# Angela Miranda Trip Coordinator

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# VBSD Trip Request System

Informational Guide

Trip Request Website:

https://transportation.vbsd.us

## **Home Page.** Transportation

Getting from here to there.

#### We suggest the following:

Log In

Log in with your district login. Learn more...

## Log in.

## Use your district account to log in.

- User name
   amiranda@vbsd.us
- 2. Password
- 3. Remember me?

Log in

### **Home Page.** Transportation

Getting from here to there.

#### We suggest the following:

#### **Trip Request**

Please submit a trip request well in advance (more than two weeks) of the trip.

#### **Trip Listing**

View a status listing of Trip Requests.

#### Other district data sites

- HelpDesk
- StudentFinder
- Assets Tracking

## Trip Request New

School Site: Select C	one ▼ Orga	nization: Select One	<u> </u>
Contact Email: amiran	da@vbsd.us Cor	ntact Phone:	
Destination:			Return Date/Time:
Address:		mm/dd/yyyy	
City:		State: mm/dd/yyyy	
Occupant Count:	Permission Slip Requi	red  Vehicle Count:	
Special Requests:	_		-
			/
Educational Justification	on:		
			/
Description of Field Tri	p:		
	-		
			/
Projected Cost:	Budget Code:		
Purchase Order (leave	blank if unknown):		
Per vehicle cost: <b>Driver: \$</b>	15.21 x hours = \$	Bus: \$1.00 x mile	es = \$ (Min. \$50)
urrent Trin Status: New uns	aved Trip Request		

## Trip Request New

School Site:	Service Center	v Organization: _O	ther	
Contact Emai	I: amiranda@vbsd.us	Contact Phone:	(479)4623475	<u> </u>
Destination:	Administration Office			Departure Date/Time:
Address: 2221 East Pointer Trail			08/06/2019	03:00 PM
City: Van Bu	ren	State: AR	08/06/2019	Return Date/Time:
Occupant Co	unt: 5  Permission	Slip Required  Vehicle	e Count: 1	
Special Requ	ests:			-
No preferre	d Driver. Air-conditione	ed bus, please. No Bu	mps.	
Educational J	ustification:			
Professiona	Development			
Description o	f Field Trip:			
Training on	the transportation syste	em.		
Projected Cos	st: 142 Budget	Code: 1		
Purchase Ord	ler (leave blank if unknov	vn):		
Per vehicle cost:	<b>Driver:</b> \$15.21 x 6	nours = \$ Bus: \$1.00	) x 7 mil	es = \$ (Min. \$50)
	us: New unsaved Trip Request			•

You Must Save Changes at this point before you can add your occupants.

Current Trip Status: New unsaved Trip Request

Awaiting approval by

**Save Changes** 

## Three Ways to Add Occupants

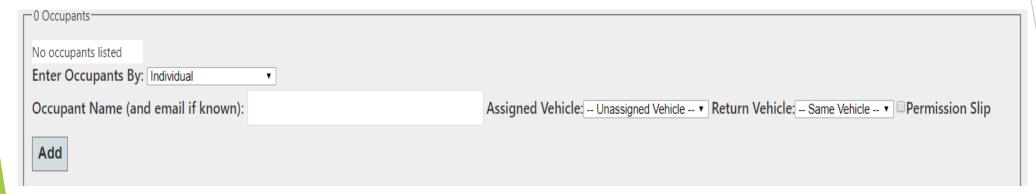
► <u>Individually</u> - add each student by hand

By Class - add all students from a class

From a Previous Trip - add occupants from a previous trip

### Add Occupants **INDIVIDUALLY**

You can list your occupants <u>Individually</u> by typing each occupants name and clicking the add button. You should include any person that will be riding the bus. Occupants can be edited all the way up to the time of the trip. It is imperative that we know exactly who is on the bus in case there is an emergency.



• If you must add your occupants individually it will automatically save and can be used for a future trip.

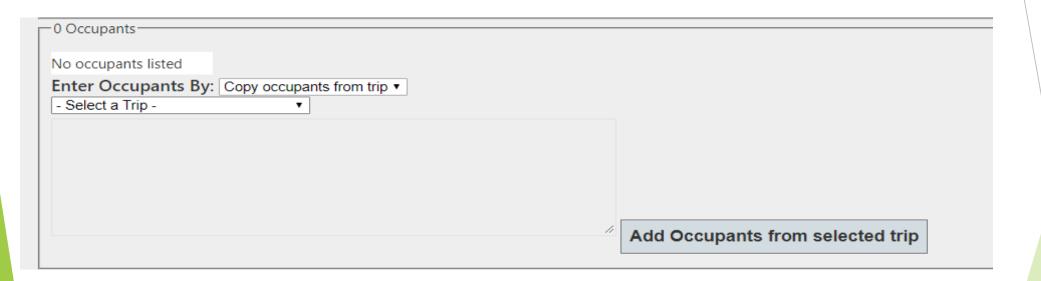
## Add Occupants by **CLASS**:

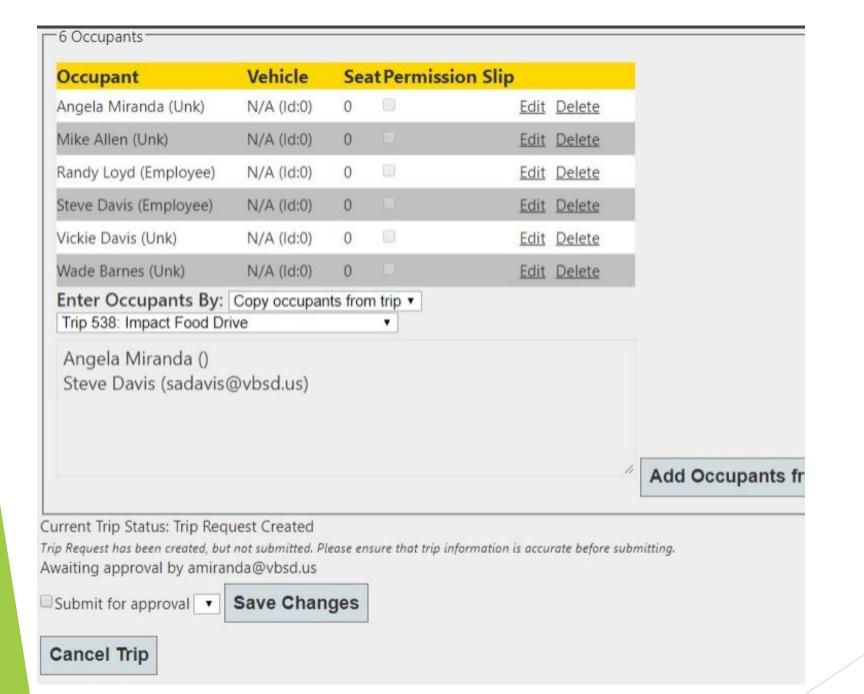
You can add occupants by <u>CLASS</u>. If the occupants are assigned to you in one or more classes such as Volleyball Class 1<sup>st</sup> hour. You can Choose that class from the drop down box and **ADD CLASS**. This will add the whole class to your occupants list. You can go back and delete any from the list if there are some that are not going.



### Add Occupants from *Previous Trip*:

You can add occupants from a previous trip by selecting the Previous Trip from the drop down box  $\P$ . Occupants are automatically saved to your trips once you enter them. Select the Trip and click Add Occupants from Selected trip button.





Once you verify all your information is correct you <u>MUST CHECK</u> the Submit for approval box and <u>SAVE CHANGES</u>. If this is not done then no one can approve your trip and it is not submitted.



Once you Submit your Trip Request you will receive an email at each stage of approval. YOU will not be able to edit anything except occupants so make sure your information is correct. If times change or games are cancelled and rescheduled you can contact me and I can edit the trip. If you cancel a trip it is gone and I cannot edit anything on it. If something is being rescheduled contact me and we will try to use the old request if we can.

We are going paperless. Our drivers will no longer be receiving paper copies of their trips. They will be emailed when they are assigned a trip and will fill out all of their information for pay on the trip request system and submit it for approval and payment. That being said, it is a MUST that you get your requests turned in for approval in a timely manner. The limit is two weeks prior to trip. We know that things happen and situations and or opportunities arise at the last moment and we will do everything in our power to make it work but sometimes it just can't be worked out. So to ensure that your trip is approved and has a driver get it turned in as soon as you have all the details.

## **Mandatory Driver Training**

Place: Izard Center for Learning Cafeteria

Date: August 12<sup>th</sup>

Time: 9:00 am - 12:30pm

## THE END

Thank you for your time and most of all everything you do for our kids.

## **Questions and Answers**