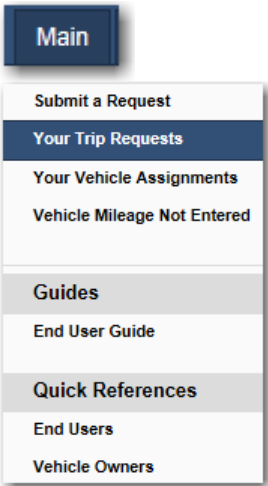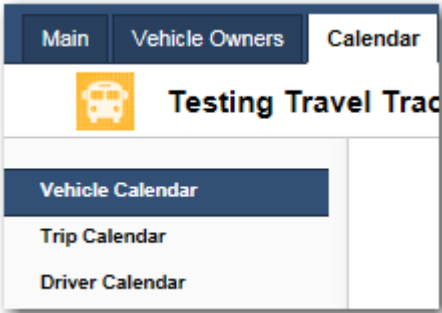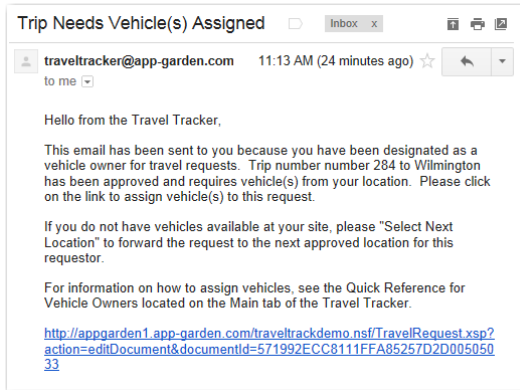# Travel Tracker
by **app-garden**

Quick Reference for Vehicle Owners

Buses will need to be assigned after a trip has been approved. The vehicle assigner (called the "vehicle owner") is the person designated by your district to assign buses that are located at your site.

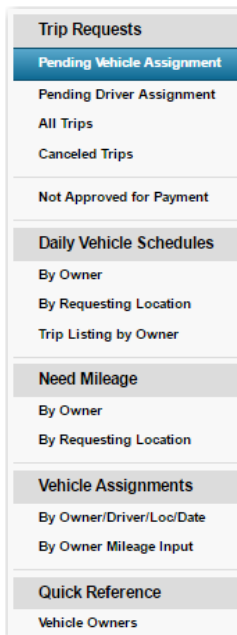|	
When a vehicle owner signs on, they have access to the tabs shown at the right.	Main Vehicle Owners Calendar Reports
On the Main tab, you can submit a trip request, view trip requests that you have created and view vehicle reservations for trips that you have created. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.	**Main** Submit a Request Your Trip Requests Your Vehicle Assignments Vehicle Mileage Not Entered **Guides** End User Guide **Quick References** End Users Vehicle Owners
On the Calendar tab, you have the option to view the vehicle calendar, the trip calendar and the driver calendar. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.	Main Vehicle Owners Calendar **Testing Travel Trac** Vehicle Calendar Trip Calendar Driver Calendar

Revised 04/19/2017

Scheduling Vehicles

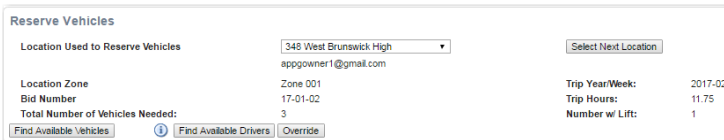|	
There are 2 ways to access trips that are waiting on vehicle assignments. The first is through the email that you will receive when a trip needs vehicles assigned. In the email that you receive, there will be a link listed. When you click on the link, you can sign in and access the trip needing vehicles immediately.	
The second way is to access trips needing vehicles using the menus on the system. If you are a vehicle owner, you will have a Vehicle Owners Tab. When you sign in, the Travel Tracker will automatically open at the Vehicle Owners Tab.	
All the trips that have been approved and are ready for vehicle assignment will be listed under the Pending Vehicle Assignment option. The trips can be sorted in different ways by clicking on the button next to the sort option that you would like to use. All trips can be viewed or Trips from this day forward can be viewed. The default is to view trips from this day forward. Click anywhere in the trip information to open the trip request.	

Revised 04/19/2017
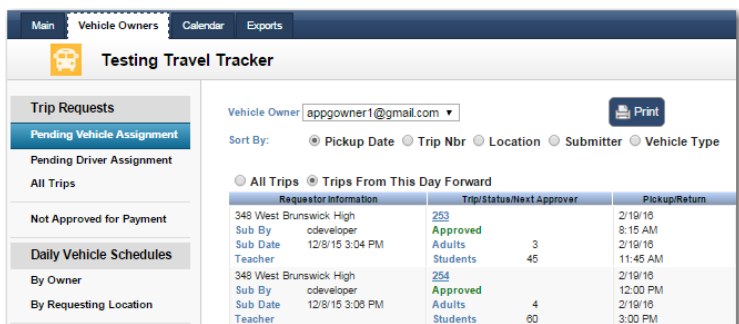
Scroll to the Reserve Vehicles section of the form.

The Location Used to Reserve Vehicles will be set to your location. (Transportation administrators can select and change this location if needed).

Note: If you move your mouse over the , you will get additional information about assigning a bus for a trip that needs a lift.
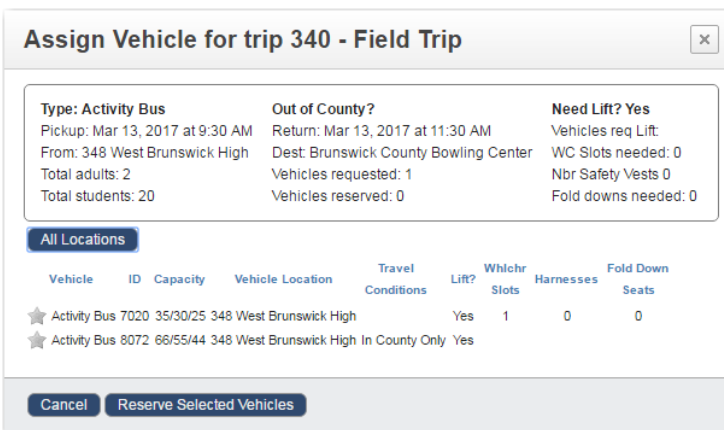

Click on the "Find Available Vehicles" button.

The box that appears will show vehicle requirements and all the vehicles at this location that are available for the requested date and time.

Choose the vehicle based upon your needs for this trip, such as capacity, mileage, travel conditions and lift.

Click the "star" by the desired vehicle(s), the star will turn yellow to indicate it has been selected. Click on Reserve Selected Vehicles.
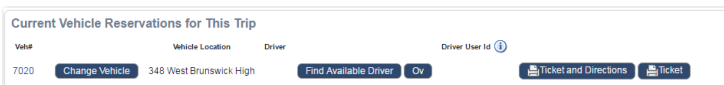

You will then see your reservation.

Once the vehicles have been selected and reserved, you have the option to find an available driver.

If your district uses the option to schedule drivers based on driver availability, you will be able to click on the Find Available Driver button and select a driver from the list of available drivers.

Revised 04/19/2017

When you click on Find Available Driver a window will open which gives the trip details and allows the selection of a driver

.

Only the drivers for the location zone will be listed but you have the option to list drivers for all zones by clicking on "List drivers for all zones". You can also filter by driver designation by clicking on the drop down arrow next to "Filter by Driver Designation". The drivers can be sorted by rotation or by name.

If you have buses that are assigned to specific drivers, the bus numbers have been color coded to assist you in selecting a driver that fits the specifications of the trip.

If you hover over the "i" indicator next to the Bus title, you will see the legend of colors

Click the "star" by the desired driver, the star will turn yellow to indicate it has been selected.

If you are selecting a driver before you have selected a vehicle, when you click on Reserve Selected Driver, the driver and their assigned vehicle will be assigned.

Once a driver has been assigned, click on the Change Driver button if you wish to assign a different driver.

The Override button allows you to override a driver that may show as busy in the system. This is something that should only be used in rare cases where trips are really close together in time or if you have a driver doing an intermediate trip. The list that will appear is an alphabetical list of all drivers that can be filtered by zone or by driver designation. PLEASE NOTE – this list DOES NOT check availability of the driver.

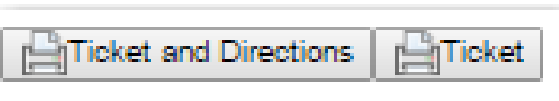|	
When a driver is assigned using the Override button, it will be logged in the trip history and driver log as an override.	**Reserve any Driver for trip 340 - Field Trip** **Type:** Activity Bus Pickup: Mar 13, 2017 at 9:30 AM From: 348 West Brunswick High Total adults: 2 Total students: 20 Current Vehicle: 7020 **Out of County?** Return: Mar 13, 2017 at 11:30 AM Dest: Brunswick County Bowling Center Total Drivers needed: 1 Drivers already reserved: 0 Current Driver: **Need Lift? Yes** Vehicles req Lift: WC Slots needed: 0 Nbr Safety Vests 0 Fold downs needed: 0 List all Drivers in Zone: Zone 001 ▼ This list DOES NOT CHECK for driver availability! By Driver Designation: All Name / Zone / Bus / Type / YB App? / AB App? / Reg. Hrs. / Senority / Trip Hrs / Nbr. Trips: ☐ Mary 4 Driver / Zone 001 / 191 / Select / / / 0 / 352 / 158 / 6 ☐ Sam 2 Driver / Zone 001 / 186 / Select / No / No / 0 / 1289 / 111 / 14 ☐ Deb 3 Driver / Zone 001 / 2004 / Select / / / 0 / 2738 / 59 / 9 ☐ Tom Watson / Zone 001 / Select / Regular Driver / Yes / Yes / 0 / 1073 / 13 / 5 ☐ Bill 5 Driver / Zone 001 / 252 / Select / / / 0 / 1772 / 105 / 20 Cancel Reserve Driver Reserve Driver and Vehicle Log Notes:
Once the Vehicle and driver has been assigned, you can click on the Ticket and Directions button to print out the trip ticket with the directions on an additional page or click on the Trip ticket button to print out only the Trip Ticket.	🖨 Ticket and Directions 🖨 Ticket
If your district does not use the Find Available Driver option, type in a driver's name or click on the drop down arrow to select a driver from the list.	**Driver** **Driver User ID** ⓘ Select or Type ▼ [ ] Save Select or Type Andy 6 Driver gmail.com Bill 5 Driver 11:14:00 AM Chelsea Kelly Deb 3 Driver stimating trip c Driver #1
If vehicles are not available at your location or you do not wish to reserve the vehicles at your location for this request, click on the "Next Location" button. This will send the request to the next location designated to assign vehicles.	**Reserve Vehicles** Location Used to Reserve Vehicles 348 West Brunswick High ▼ Select Next Location appgowner1@gmail.com Location Zone Zone 001 Trip Year/Week: 2017-02 Bid Number 17-01-02 Trip Hours: 11.75 Total Number of Vehicles Needed: 3 Number w/ Lift: 1 Find Available Vehicles ⓘ Find Available Drivers Override Thank you. This request has been emailed to the vehicle owner at the next location for assignment. No further action is required on your part.

If your district has elected to allow vehicle owners to select any vehicle location for the vehicle assignment, click on the drop down arrow next to the Location Used to Reserve Vehicles and select the location where you want to send the vehicle assignment.	**Location Used to Reserve Vehicles** 348 West Brunswick High ▼
	   309 Cedar Grove Middle
	Location Zone 310 Jessie Mae Monroe Elementary
	Trip Hours: 316 Leland Middle
	Total Number of Vehicles Needed: 320 Lincoln Elementary
	   326 North Brunswick High
	Display Available Vehicles Find Available Driver 330 Northside High
	   332 Shallotte Middle
	   334 South Brunswick High
	erson Submitting Request ap 335 South Brunswick Middle
	ate Submitted Fe 336 Southport Elementary
	   338 Supply Elementary

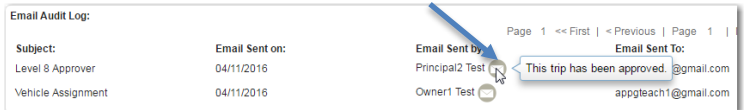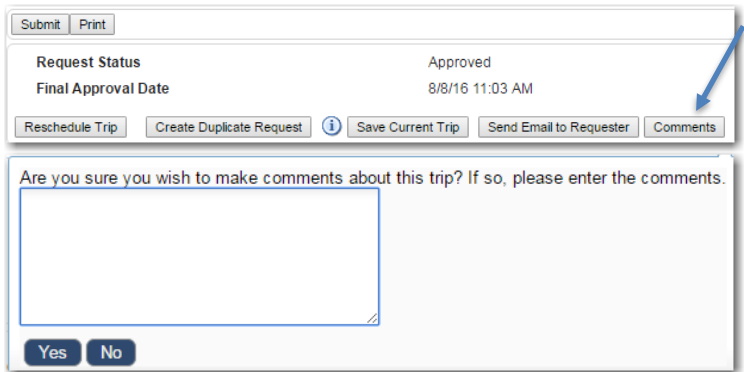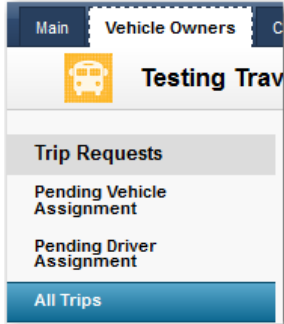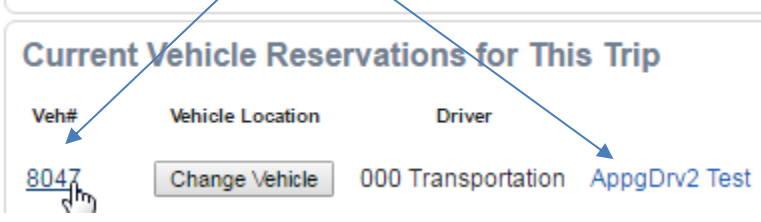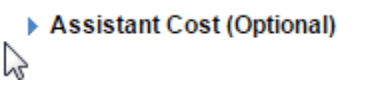|	
You can click on Print to print the trip request. Click on Submit to submit the request.	**Submit** **Print**
If you would like to email any information to the trip requester or anybody else associated with the trip, click on the Send Email button before you submit the request. This provides an easy way to communicate about the trip. This will open a window where you can type a message to the trip requester. Their email is automatically shown in the Send To: box. Note – you can edit this and send to someone else if needed. If you would like to send to multiple email addresses, you need to put a semi-colon between the email addresses. Your email address will automatically be sent as the reply to email. When the requester receives the email, they can reply and it will come to your regular email. There will be a link to the trip in the email message that is sent.	Submit Print Request Status Pending Location Approval Final Approval Date Reschedule Trip Cancel Trip/Reservations Create Duplicate Request (i) Save Current Trip Send Email Comments **Email To Requester - You may change the "Send To" name on this email** Please separate multiple email addresses with a semicolon. Send To : appgteach1@gmail.com Subject : Message : **Send Now** **Close**
All emails that are sent for a trip are listed in the Email Audit log (note you may need to refresh the screen to see an email that was just sent). The Email Audit Log is located at the bottom of the trip request. If you hover over the envelope icon you can see the text of the email.	Email Audit Log: Page 1 << First	< Previous	Page 1 | Subject: Email Sent on: Email Sent by: Email Sent To: Level 8 Approver 04/11/2016 Principal2 Test ✉ This trip has been approved. @gmail.com Vehicle Assignment 04/11/2016 Owner1 Test ✉ appgteach1@gmail.com
If you would like to add any comments to the trip history, click on the Comments button. This is helpful to document any changes that have been made to the trip.	Submit Print Request Status Approved Final Approval Date 8/8/16 11:03 AM Reschedule Trip Create Duplicate Request (i) Save Current Trip Send Email to Requester Comments Are you sure you wish to make comments about this trip? If so, please enter the comments. **Yes** **No**

	History
	Submitted by: appgteach1@gmail.com - 4/6/16 4:58 PM Location Level Approved by: appgprin1@gmail.com - 4/6/16 5:00 PM Submitted by: appgprin1@gmail.com - 4/6/16 5:00 PM Level 08 Approved by: appgprin2@gmail.com - 4/11/16 10:39 AM Email to Requester sent by : appgprin2@gmail.com - 4/11/16 10:43 AM Submitted by: appgprin2@gmail.com - 4/11/16 10:43 AM Email to Requester sent by : appgowner1@gmail.com - 4/11/16 10:47 AM Submitted by: appgowner1@gmail.com - 4/11/16 10:47 AM Comments By: appgowner1@gmail.com - 4/11/16 11:33 AM Comments: Changes made by vehicle owner
We have also given you an All Trips view so that you can view all the trips for your location and see where in the process they are.	Main **Vehicle Owners** C **Testing Trav** **Trip Requests** **Pending Vehicle Assignment** **Pending Driver Assignment** **All Trips**

Add an assistant / aide to the vehicle assignment

An assistant or aide can be added to a vehicle assignment. In order to do this, you will need to first assign the vehicle or driver on the trip request. Once this is done, you can open the assignment and add the assistant.	First, Click on the vehicle or driver link in the trip request to access the assignment. You can also access the assignment directly from the calendar, daily schedule or vehicle assignment views. **Current Vehicle Reservations for This Trip** Veh# Vehicle Location Driver 8047 Change Vehicle 000 Transportation AppgDrv2 Test
Once you are in the assignment, you will see a section called "Assistant Cost" that can be expanded. Click on the blue arrow to expand.	▶ **Assistant Cost (Optional)**

Revised 04/19/2017

To add an assistant, click on either the Change button or the Override button. The Change button will check for availability, the override button will allow you to assign any driver. Note: If your system is set to NOT schedule drivers based on availability, you will not have the change and override buttons but will have a dropdown list of all drivers where you can select from the list or simply type the name in.	If you system is set to schedule drivers based on availability: Assistant Cost Assistant Name [Change] [Override] If you system is set to NOT schedule drivers based on availability: Assistant Name I [Select or Type ▼]
The assistant will show in the Vehicle Column on the assignment views and daily schedules.	**Trip Nbr/Sch/Trip Sub By / Pkup/Return / Trip / Funding / Vehicle** 22262, 348 West Brunswick High, cdeveloper — 8/8/16 5:30 AM, 8/8/16 2:30 PM — Athletic, 332 Lincolnton High, Boys Soccer, Adults 2, Students 20 — HS Athletics, appgtest5, 1 5100 002 121 348 — 8047, Activity Bus, 000 Transportation, Owner appgowner1, **Asst AppgTest6** [Download Trp Tkt] [Download Trp Tkt/Directions]
Assistant costs will show on the vehicle assignment views as Oth Cost	**Mi/Cst Tot Costs** 446.67 Mi $1,451.68 $3.0000 Oth $459.22 Tot $1,910.90
The Assistant will show on the trip ticket under the driver information.	**Driver: AppgDrv2 Test** appgdrv2@gmail.com **Driver Id:** 2222222 **Phone Nbr:** 326-565-5656 **Name:** _____ **Assistant/Aide:** AppgTest6
The assistant will also get an email when they are assigned on a trip. They will also get an email if the trip is cancelled.	

Split Trip Assignment

The ability to split a trip assignment allows you to assign a different bus and driver for the drop off leg and the return leg of a trip. If you do not have the option to split the trip, please contact the App-Garden support team to turn this option on.	
When a trip is in a status that will allow bus assignments (approved status or other statuses that allow bus assignment) you will have a check box to click to split the assignments.	**Vehicles Needed** * Do you need vehicles? ● Yes ○ No ☐ Check here to indicate trip is a split trip (2 pickup and return dates/times)

Note: A trip cannot be split that already has drivers or buses assigned to it. If you need to split a trip that already has assignments, remove the assignments first and then split the trip and assign vehicles and drivers.	
You will then need to adjust the times for each leg. The hours for each leg as well as the total trip hours will be calculated. These times should indicate the time that the driver picks up the bus until the bus returns for each leg.	
In the Vehicle Assignment section, there will be a button "Click to show vehicle and driver assignment buttons". This will first validate that your dates and times for the split have been entered and will then provide you with the buttons to assign buses and drivers.	Click to Show Vehicle and Driver assignment buttons
You will now have 2 sets of buttons. One for the drop-off leg and one for the return leg. Use the appropriate buttons for each leg to assign buses and drivers.	
You will notice that there is an indicator at the top of the dialog box that indicates "Split Trip Drop-Off Leg". The times for the assignment are based on the times listed on the trip for the drop-off leg.	**Reserve Driver for trip 34 - Athletic** → Split Trip Drop-Off Leg Type: Activity Bus Out of County? No Need Lift? No Pickup: Sep 11, 2015 at 3:00 PM Return: Sep 11, 2015 at 4:00 PM Vehicles req Lift: From: 348 West Brunswick High Dest: 326 North Brunswick High WC Slots needed: 0
The reservations will have an arrow to indicate the drop off leg and return leg. The drop off legs will all be listed first and then the return legs.	
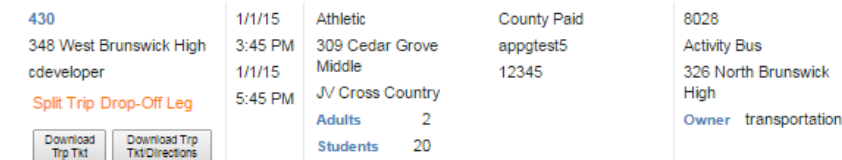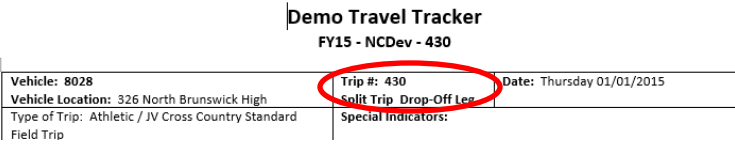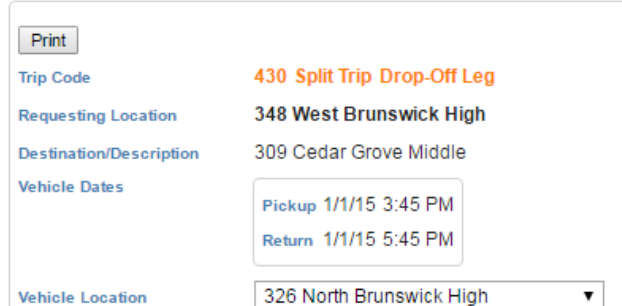
Revised 04/19/2017

Split trip indicators will show on the vehicle assignment and daily schedule views.	
Split Trip indicators will also show on the Trip Ticket.	
Split Trip indicators will show at the top of the assignment/invoice.	

Daily Vehicle Schedule

The Daily Vehicle Schedule option under the Vehicle Owners Tab allows you to view and print out a schedule by owner or requesting location for a specified date range. The option to view by requesting location allows the vehicle owner to see items in the daily schedule based on the requesting location that may be using buses from another location. Using the drop down arrows, select your start date and end date. The Reset button will reset the dates. Click on the Print button at the bottom of the listed trips to print the list of trips. If your district is using Trip Tickets, the button "Print Trip Tickets for All" allows you to print trip tickets for all	

the trips that are listed for the date range.

To print a trip ticket for an individual trip, click on the Download Trip Ticket for a particular trip. When you click on Download Trip Ticket, you will have the option to open or save a Word document that contains all the trip information and has sections where the odometer readings and passenger numbers can be logged as well as any comments about this trip. The driver and person responsible for the trip will sign and date this form at the end of the trip. If you want to print out the Trip Ticket and the directions, click on Download Trip Tkt/Directions.

Vehicle: 8021		Trip #: 270		Date: 08/26/2014
Vehicle Location: 348 West Brunswick High				
Type of Trip: Field Trip				
Driver:		Requester: appgteach1@gmail.com		
		Teacher Name: Mr. Smith		
		Emergency Contact Name: Mr. Smith		
		Emergency Contact Phone: 704-555-4332		
From: 348 West Brunswick High				
To: 307 Brunswick County Early College				

	Time		Odometer	Date
Start Time @ Bus Location				08/26/2014
Pickup Time @ school location	03:00:00 PM			08/26/2014
Return Time @ school location	05:00:00 PM			08/26/2014
End Time @ Bus Location				08/26/2014

Passengers:	Trip Special Needs
Adults: _____	
Students: _____	Lift?
Comments:	

The Trip Listing by Owner option under the Daily Vehicle Schedules provides a listing of all trips based on the selections at the top (date range, requesting location and trip type).

Daily Vehicle Schedules
By Owner
By Requesting Location
Trip Listing

This list shows an expanded view of the information requested on the trip along with current vehicle assignments at the bottom.

Current Owner appgowner1@gmail.com ▼
Requesting Location All ▼   🖨️Print
Trip type All ▼
Start Date 03/13/2017 ▼   End Date 04/19/2017 ▼
Sort By ◉ Pickup Date ○ Requesting Location ○ Date Submitted (Latest First)
Previous 1 Next

Trip#	535		TotTrip Hrs	5.00
Purpose	Field Trip / Standard Field Trip		Zone	Zone 001
Est Miles	4.30			
Destination	Brunswick County Bowling Center		Pickup	Return
Customer	348 West Brunswick High		Dt 3/13/17	Dt 3/13/17
Contact	Mr. Jones		Tm 9:00 AM	Tm 2:00 PM

Students 20 Adults 2
Nbr Veh/Drv Nd 1 Nbr Veh Nd Lift
Nbr Whlchr Slots 0 Nbr Safety Vests 0 Nbr Fld Dwn 0
Current Vehicle Owner appgowner1@gmail.com
Date Submitted 2/22/17 9:51 AM

Customer Special Instructions	Trip Comments	Destination Special Instructions

Assignments

Driver Name	Driver Phone	Veh Nbr	Pickup Dt	Pickup Tm	Return Date	Return Time	Assistant/Aide
Barry Manilow		9111	3/13/17	9:00 AM	3/13/17	2:00 PM	

Revised 04/19/2017

Need Mileage

The Need Mileage option gives you a view of vehicle assignments were the beginning and ending odometer readings have not been entered. This view allows you to enter the odometer readings for multiple vehicles without opening up each vehicle assignment.	
When viewing by Owner, you have the option of selecting a particular vehicle number or Pickup date by clicking on the drop down arrow next to those options. You also have an option to sort by Pickup date or Vehicle Number. Enter the Beginning and Ending Odometer Reading (Note: both are required) and then click on Compute. You will see the message Pending Change which will remind you that before leaving this view, you must click on Confirm Changes for the changes to take effect.	
When viewing by Requesting Location, you have the option of selecting a particular vehicle number or Pickup date by clicking on the drop down arrow next to those options. You also have an option to sort by Pickup date or Vehicle Number. Enter the Beginning and Ending Odometer Reading (Note: both are required) and then click on Compute. You will see the message Pending Change which will remind you that before leaving this view, you must click on Confirm Changes for the changes to take effect.	

Revised 04/19/2017

Viewing Vehicle Assignments

There are several options available to view vehicle assignments. These are listed under the Vehicle Owners Tab under the Vehicle Assignments option.	
The By Owner/Driver/Loc/Date option allows you to view all the trips that have vehicles assigned at your location. You have several options to Sort.	
From this view, you can see all pertinent information about this trip including the Vehicle, Driver, Miles if Mileage has been entered, Total Costs and Approvals and Payments.	
Click on the Trip number to open the vehicle assignment.	
The By Owner Mileage Input option gives you a view of vehicle assignments with the estimated miles, beginning and ending odometer reading and the computed miles. This view can be sorted by vehicle number and individual trips can be selected by clicking on the drop down arrow next to Trip Number and selecting the trip to view.	

Revised 04/19/2017

If the invoice has not been approved, the beginning and ending odometer readings can be edited. Make the required changes and then click on Compute.	

Reports

You have the option to export the Assignment/Trip information to Excel. Click on the Repots tab, make your selections and then click on Export to Excel.	

Having the trip assignment information available in Excel, gives you the ability to create custom reports.