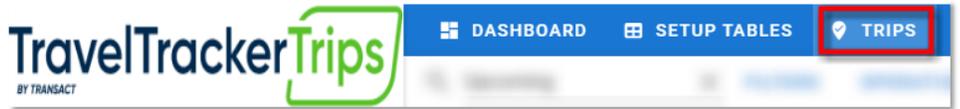


How to Use the Override Tool to assign a Driver to a Trip Request

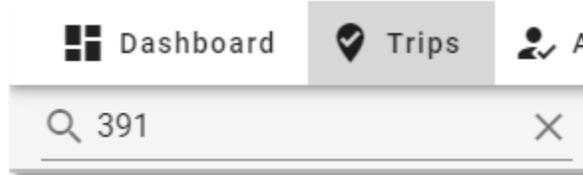
A Transportation Administrator or Vehicle Owner can use the “override driver” button in a trip request to assign a driver. This method shows all drivers, regardless of current active assignments. It also allows Administrators and Owners to assign the driver even if they are assigned on another trip currently. Administrators or Vehicle Owners can use driver override to initial or replace an existing assignment. Overrides are recorded in the driver log and the trip audit history.

Using the Override Driver option shows all drivers regardless of current assignments

Override Driver
To override a driver on a trip request, navigate to the trips page.



Locate the trip that needs a driver assignment. You can search for the trip number in the search bar.



Open the trip record by clicking on the trip number.

TRIP #	LEAVE / RETURN	LOCATION	DESTINATION	TRIP TYPE / EVENT	STATUS
391	Apr 03 @ 8:00 AM Apr 03 @ 3:30 PM	CMR Elementary School (103)	Denver Art Musuem	Field Trip / Activity	Pending - Location Level

Once inside the trip request, navigate to the assignments page by clicking the assignments button on the right of the screen.



At the bottom of the assignments page, click “Find Available Drivers.”

Reserve Vehicles

Location Used to Reserve Vehicles
Sunshine Elementary School (101) NEXT LOCATION

Vehicle Owner (appgowner1@gmail.com)

Trip Location Zone	1	Trip Year/Week	YYYY-MM
Bid ID	XX-XX-XX	Trip Hours	7.5
# Vehicles Needed	1	Number w/ Lift	0

FIND AVAILABLE VEHICLES FIND AVAILABLE DRIVERS

DENY REQUEST REQUEST CHANGES APPROVE LOCATION LEVEL RESCHEDULE CREATE DUPLICATE SAVE

In the find Available Drivers Panel, click “Override.” If you’re still not seeing the driver you want to assign, make sure no filters are applied to the list. Filters may prevent drivers from showing in the driver list.

Find Available Drivers

Trip #	391	Trip Type	Field Trip	Trip Event	Activity
Vehicle Type	Long Bus	Out of County?	No	Do you need a wheelchair lift?	No
Pickup	Apr 03 @ 8:00 AM (Mon)	Return	Apr 03 @ 3:30 PM (Mon)	# Vehicles w/ lift	0
From	CMR Elementary School	Destination	Denver Art Musuem	# WC slots	0
Total Students	25	# Drivers needed	1	# Safety Vests	0
Total Adults	5	# Special Needs students	0	# Fold down seats	0
Trip Year	2023 - 14	Trip Zone	1	# Vehicles reserved	0

OVERRIDE **ALL ZONES**

Filter by name Location Designation

Sort By Rotation Sort By Name

Driver	Sen.	Zone	Bus	Designation	Trips this Week	Hours this Week	Driver Hours	Morning	10am-2pm	2pm-5pm	5pm-12pm	Saturday - Morning	Sunday - Morning
<input type="checkbox"/> Daniel Clark	<i>i</i>	430	1	Bus 03	A	0	0	0	×	×	×	×	×
<input type="checkbox"/> Steven Alexander	<i>i</i>	237	1	Bus 01	A	1	4	25	×	×	×	×	×

CANCEL

In the override list, find the driver you’d like to assign. Check the box to the left of the driver’s name, then click the “Reserve 1 Driver & Vehicle(s)” or “Reserve 1 Driver” button.

If you are using the Override Driver option, it shows all drivers regardless of current assignments

Reserve any Driver

CHECK AVAILABILITY **ALL ZONES**

Filter by name Location Designation

Sort By Rotation Sort By Name

Driver	Sen.	Zone	Bus	Designation	Trips this Week	Hours this Week	Driver Hours	Morning	10am-2pm	2pm-5pm	5pm-12pm	Saturday - Morning	Sunday - Morning
<input type="checkbox"/> James Smith	<i>i</i>	0	1	Bus 19	C	0	0	0	×	×	×	×	×
<input type="checkbox"/> Jon Snow	<i>i</i>	0	1	Bus 21		0	0	0	×	×	×	×	×
<input type="checkbox"/> Test Testerson	<i>i</i>	0	1			0	0	0	×	×	×	×	×
<input type="checkbox"/> Steven Alexander	<i>i</i>	237	1	Bus 01	A	1	4	25	×	×	×	×	×
<input checked="" type="checkbox"/> Alex Cook	<i>i</i>	182	1	Bus 04	B	1	11	0	×	×	×	×	×

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CANCEL

RESERVE 1 DRIVER & VEHICLE(S) **RESERVE 1 DRIVER**

Click “save” once you’ve made your changes.

Reserve Vehicles

Location Used to Reserve Vehicles

Sunshine Elementary School (101)

NEXT LOCATION

Vehicle Owner (appgowner1@gmail.com)

Trip Location Zone	1	Trip Year/Week	YYYY-MM
Bid ID	XX-XX-XX	Trip Hours	7.5
# Vehicles Needed	1	Number w/ Lift	0

Assignment #1

TRIP TICKET

Vehicle

Vehicle Location

Driver



Bus 04

Sunshine Elementary School (101)



Alex Cook

CHANGE VEHICLE

CHANGE DRIVER

DECLINE DRIVER

ADD ASSISTANT

DENY REQUEST

REQUEST CHANGES

APPROVE LOCATION LEVEL

RESCHEDULE

CREATE DUPLICATE

SAVE