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.	TravelTrackerTrips
Locate the trip that needs a driver assignment. You can search for the trip number in the search bar.	Dashboard Vrips A C 391 X
Open the trip record by clicking on th	e trip number.
TRIP # LEAVE / RETURN LOCAT 391 Apr 03 @ 8:00 AM CMR B Apr 03 @ 3:30 PM (103)	ION DESTINATION TRIP TYPE / EVENT STATUS V : Elementary School Denver Art Musuem Field Trip / Activity Pending - Location Level V :
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	ge, click "Find Available Drivers."
Reserve Vehicles Location Used to Reserve Vehicles Sunshine Elementary School (101) Vehicle Owner (appgowner1@gmail.com) Trip Location Zone 1	Trip Year/Week YYYY-MM
Bid IDxx-xx-xx# Vehicles Needed1	Trip Hours7.5Number w/ Lift0
FIND AVAILABLE VEHICLES	FIND AVAILABLE DRIVERS
DENY REQUEST REQUEST CHANGES	APPROVE LOCATION LEVEL RESCHEDULE CREATE DUPLICATE SAVE

nd Ava	ailable Drive	ers													
Trip # Vehicle T Pickup From Total Stu Total Adu Trip Year	Type udents lults r	31 La 21 5 21	391 Long Bus Apr 03 @ 8:00 AM (Mon) CMR Elementary School 25 5 2023 - 14		Trip Type Out of County? Return Destination # Drivers needed # Special Needs students Trip Zone		Field T No Apr 03 Denver 1 0 1	Field Trip No Apr 03 @ 3:30 PM (Mon) Denver Art Musuem 1 0 1			Trip Event Do you need a wheelchair lift? # Vehicles w/ lift # WC slots # Safety Vests # Fold down seats # Vehicles reserved			Activity No 0 0 0 0 0	
DVERRI	IDE ALI	. ZONES				Filter by na	ame		•	Location			•	A Designatio	n
Sort B	By Rotation () Sort	By Nam	e											
	Driver		Sen.	Zone	i Bus	Designation	Trips this Week	Hours this Week	Driver Hours	Morning	10am- 2pm	2pm- 5pm	5pm- 12pm	Saturday - Morning	Sunday - Morning
	Daniel Clark	0	430	1	Bus 03	A	0	0	0	×	×	×	×	×	×
	Steven Alexander	0	237	1	Bus 01	A	1	4	25	×	×	×	×	×	×
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Reserve Vehicles			
- Location Used to Reserve Ve	hicles		
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
Vehicle	Vehicle Location	Driver	
📕 Bus 04	Sunshine Elementary School (101)	Alex Cook	
CHANGE VEHICLE		CHANGE DRIVER DE	CLINE DRIVER ADD ASSISTANT
DENY REQUEST	REQUEST CHANGES APPROVE LOCATIO	N LEVEL RESCH	EDULE CREATE DUPLICATE