

New Diana ISD Travel Tracker

A **field trip**/extracurricular vehicle scheduling program allows you to have the capability of entering your own **field trip** requests, which not only eliminates paper but also allows you to follow your field trip request through the approval process. You have the ability to print customized parent permission slips or use the slips provided in Tyler SIS. Coaches/Sponsors/Teachers/Staff are able to assure buses/vehicles for athletic contests, **field trips**, and staff trips have been scheduled. You have visibility of all your trip requests immediately as well as a system-wide trip calendar. *Please make requests at least two weeks in advance.* Transportation level approvers will assign drivers and you will be notified (Please be sure to list your preferred driver in the notes section if requesting a bus or if you are not the driver). It also gives information to the **Cafeteria** to notify them if students will be out of school over the lunch period, or if bagged lunches are needed. It can also note for **Nurses** if you have a student with medical issues traveling. Be sure the Principal's or Supervisor's office is aware of your trip as well.

Each user must register by entering your school email address to gain access to the system. Click on the link below and look for the button New to the App-Garden? **New Registration** to take new users to the registration tab. When your registration is submitted, you will receive an email which contains a link you must click to activate your registration. You should receive this email within 30 minutes of your registration. If you do not, please check your spam folder. Your school email address will be your login name.

At your earliest convenience, please register with the Travel Tracker application using the following link.

<https://appgarden10.app-garden.com/TravelTrackTX230906.nsf>

If you have trouble registering, please watch the following brief Registration Training video:

<https://vimeopro.com/user30837749/travel-tracker-training/video/263169880>

NOTE: The *Travel Tracker* link is located on the New Diana ISD website under;
For Staff > District Forms > Transportation.

Please note that the Travel Tracker system also has a very helpful User Guide that can be accessed from the Support/Training Links option in the upper right corner of your Travel Tracker. This guide can also help you through your learning process.

If you need assistance with anything you can submit a support ticket by emailing : support@app-garden.com and someone will be in touch. Please do not contact our Technology dept. for assistance with travel tracker.

Important for Drivers transporting students;

Any staff member (*including non-CDL*) transporting students in *any school vehicle* is required to have their Driving Record checked by Mr. Pope prior to transport. There is a Bus Driver Penalty Point System we use to determine eligibility using the last 3 years on your driving record. This is a Texas Department of Public Safety Directive . The records are confidential. I will need certain information to access your records, and Delisa can get that information from you asap prior to the day of transport.

<https://www.dps.texas.gov/sites/default/files/documents/schoolbus/schoolbusdrvrrceval.pdf>

GOOD TO KNOW BEFORE YOU GO;

Vehicle Requests

Gas Cards for trips are checked out at the Transportation Shop prior to your trip. Call or see Delisa Johnson (Ext. 8402) for details. Don't wait until the day of or the weekend of your trip to arrange a time for picking up the cards.

Keys are picked up usually the day you use the vehicle. If you leave on a Friday evening, Saturday or Sunday, or a holiday; Please make arrangements to secure the key in advance. Lack of preparation likely means Mr. Pope or

Mr. Jeffery will have to stop whatever they are doing at home or elsewhere to get you a key, if they are able. Be prepared, plan ahead.

Trip Ticket - Pick up your trip ticket at the Transportation/Maintenance Building. Fill in the beginning odometer mileage and return the ticket to the Transportation department. In white fleet vehicles, it is also recorded in a white Notebook. On the buses, it is a notepad with maroon lettering on it.

Credit Cards for your Hotel are provided by the Business office. **Meals** are listed on a reimbursement form and submitted to the business office once approved by your Supervisor. Coaches Sponsors and check with Supervisors regarding student meals. **Field Trips** have a form (under FOR STAFF > DISTRICT FORMS > TRANSPORTATION online) for meals which must be submitted to the **Cafeteria** at least two weeks before the trip, and it does not matter if students are provided lunches or lunches are not provided; it is still required. Please be sure to start your travel request in your Principal's or Supervisor's office.

Student Seating Charts are required in any accident investigated by Texas Dept. Public Safety. Be prepared for the worst.

Student Medical Information should be carried securely with Sponsors on any trip. These are available in your Principal's office.

Liability Insurance Cards are located in each vehicle, and must be provided if requested by a Police officer and this information is shared in the event you are in an accident. What to do if you have an accident is on the back of our insurance cards. New cards are issued on September 1st of each school year.

After the Trip

Record End of Trip Odometer Mileage on your **Trip Ticket** - Write the ending odometer mileage and also record both beginning and ending mileage for your records. Bus drivers please record any issues and tear off the white copy of the notepad log and place it in the key deposit box. You may tear off the yellow carbon copy for your personal record of your mileage. *Yes, please record the mileage on both the vehicle and your trip ticket.*

Key Deposit Box - Place the keys in the mailbox insert on the large garage door closest to the entrance to the bus shop.

Gas Credit Cards - Keep these with you and bring them to the bus shop on the next business day along with your receipts.

Student Items - Make sure you check for items left behind by students before you leave the drop off area.

Trash needs to be dumped into the dumpster at the bus shop after your trip. Nothing is worse than cleaning up spoiled food or scattered trash due to raccoons or cats looking for food on the bus, especially if another group is using that bus early the next morning. We do not clean the bus or suburban out for you afterwards, and teaching students to clean up after themselves is a good civic and lifelong practice.

Go Eagles,
Greg Pope
Assistant Superintendent - Operations

Revised 8/5/22

Bruce Jeffery
Maintenance Director

Delisa Johnson
Maintenance and Transportation Administrative Secretary, Ext. 8402