

Tippecanoe School Corporation
Transportation Department
Triptracker Program

- Step 1 Go to the Triptracker program by following this link:
<http://trans-3/Triptracker/Login.aspx> (you can save this as a favorite or bookmark)
- Step 2 Log on to Triptracker. Use your TSC email ID (first part of your TSC email) as both your username and password
- Step 3 You may change your password by going to the “Change User Profile” selection under The admin tab in the upper right hand corner. The challenge question is “What city were you born in?” The answer for everyone is Lafayette.
- Step 4 You may hit the “Request a Trip” button, which will take you to the Request screen. You should fill out the following sections of the request:
- Trip Name -Trip Date -Activity Type(Curricular or Extra Curricular)
 - Reason for trip -Account(your school) -Requestor (your name)
 - Origin of trip -Departure/Return date/time -Destination
 - Arrival/departure time (Click “Add” after you have selected your destination and arrival/departure time”)
 - Number of riders/buses -Contact name/phone number
 - Any pertinent information in notes field (unlimited text)
- If you are requesting an activity bus and you are a high school teacher, please select the corresponding activity bus account to your school. If your request will be overnight or out of the state, please select your corresponding school account instead. This will direct your request to Dr. Miller and the School Board for approval.**
- Step 5 Attach any pertinent information (forms, rationale, etc.) to the request
- Step 6 Click the submit button at the bottom of the page
- Step 7 You will be notified via email as your trip proceeds through each approval stage. You will also be notified when the trip has been scheduled
- Step 8 You can track your school’s field trip information on the Transportation Calendar on the log in page.