



The original Bus Trip System 1.0 was released on 7/7/2011. It was another District venture to “go green”. It replaced the old process of using the 4-carbon paper trip request forms.

Transportation released Bus Trip 2.0 on 9/18/2019. The ability to request van trips has been added to the system. The bus trip functionality has not changed. In addition to requesting a bus trip, now there is the option to request a van trip. For the van trips, you have an option of using your own driver or getting a District driver.

The link is the same, <http://bustrip.cr.k12.ia.us/> The link can be found under Departments & Services – Business Services – Transportation – Bus / Van Trip Request Form.

You still enter your email address but now you have the 3 options of trip requests.

REQUEST TRIP

To request a bus or van trip, please enter your email address
and click on the button of the trip you want to request.

Email:

This email will be used to send you verification of receiving
your bus or van trip request and to store your trip request by.

Once you enter your email and click on one of the requests it will do one of two things.

If it is the first request for that email it will go right to a blank form and let you fill it out.

If you have entered other requests using that email address it will show you your old requests and allow you to choose from the old ones to pre-populate a form or to create a totally new form.

UPDATE: An option to cancel a trip was added on 12/12/2011. A new link has been added on the web page that shows all of your old requests. It is on the right side of the page under the heading “Cancel Trip”. Click on the link of the trip you want to cancel. That will take you to a new web page that displays the trip number, requestor, email, trip date, and the destination. It will ask you if you are sure you want to cancel the update. If you click No or Home it will take you back to the home page. If you click Yes it will cancel the trip by updating the database

and sending 4 emails. Three will go to Transportation and one to the user that canceled the trip. They will notify them of the trip cancellation.

Even if you choose to pre-populate the form you will still have to fill out the trip dates and for van trips, the number of vans.

Once the form is completely filled out click on the submit button. That will add a record to the database and generate 4 emails. The requestor will receive an email that serves as confirmation for the trip. Transportation management and dispatch will receive the other 3 emails. If you don't receive an email contact Transportation and explain any issues you had.

NOTE: Only 1 (one) trip per request form. Trip requests must be submitted 10 (ten) days in advance. Cancellation charges (2 hours minimum per driver contract if using a District driver) apply if Transportation is notified less than 48 hours before the trip.

If you have any questions, please contact Transportation at 558-2318.

