

For Administrators: Adding an Assistant or Aide to a Trip Assignment

An assistant or aide can be added to a vehicle assignment. To do this, you must first assign the vehicle or driver on the trip request. Once this is done, the “Add Assistant” button will show.

See [this article](#) to learn how to assign drivers.

Reserve Vehicles

Location Used to Reserve Vehicles
Balls Creek Elementary (001) NEXT LOCATION

Owner Little (appgowner2@gmail.com)

Trip Location Zone	Main	Trip Year/Week	YYYY-MM
Bid ID	xx-xx-xx	Trip Hours	3
# Vehicles Needed	1	Number w/ Lift	0

Assignment #1

TRIP TICKET

Vehicle	Vehicle Location	Driver
02	Balls Creek Elementary (001)	Glenn Frey

CHANGE VEHICLE CHANGE DRIVER DECLINE DRIVER ADD ASSISTANT

This opens the “Find Available Drivers” panel. Ensure that your “Designation” field is set to Aide (or your district’s equivalent) if you have set staff for Bus Aides and Assistants. You can assign Drivers as assistants.

Click the checkbox to the left of the aide’s name and click “Reserve 1 Driver Assistant.”

Your Aide/Assistant’s zone and location settings in the Driver Setup Table decide which staff members show in this list.

See [this guide](#) to learn more about zone settings for staff.

Find Available Drivers

Trip #	651	Trip Type	Field Trip	Trip Event(s)	Academic
Vehicle Type	School Bus	Out of County?	No	Do you need a wheelchair lift?	No
Pickup	May 12 @ 1:00 PM (Fri)	Return	May 12 @ 4:00 PM (Fri)		
From	Balls Creek Elementary	Destination	Brandley Center and Park	# Wheelchair Slots?	0
Total Students	2	# Drivers needed	1	# Safety Vests?	0
Total Adults	2	# Special Needs students	0	# Vehicles reserved	1
Trip Year	2023 - 19	Trip Zone	Main		

ALL ZONES Designation Aide

Sort By Rotation Sort By Name

Driver	Sen.	Zone	Bus	Designation	Trips this Week	Hours this Week	Rt Drv Hrs	Mon	Tues	Wed	Thurs	Fri	Weekends
<input checked="" type="checkbox"/> Neil Joneston	0	Main		Aide	0	0	0	X	X	X	X	X	X

CANCEL RESERVE 1 DRIVER AS ASSISTANT

The assistant will show in the assignment views and daily schedules.

Assignment #1

TRIP TICKET

Vehicle	Vehicle Location	Driver	Assistant
02	Balls Creek Elementary (001)	Glenn Frey	Neil Joneston

CHANGE VEHICLE CHANGE DRIVER DECLINE DRIVER CHANGE ASSISTANT

The Assistant will show the trip ticket under the driver's information.

The assistant will also get an email when assigned to a trip or when a trip they are assigned to is canceled.

Driver Last Name	Frey
Driver First Name	Glenn
Driver Email	appgdrv5@gmail.com
Driver ID	
Driver Phone	
Vehicle Driver Information	
Assistant Name	Neil Joneston
Total Vehicles	1
Vehicle Name	02