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

e <u>this article</u> to learn how to	assign drivers.				
Reserve Vehicles					
CLocation Used to Reserve Vehicles					
Balls Creek Elementary (001)		NEXT LOCAT	TION		
Owner Little (appgowner2@gmail.com)					
Trip Location Zone	Main	Trip Year/Week		YYYY-MM	
Bid ID # Vehicles Needed	XX-XX-XX 1	Trip Hours		3	
Assignment #1					KET 🔋
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Vehicle Vehicle	Location	Drive			
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The assistant will show in the assignment views and daily schedules.	Assignment #1 Vehicle Vehicle Location Driver 02 Balls Creek Elementary (001) Glenn Frey CHANGE VEHICLE CHANGE DRIVER DECLINE DRIVER	TRIP TICKET Assistant Neil Joneston 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 Driver First Name Driver Email Driver ID Driver Phone Vehicle Driver Information	Frey Glenn appgdrv5@gmail.com
	Assistant Name Total Vehicles Vehicle Name	Neil Joneston 1 02