



Transportation is ready to release another “going green” District venture. As of 7/7/2011 we will no longer be using the 4 carbon paper trip request forms. Instead, effective immediately, all bus trips must be requested through a web form on District Resources.

This new process should be easier, quicker, more reliable, and more user friendly than the previous system.

To make a trip request go to District Resources – Business Services – Transportation - Bus Trip Request Form.

The first thing to enter on the form is the trip requestor’s email.

Once you enter your email and click on “Bus Request” it will do one of two things.

If it is the first request for that email it will go right to a blank form and let you fill it out.

If you have entered other requests using that email it will show you your old requests and allow you to choose from the old ones to pre-populate a form or to create a totally new form.

UPDATE: An option to cancel a trip has been added on 12/12/2011. A new link has been added on the web page that shows all of your old requests. It is on the right side of the page under the heading “Cancel Trip”. Click on the link of the trip you want to cancel. That will take you to a new web page that displays the trip number, requestor, email, trip date, and the destination. It will ask you if you are sure you want to cancel the update. If you click No or Home it will take you back to the home page. If you click Yes it will cancel the trip by updating the database and sending 4 emails. Three will go to Transportation and one to the user that canceled the trip. They will notify them of the trip cancellation.

UPDATE: An update has been made for Special Services to the bus request system on 10/17/2012. If the account number entered is a special services accounting number then the trip now needs approved. If it is one of those account numbers than an email will be sent to the requestor and the 2 approvers that are associated with that account number. The email will have a link that the approvers can either approve or deny. If it is approved the requestor and the approvers and transportation will receive an email. If the bus trip is denied the requestor and the approver will receive an email that includes the reason for the denial. It still needs approved within the 10 day period. If it is < 10 days an error will display on the approval page that you need to contact Transportation.

Even if you pre-populate you will have to choose a new trip date.

Once the form is completely filled out click the “Submit Bus Request” button. That will add a record to the database and generate 4 emails. The requestor will receive an email that serves as confirmation for the trip. Transportation

management and dispatch will receive the other 3 emails. If you don't receive an email contact Transportation and explain any issues you had.

NOTE: Only 1 (one) trip per request form. Trip requests must be submitted 10 (ten) days in advance. Cancellation charges (2 hours minimum per driver contract) apply if Transportation is notified less than 48 hours before the trip.

If you have any questions please contact Transportation at 558-2318.

