

# Class Trip Process Improvement (New Jersey School District)

K-12 Education

Centralized workflows replaced a chaotic manual process of paper forms, lost emails, and phone calls. Intelocate provided a guided, automated approval system, delivering total visibility, mobile convenience, and faster, more secure trip planning.

## Challenge

The district's manual class trip planning process was "exhausting" and lacked clarity.

- **Fragmented:** Based on paper, lost emails, calls, and constant follow-ups.
- **Confusing Approvals:** Multi-department approvals required strict sequence.
- **High Risk:** Security had no reliable, instant access to the final attendance sheet.
- **Wasted Resources:** The process "drained time, patience, and focus" from staff.

## Approach

Intelocate replaced the manual process with a single, centralized platform.

- **Guided Projects:** Each trip becomes a "guided Intelocate Project."
- **Simple Initiation:** Teachers start with a quick pre-request for bus availability, then fill out the full Trip Request
- **Automated Routing:** The project automatically moves through every approval stage: Principal, Transportation Head, Security, and Superintendent
- **Mobile App (Day-of-Trip):** A task reminds the teacher to upload the final attendance list directly via the Intelocate mobile app
- **Automatic Close-Out:** The project automatically closes upon approval and is stored for record-keeping

## Outcomes

The district achieved significant "Efficiency, Confidence, and Calm".

- Secretaries gained "visibility instead of chaos".
- Teachers spend less time "chasing approvals" and more time planning for students.
- Administrators can "rest easy" knowing the process is documented and secure.

### CLIENT FACTS

**Industry:**

K-12 Education

**Region:**

New Jersey, USA

**Scope:**

Class Trip Planning, Multi-Departmental Approvals, Day-of-Trip Coordination & Safety

**Users:**

Teachers, Secretaries, Principals, Transportation, Security, Superintendent

### RESULTS

#### Faster Approvals

Trips go from idea to approved faster

#### Fewer Mistakes

Everyone knows exactly what to do and when

#### Mobile Convenience

Attendance lists uploaded directly from phones

#### Better Collaboration

Security, Transportation & Admin stay in sync