

HOW TO PRINT A DRIVER TICKET

- Open Travel Tracker through the BCBE portal
- Click on the Trip Approval tab
- Click on Trip Inquiry (left side of page)
- A new page will open (see screenshot below)

The screenshot displays the 'Trip Inquiry' interface. On the left, a sidebar lists navigation options: 'Trips Pending Approval', 'Waiting on Approval', 'Trip Emails', 'Trip Inquiry' (highlighted), 'Schedules/Assignments', 'Daily Vehicle Schedule', and 'Assignment Inquiry'. The main content area features a search bar and a filter section with the following options:

- Format: Standard Detailed Trip Listing
- Req Loc: 0055 Elberta Middle School
- Status: All (Except Canceled)
- Submitter: All
- Veh Type: All
- Fund App/Pmt Auth: All
- Fund Source: All
- 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: All
- Search Word or Phrase: [Empty]
- Start Date: 03/22/2022 (Tuesday)
- End Date: 12/13/2022 (Tuesday)
- Sort By: Pickup Date Trip Nbr Location Submitter Vehicle Type Date Submitted (Latest First) Destination

Below the filters is a table with the following columns: Requestor Information, Trip/Status/Next Approver, Leave/Return, Type/Destination/Funding, Nbr Needed/Owner, and Assignments. The table contains two rows of trip data.

Requestor Information	Trip/Status/Next Approver	Leave/Return	Type/Destination/Funding	Nbr Needed/Owner	Assignments
0055 Elberta Middle School Sub By: jbur Sub Date: 1/4/22, 1:22 PM Teacher: Jamie Burt Grade: 7.8	4465 Batch Approved 4391-Recurring Adpts: 1 Stds: 4 Bid Zone: Main	3/23/22 2:00 PM Wednesday 3/23/22 2:45 PM Wednesday Yr/Wk: 2022-13 Total Hrs: 0.75	Field Trip Elberta Civic Center Overnight or Out-of-State: No Fnd Src: Academic or Band Trip	0 Lift?: No External Trans?: Yes Students will WALK with a teacher to/from the Elberta Blessing Barn M, W, F each week during 7th period (2:10pm-3pm) to clean up and maintain its functionality.	
0055 Elberta Middle School Sub By: jourie Sub Date: 3/10/22, 9:02 AM Teacher: Jenni Currie	5890 Approved Adpts: 1 Stds: 6	3/23/22 3:15 PM Wednesday 3/23/22 6:30 PM Wednesday	Field Trip 0142 Spanish Fort Middle School Overnight or Out-of-State: No Fnd Src: Academic or Band Trip	1 kcwhite Lift?: No External Trans?: No	

This page is where all trips can be found. You can search by trip number, or you can select “All Trip Dates” to see trips. You can also see a snapshot of all information for the trip. You will also be able to see if a bus has been assigned or not.

- Click the trip number that you want to print a driver ticket for.
- After the trip opens, scroll to the bottom of the page to “current assignments for this trip”. If a bus has been assigned, you will see 2 boxes “ticket/directions” and “ticket”. The first box will provide you a driver ticket and the directions to the venue. The second box will provide you the driver ticket only. The driver tickets will open in a word document that can be edited (see screenshot).

If a bus has not been assigned to the trip, you will not be able to print a ticket

