracker: Excursions

Navigating Trip Tracker for excursions can be daunting, so Transportation Services would like to provide you with some helpful tips to help with requesting trips. Below are some important steps you should take when submitting excursion request.

Tip One: Verifying Calendar Dates

**Check for dates that are marked closed**

* When entering in your trips in trip tracker, first thing to do is check calendar for closed dates which will be highlighted in red.
* Also when selecting a date for your trip, pay attention for any notes that may be on that date. Some days may only have limited availability, due to large excursion events.
* Calendar will always be closed 10 business days in advance. Once that day is closed no more trips will be accepted for that day.

Tip Two: Entering your trip information in Trip Tracker

* Entering the correct information in trip tracker is very important to how we schedule drivers with trips.
* Makes sure your trip has a trip name, correct grade level (especially for ECE), correct number of students and adults, and correct contact information for a chaperone on the trip.
* When selecting the trip type, make sure to select excursion. Do not select early release, charter bus, or rental. If those are selected we will not receive those request.
* All trips need to be within excursion times. Makes it easier when approving trips. Excursion times are 9:15am-1:30pm or any time after 4:30pm. If trips are not within these times, they will be rejected.
* If there are any special request for the trip, make sure that the information is included in the notes section on the trip. Notes help the driver to know everything that they are doing.

Tip Three: Trip Tracker Changes

* If your trip is still in requested, you are able to go into trip tracker and make the changes yourself.
* Once your trip has been approved, the system will not allow you to make changes. At that time, please send an email with your trip ID and the changes that are needing to be made.
* Changes should be made at least 24 hours before the trip. Any changes made on the day of the trip, will be charged a $50 change fee.

Tip Four: Trip Tracker Notifications

* Trip tracker notifications will only go to the requester, who submitted the trip.
* Notification emails will only go to dpsk12.org emails. If you are with a charter school and use a different email address, you will need to check your DPS email for all Trip Tracker notifications.
* If any question come up about your trip, or issues with trip tracker please feel free to email athletic\_excursions@dpsk12.org