

Virginia State DECA Conference

Virginia Beach, VA. = Holiday Inn Oceanfront

1 Male Adult 12 Male Students  
1 Female Adult 8 Female Students

Main Trip Approval Calendar Reports

## Isle of Wight County Travel Tracker

Waiting on My Trip Approval

## Pending Approval

Pending Approval - All Levels  
(Sortable)

Daily Vehicle Schedule

Location Approvers - All

Trip Inquiry

Assignment Inquiry

Assignments by Location

Overnight/OOS Trips

Athletic Assignments

## Quick Reference

Location Level Approvers

Other Approvers

Overnight/Out-of-State Trips

## Travel Request Form

Welcome to Isle of Wight County Schools Travel Tracker, your one stop travel center. Within this software you can submit student field trip requests, reserve a bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Lee Livingston at Isle of Wight County Schools Transportation or call 757-357-8048.

Trip Number

1537

Category



Staff Only Travel



Travel With Students

Type of Trip

Field Trip ▼

Field Trip Event



Standard Field Trip



Academic



Band-Concert



Band-Jazz



Chorus



Debate



Forensics



JROTC



Scholastic Bowl



SPED Trip



Theater



Water Safety Class

## Trip Leave

Date

3/2/2018

Time

11:00 AM

## Trip Return

Date

3/4/2018

Time

12:00 PM

Trip Year/Week 2018-09

Recurring Identical Trips



Use this button to create recurring trips.

Is this an Overnight Trip? ☒ Yes ☐ NoIs this an Out of State Trip? ☐ Yes ☒ No

Comments

Please indicate where on campus the driver is to pick up your group or team.

In front of Smithfield HS

Your School / Dept

040 Smithfield High School ▼

Do you have students with health concerns on this trip?



Yes



No

Main Destination ⓘ

Select Destination ▼

Destination Not Listed

2607 Atlantic Ave, Virginia Beach

Stops on the Way There

Add Stop on the Way

Stops on the Return trip

Add Stop on the Return

Approximate Number of Miles Round Trip

85.64

Calculate/Get Directions

Special Instructions for Permission Slip

These are instructions specific to this field trip that will be displayed in a special area on the permission slip.

Funding Source

Select ▼

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party?



Yes



No

(Does venue require payment prior to trip?)

## Travel Tracker

\* Teacher / Advisor / Staff Name **Matthew Moore**

\* Teacher / Advisor / Staff Phone # **276-920-1070**

Emergency Contact Info ☒ Same as Teacher / Advisor / Staff

\* Emergency Contact Name **Matthew Moore**

\* Emergency Contact Phone # **276-920-1070**

\* Grade Level(s) Making Trip

☐ Pre-K ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ 10 ☒ 11 ☒ 12

\* Description of group or person(s) making trip

**Smithfield High School Co-Curricular DECA Club**

\* Educational Objective for Field Trip

**Smithfield DECA will compete in the Virginia State DECA Conference on March 2nd-4th. All students that are attending either won their regional competition category or scored high enough to compete as part of the team competition. A competition**

### Number of Individuals Making Trip

\* Male Adults **1** \* Female Adults **1**

\* Male Students **12** \* Female Students **8**

Need 1 adult(s) for 20 or more students.  
Need 1 adult(s) for every additional 20 students.

\* Will the students be away from school during lunch? ☒ Yes ☐ No

\* If so, will these students need packed lunches? ☐ Yes ☒ No

Nbr Students **20** Teacher **Matthew Moore**

Students will be away from school during the lunch period.

\* Will you be using external transportation (ex. charter bus, plane, walking)? ☐ Yes ☒ No

### Vehicles Needed

\* Do you need vehicles? ☒ Yes ☐ No

☐ Check here to indicate trip is drop-off only Location

☐ Check here to indicate trip is pickup only Location

#### Vehicle Pickup

\* Date **3/2/2018**

\* Time **11:00 AM**

#### Vehicle Return

\* Date **3/4/2018**

\* Time **11:30 AM**

Total Trip Hours **48.50**

\* Type of vehicles needed to reserve **Yellow Bus** ⓘ

\* How many vehicles do you need? **1**

Vehicle Guidelines:

Yellow Bus - 66 elementary/ 52 high school students per bus (maximum)  
White Passenger Van - 8 passengers

\* Do you need a wheelchair lift? ☐ Yes ☒ No

Nbr Wheelchair Slots **0** Nbr Safety Vests **0** Nbr Fold Down Seats **0**

#### Special Needs

☐ Child Restraint Seats

Comments or details concerning needs

List the driver's name if a driver is pre-arranged or requested.

Owner

**mlivingston@iwcs.k12.va.us**

Bid Id/Closing Date

**18-02-25 02/08/2018**

### Reserve Vehicles

## Location Used to Reserve Vehicles

000 Transportation  
mlivingston@iwcs.k12.va.us

## Trip Location Zone

Smithfield

## Trip Year/Week:

2018-09

## Bid Id

18-02-25

## Trip Hours:

48.5

## Total Number of Vehicles Needed:

1

## Number w/ Lift:

## Person Submitting Request

mmoore@iwcs.k12.va.us

## Date Submitted

Jan 24, 2018 7:53:12 AM

► Trip Estimator (click to open and enter additional information for estimating trip cost)

## Location Approval

## Comment

## Location Approver Decision

Approved

## Name

croberts@iwcs.k12.va.us

## Decision Date

Jan 28, 2018 11:25:14 PM

## Central Office Approval for Overnight or Out-of-State Field Trips

## Comment

## CO Approver Decision

☒ Approved ☐ Denied

## Designated Approver

cciffon@iwcs.k12.va.us

## Name

## Decision Date

## Supporting Documents

 Choose File No file chosen

File Type	Size	File Name	Created On
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Submit

Print

## Request Status

Pending CO Approval

## Final Approval Date

Reschedule Trip

Cancel Trip/Reservations

Create Duplicate Request



Save Current Trip

Send Email

Comments

## Email Audit Log:

Page &lt;&lt; First | &lt; Previous | Page | Next &gt; | Last &gt;&gt;

## Subject:

## Email Sent on:

## Email Sent by:

## Email Sent To:

## History

Previous 1 Next

Date	User	Action
1/24/18 7:53:33 AM	mmoore@iwcs.k12.va.us	Trip saved with leave date/time 03/02/2018 11:00:00 AM
1/28/18 11:25:14 PM	croberts@iwcs.k12.va.us	Location Level Approved



(Version 4.1.58)