## 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)

Trips Pending Approval	Trip Inquiry- Make your filter	and/or search se	elections below and	d then click	on the Apply Fi	iters button to se	e the results									
on Approval	Trip Inquiry	and of Source Sources	below and													
	Earmat. Standard OD	stailed Tain I isti		Filters												
ssignments	Standard O De		ng [11111] 1110e		055 Elberta Mi	ddle School			Trip Tupe		All			Trip Events	All	
		Ked Loc			1000 Elberta Mi				тпр туре			•		Trip Events		•
	Clear/Reset	Status			All (Except Ca	nceled)	~		Zone		All 🗸			Bid Id	All 🗸	
	26	Submitter		[	All	~	]		Ext Trans?		● AII ○ Y	′es ○No		Lift?	● All ○ Yes ○ No	0
	Apply Filters	Veh Type			All	~			Veh Owner		Select or Typ	pe Owner	•			
	1	Fund App/Pmt Auth	h	<b>i</b>	All	~			Overnight or Out-of-State			∕es ○No				
		Fund Source		[	All		~									
		Destination		i	All											
		Vehicle Needed on	Trip?	i	● All ○ Yes	○ No			Third Party Payment?			/es				
	Vehicle/Driver Status   In O Pending Vehicle Assignment O Pending Driver Assignment															
				Drop-off O	nly 🗌 Pickup (	Dnly										
		Recurring Trips?			●AII ○Yes ○No											
		Trip Nbr		[	All 🗸											
		Search Word or Ph	irase	[												
		Start Date	03/22/2022		•		End Date 1	2/13/2022	•	0	All Trip Dates	🔍 Trips Fro	m This Day Fo	orward O Toda	v	
			Tuesday				Т	Jesday								
		Sort By	Pickup Date	) Trip Nbr		O Submitter	Vehicle Type	Date Submitted	(Latest First) O Destination							
														Page 1 <<	First   < Previous   Pa	age 1   N
	Requestor Informa	tion	Trip/Stat	tus/Next Appr	over	Lea	ve/Return		Type/Destination/Funding			Nbr Needed/Own	er		Assignments	
	0055 Elberta Middle School Sub By iburt		4465	Ø		3/23/22 Wednesday	2:00 PM	Field Trip Elberta Civic Ce	nter		0	No				
	Sub Date 1/4/22, 1:22	РМ	Batch 4391 Approved	-Recurring		3/23/22	2:45 PM	Overnight or Ou	t-of-State	No	External Trans	?	Yes			
	Teacher Jamie Burt Grade 7,8		Adlts 1 Bid 2	Stds Zone	4 Main	Wednesday Yr/Wk Total Hrs	2022-13 0.75	Fnd Src	Academic or Band Trip		Students will V Elberta Blessir during 7th peri and maintain it	VALK with a tead ng Barn M, W, F od (2:10pm-3pm Is functionality.	cher to/from the each week i) to clean up			
	0055 Elberta Middle School		5890	0		3/23/22	3:15 PM	Field Trip			1	Yellow Bus				
	Sub By jourrie	AM	Approved			Wednesday 3/23/22	6:30 PM	0142 Spanish Fo	rt Middle School		kcwhite	No				
	Teacher Jenni Currie	00	Adlts 1	Stds	6	Wednesday	0.001 M	Overnight or Ou	Academic or Band Trin	No	External Trans	?	No			
			<b>P</b> <sup>1</sup>	-			4-15	thu are	Academic of Dana Trip							

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\*\*

Vehicle: 07-43	Trip #: 2661	Date: Thursday 09/02/2021						
Vehicle Location: 0050 Elberta High School		Pickup: 09/02/2021 04:15:00 PM						
Total # of Vehicles: 1	Special Indicators:	Return: 09/02/2021 09:00:00 PM						
Type of Trip: Athletic / MS Cheerleading		Estimated Hours: 4 75						
Grade Level:								
Driver: Hinson, Rusty	Requester: cpickering@	bcbe.org						
	Teacher Name:	Teacher Name:						
Driver Id: Phone #:	Emergency Contact Nan	Emergency Contact Name:						
Name. Assistant/Aide:	Emergency Contact Pho	Emergency Contact Phone:						
Requesting Location: 0055 Elberta Middl	e School							
From: 0055 Elberta Middle School								
To: 0012 Bay Minette Middle School								
to: our buy milette middle School								
Venue Address: 1311 W 13th <u>St. Bay</u> Minette AL	36507							
	<b>T</b>							
Start Time (include are tria)	Time Odometer							
End Time (include pre-trip)								
Totà								
stimated n. 5.64								
Actual Pass : Trip	al N	Other drive hicles on this trip:						
ift ift	# Wh Slots							
Estimated Passengers # Fold	)own Seats: 0							
Adults: 2 Students: 11 Comme	nts concerning special needs:							
Comments:								
Post Trip Comments:lf you need extra space, p	lease write post trip comments on the bac	k). Comments on backYesNo						
	l							
ll Baldwin County School buses must use Battlesh	p Parkway (causeway) when traveling to M	obile County for events. Buses traveling to Mobile and						
eyond can enter the I-10 bay way at the Wallace t	unnel onramp to go through the Wallace to	unnel. Buses leaving Mobile and traveling to Baldwin County						
rough the Wallace tunnel must exit onto the Batt	leship Parkway after exiting the tunnel.							
I Baldwin County buses may use the Orange Beac	h Express toll by entering through the norn	nal lanes. The bus will not be charged to pass through. Buses						
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• The ticket needs to be provided to the bus driver for them to keep documentation of their time and the mileage for the trip.