

Angela Miranda

Trip Coordinator

amiranda@vbsd.us

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Ext. 5212

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.

1. 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

Submitted By: vbsd\amiranda

School Site: -- Select One -- Organization: -- Select One --

Contact Email: amiranda@vbsd.us Contact Phone: _____

Destination: _____ Departure Date/Time: _____

Address: _____ mm/dd/yyyy --:-- --

City: _____ State: _____ Return Date/Time: _____

mm/dd/yyyy --:-- --

Occupant Count: _____ Permission Slip Required Vehicle Count: _____

Special Requests:

Educational Justification:

Description of Field Trip:

Projected Cost: _____ Budget Code: _____

Purchase Order (leave blank if unknown): _____

Per vehicle cost: **Driver: \$15.21** x _____ hours = \$_____ **Bus: \$1.00** x _____ miles = \$_____ (Min. \$50)

Current Trip Status: New unsaved Trip Request

Trip Request New

Submitted By: vbsd\amiranda

School Site: Service Center Organization: Other

Contact Email: amiranda@vbsd.us Contact Phone: (479)4623475

Destination: Administration Office Departure Date/Time:

Address: 2221 East Pointer Trail 08/06/2019 03:00 PM

City: Van Buren State: AR Return Date/Time:

08/06/2019 09:00 PM

Occupant Count: 5 Permission Slip Required Vehicle Count: 1

Special Requests:

No preferred Driver. Air-conditioned bus, please. No Bumps.

Educational Justification:

Professional Development

Description of Field Trip:

Training on the transportation system.

Projected Cost: 142 Budget Code: 1

Purchase Order (leave blank if unknown): _____

Per vehicle cost: **Driver: \$15.21 x 6** hours = \$_____ **Bus: \$1.00 x 7** miles = \$_____ (Min. \$50)

Current Trip Status: 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

- ▶ *Individually* - 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 Individually by typing each occupant's 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.

0 Occupants

No occupants listed

Enter Occupants By: Individual ▾

Occupant Name (and email if known): Assigned Vehicle: -- Unassigned Vehicle -- ▾ Return Vehicle: -- Same Vehicle -- ▾ Permission Slip

Add

- 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 CLASS. If the occupants are assigned to you in one or more classes such as Volleyball Class 1st 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.

0 Occupants

No occupants listed

Enter Occupants By:

Add Occupants from Previous Trip:

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

0 Occupants

No occupants listed

Enter Occupants By: Copy occupants from trip ▼

- Select a Trip - ▼

Add Occupants from selected trip

6 Occupants

Occupant	Vehicle	Seat	Permission	Slip	
Angela Miranda (Unk)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete
Mike Allen (Unk)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete
Randy Loyd (Employee)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete
Steve Davis (Employee)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete
Vickie Davis (Unk)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete
Wade Barnes (Unk)	N/A (Id:0)	0	<input type="checkbox"/>		Edit Delete

Enter Occupants By:

Angela Miranda ()
Steve Davis (sadavis@vbsd.us)

Add Occupants fr

Current Trip Status: Trip Request Created

Trip Request has been created, but not submitted. Please ensure that trip information is accurate before submitting.

Awaiting approval by amiranda@vbsd.us

Submit for approval

Save Changes

Cancel Trip

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

Current Trip Status: Trip Request Created

Trip Request has been created, but not submitted. Please ensure that trip information is accurate before submitting.

Awaiting approval by amiranda@vbsd.us

Submit for approval



Save Changes

Cancel Trip

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 re-scheduled 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 12th

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