

How to assign a bus to a Trip

- Click on the Vehicle Owner's Tab
- Select All Trips on the left-hand side
- Select All Trip Dates under your email address
- Select the trip number you want to assign buses to

Baldwin County Public Schools Travel Tracker

Navigation: Main | Trip Approvals | **Vehicle Owners** | School Finance | Invoices | Calendar | Reports

Left Sidebar: Trip Requests (Pending Vehicle(s), Pending Driver(s), **All Trips**, Trips by Trip Nbr, Recurring Trips, Recurring Assignments), Schedules/Assignments (By Owner)

User: jkelly@bcbe.org | Print

Selection: All Trip Dates | Trips From This Day Forward

Sort: Pickup Date | Trip Nbr | Location | Submitter | Vehicle Type | Date Submitted (Latest First)

Requestor Information	Trip/Status/Next Approver	Leave/Return	
0182 Baldwin County Virtual Elementary	3150	10/13/21 9:00 AM	Fiel
Sub By adlee	Approved	10/13/21 1:00 PM	009
Sub Date 9/21/21, 9:56 PM	Adits 23 Stds 39	Yr/Wk 2021-42	Ove
Teacher Angela D Lee	Bid Zone Main	Total Hrs 5.00	End
Grade 3			

- Scroll to "Reserve Vehicles"
- Click on Find Available Vehicles
- A box will open with a list of vehicles based at your school (if you do not see a bus, select the BLUE all locations button)
- Put a star beside the bus number(s) that you wish to assign

Owner: jkelly@bcbe.org

Bid Id/Closing Date

Reserve Vehicles

Location Used to Reserve Vehicles: 000 Transportation

Trip Location Zone: Main

Trip Hours: 5.0

Vehicles Needed: 1

Find Available Vehicles | Override | ?

Person Submitting Request: adlee@bcbe.org

Date Submitted: Sep 21, 2021, 9:56:10 PM

▶ Trip Estimator (click to open and enter additional information for estimating trip cost)

Level 01 Approval - Location Approval

- Scroll to the bottom of the page and save/close the trip

*NOTE-If the option to assign a bus is not available, make sure that the second level approver has approved the trip. Go to your trip inquiry to see if it is approved or pending. If it has not been approved you will see "pending second level location approval" under the trip number.

By Requesting Location: Assignment Inquiry

Mileage Input

Find Available Vehicles

Destination: All

Vehicle Needed on Trip? All Yes No

Vehicle/Driver Status: All Pending Vehicle Assignment Pending Driver Assignment

Pickup/Dropoff: Drop-off Only Pickup Only

Recurring Trips? All Yes No

Trip Nbr: 5911

Search Word or Phrase: []

Start Date: 09/01/2021 (Tuesday) | End Date: 03/31/2023 (Friday)

Sort By: Pickup Date | Trip Nbr | Location | Submitter | Vehicle Type | Date Submitted (Latest First) | Destination

Requestor Information	Trip/Status/Next Approver	Leave/Return	Type/Destination/Funding	nbr Needed/Owner
0145 Spanish Fort High School	5911	3/12/22 1:00 PM	Athletic Baseball - JV	1 Yellow Bus
Sub By jprutt	Pending Second Level Location Approval	3/12/22 5:30 PM	0050 Elberta High School	abelcher
Sub Date 3/11/22, 1:25 PM	jrnelledge	Saturday	Overnight or Out-of-State	LIR? No
Adits 1 Stds 13		Saturday	External Trans? No	
Bid Zone Main		Yr/Wk 2022-11		
		Total Hrs 4.50		

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