

Welcome to Triptracker

Triptracker can be accessed through our homepage website at: www.skokie68.org

Go to Staff and scroll down to Trip tracker.

Welcome to Skokie School

www.skokie68.org/index.cfm

Skokie School District 68

EMPLOYMENT | CONTACT

Select Language

HOME ABOUT DEPARTMENTS SCHOOLS BOARD DIRECTORY

Skokie School District 68 Mission

Our mission is to develop children who are confident and creative learners. We provide a rigorous curriculum and a supportive school environment that promotes high achievement, encourages personal growth, and meets the unique needs of each child.

Regular (non-holiday) Office Hours at the Educational Service Center:
Monday - Friday 8:00 a.m. - 4:30 p.m.

Parents **Students** **Staff**

I want to...

- Access Staff Portal
- Log into Aesop
- Log into Canvas
- Log into Google Drive
- Log into Misions
- Log into Power Teacher
- [Log into Trip Tracker](#)

Tell me about...

- iPad Parent Student Handbook
- Parent-Student Handbook
- District Highlights
- District 68 Education Association Agreement
- District 68 Classified Organization Representing Employees Agreement

SKOKIE 68 EVENTS CALENDAR

APR 27 Thursday, Apr 27, 2017
Jane Stenson Restaurant Night

APR 27 Thursday, Apr 27, 2017
Devonshire's Dolphin Fest

APR 27 Thursday, Apr 27, 2017
OOJH: All School Play

APR 28 Friday, Apr 28, 2017
OOJH: All School Play

APR 29 Saturday, Apr 29, 2017
Highlandpalooza

MAY 01 Monday, May 1, 2017
Highland Pre-pack Sale Starts


View All | Subscribe

April 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

You will then be directed to the login page.

Tyler's Versatrans Triptracker

 User Name

Password

[Registration Info](#)

Login

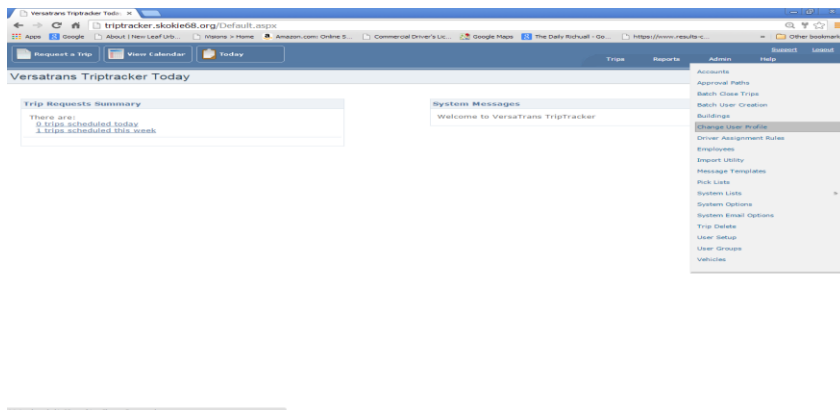
Use of this application constitutes acceptance of [Microsoft Ring Map Terms of Service](#)

Your username and password:

- The first letter of your first name and your last name. For example, John Smith would have a username of: jsmith (not case sensitive). Your temporary password will be: 12345.
- For first time users please change your password after logging in.

How do I change my password?

- After logging in to Triptracker click on Admin and scroll down to Change User Profile.



The screenshot shows a web browser window with the URL `triptracker.skokie68.org/UserChangePassword.aspx`. The page has a blue header with navigation links: [Request a Trip](#), [View Calendar](#), and [Today](#). On the right side of the header are links for [Trips](#), [Reports](#), [Admin](#), [Support](#), and [Logout](#). The main content area is titled 'Change User Profile' and contains a form with the following fields: 'Username' (pre-filled with 'satkinson'), 'Old Password', 'New Password', and 'Password Verify'. At the bottom of the form are 'Save' and 'Cancel' buttons.

After changing your password you are now ready to get started.

The first screen you will notice is the Triptracker today screen. From this screen you will be able to navigate to request a trip and view the calendar. Under the Trip requests summary you will be able to see what trips are scheduled today and what trips are scheduled this week.

The screenshot shows the 'Versatrans TripTracker Today' screen. The header is identical to the previous screenshot. The main content area is divided into two sections. On the left, under the heading 'Trip Requests Summary', it states: 'There are: 0 trips scheduled today 4 trips scheduled this week'. On the right, under the heading 'System Messages', it displays a message: 'Welcome to VersaTrans TripTracker'.

Viewing the calendar can show you what dates are available for field trips.

The trip dates display in different colors depending on the note (trip) type.

Orange: Other, Holiday, Closing

Blue: Early Dismissal

Red: Closed – No Trips

The screenshot displays the 'Transportation Department Calendar' interface. On the left, there are three monthly calendar views for October, November, and December 2014. The main area shows a detailed daily view for Monday, October 27, with a time slot grid from 7:00 to 7:00 PM. The interface includes a navigation bar with 'Request a Trip', 'View Calendar', and 'Today' buttons. A filter section allows users to filter trips by Account, Trip Type, Activity, Origin, Destination, Status, and the number of students. The calendar uses color coding to indicate trip status: orange for 'Other, Holiday, Closing', blue for 'Early Dismissal', and red for 'Closed – No Trips'.

Submitting a Trip Request

From the Triptracker Today page click on **Request a Trip**.

The screenshot shows the 'Trip Request' form in the Versatrans TripTracker system. The status is 'Unsubmitted'. The form includes the following sections:

- Trip Details:**
 - Trip Name:
 - Trip Date:
 - Trip Type:
 - Activity Type:
 - Reason for Trip:
 - Account:
 - Requester:
 - Account Notes:
 - Origin:
 - Departure Date:
 - Departure Time:
 - Return Date:
 - Return Time:
 - Destinations:
 - Arrival:
 - Departure:
 - Click "Add" to add the select location to the list of destinations for this trip.
 - No destinations have been added for this trip.
- Number Of:** Adults Students Wheelchairs Vehicles Special Accommodations
- Contact Name:** **Contact Phone:**
- Notes:**

After filling out all of the appropriate fields click Submit. This trip then goes through the approval process.

This screenshot shows the bottom section of the 'Trip Request' form. It includes the following elements:

- Destinations:**
- Arrival:**
- Departure:**
- Click "Add" to add the select location to the list of destinations for this trip.**
- No destinations have been added for this trip.**
- Number Of:** Adults Students Wheelchairs Vehicles Special Accommodations
- Contact Name:** **Contact Phone:**
- Notes:**
- Buttons:**

There will be a green note that says “Trip successfully submitted”. Your trip ID is the best way to locate this trip. (The trip ID for this particular trip is 107)

Trip Request - Trip ID: 107

Status: Requested

[Cancel](#) [Reactivate](#) [Clone](#) [Close](#) [Delete](#) [Approve](#) [Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

Trip Details

Trip successfully submitted

Trip Name: Funky Town Trip Date: 12/18/2014
 Trip Type: Trip Type: Activity Type: Activity Type:
 Reason for Trip: Trip to Funky Town
 Account: Jane Stenson
 Requester: McNeley, Katie
 Account Notes:
 Origin: Jane Stenson One-Way Trip
 Departure Date: 12/18/2014 Departure Time: 9:00 AM
 Return Date: 12/18/2014 Return Time: 10:00 AM
 Destinations:
 Destination: Can't find your destination in the list? Add a new Destination
 Arrival: 12/18/2014
 Departure: 12/18/2014
 Click "Add" to add the select location to the list of destinations for this trip.

Destination	Arrival Date/Time	Departure Date/Time
Funky Town	12/18/2014 9:10 AM	12/18/2014 9:30 AM

 Remove Edit
 Number Of: Adults: 4 Students: 30 Wheelchairs: 0 Vehicles: 1 Special Accommodations
 Contact Name: Katie McNeley Contact Phone: 8476769480

You will receive an email from Triptracker to let you know your trip has been approved for your requested date. Please make sure to check the comments left after the trip has been approved.

Here are some other helpful suggestions.

Teacher / Staff Responsibility:

Grade levels, instructional teams or special activity sponsors scheduling field trips will be responsible for designating one leader per bus. This leader will assume the following responsibilities:

- Be the contact for the bus driver
 - Exchange phone numbers
 - Discuss loading and unloading locations
- Review safety expectations, student behavior and expectations of the adults /leaders while on the bus
 - Have adult riders located evenly throughout the bus

- The lead adult will serve as the communication link between the driver and the rest of the bus riders This will allow the driver to focus their attention on the critical task of providing safe and efficient transportation to and from the designated location

Other Field Trip information:

- Field trips are limited to **six buses** per day
- If participation amounts change from the time you've submitted your original request through Triptracker please notify Transportation Coordinator, Cozeake Nelson at 847-568-7625 or e-mail him with as much advanced notice as possible
- Drivers are responsible for selecting the safest route to and from the trip location
- During the trip it is important that rider conversations and voice levels are at level zero (0) while crossing railroad tracks
- Teachers are responsible for discipline of students on the bus. Drivers may ask teachers to quiet children as necessary to assure safety
- Specify when Special Education students are included on the trip

Even though we can accommodate 71 passengers on our buses a good rule of thumb while planning your trip is as follows;

- OOJH – 48 students per bus
- Elementary – 54 students per bus

Load Time: This is the time to start loading the bus.

Departure Time: This is the time the bus leaves the site.

Below is a list of our popular field trip destinations with load times and departure times. It is important to remember that the buses need to arrive back to school no later than 2:00 p.m. on Mondays and 2:30 p.m. Tuesday – Friday.

DESTINATION	LOAD TIME	DEPARTURE TIME
BROOKFIELD ZOO:	1:00 PM	1:15 PM
THE FIELD MUSEUM:	1:00 PM	1:15 PM
PEGGY NOTEBAERT:	1:15 PM	1:30 PM
CHICAGO HISTORY MUSEUM:	1:15 PM	1:30 PM
CHICAGO BOTANICAL GARDENS:	1:45 PM	2:00 PM