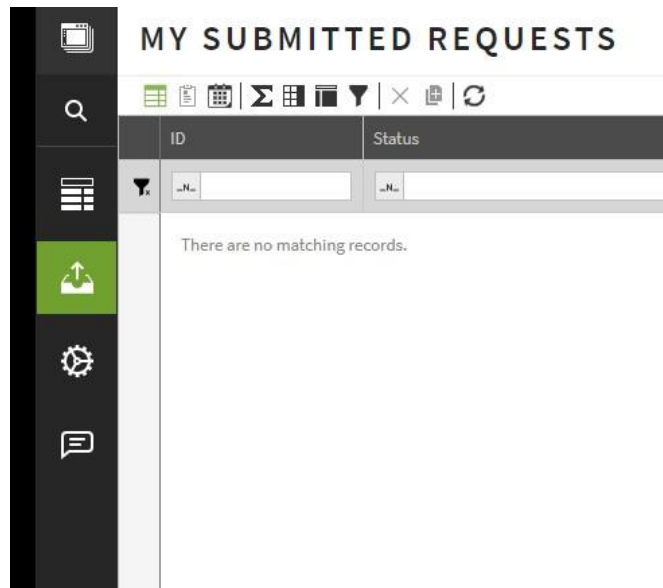




Trip Finder and Tri Information

- We are moving to Tripfinder beginning August 1st for all trip requests
 - Login Information
 - Client ID: Cleburne
 - Username: First initial, last name (Ex. John Doe/JDoe)
 - Password: cisd2022! (You can change the password once you log in)
 - Changing Password
 - Select the gear on the left hand side of the screen



- Complete the change the password prompt

A screenshot of a 'Change Password' dialog box. The dialog box has a title bar with a close button (X). It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

- Changes to Information Needed
 - PO# and Budget Code entered Notes section of Trip Details, this helps us get drivers paid

Trip Details

Equipment

Classification

Number of Students Number of Adults

Number of Wheel Chairs Number of Vehicles

Estimated Miles Estimated Cost

Estimated Hours

Notes

- Trips need to be entered 4 days in advance
- Logging out of Tripfinder
 - Click the three dots in the bottom left corner, and select Log out
- Help with transportation related issues: email transportation@c-isd.com, or call ext. 2190. After hours, call 817.556.1823
- Trip Drivers will need to review emergency procedures and complete an evaluation on the largest vehicle they would need to drive before being allowed to drive a trip.