



# Travel Tracker

by app-garden

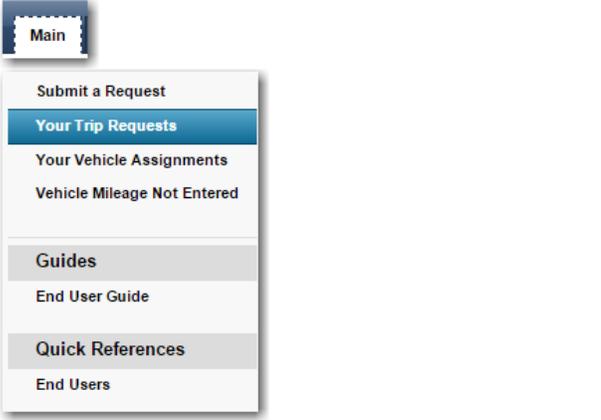
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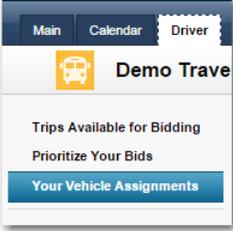
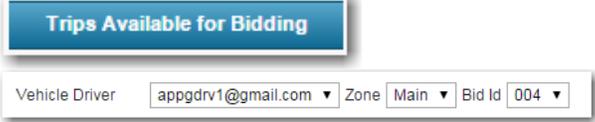
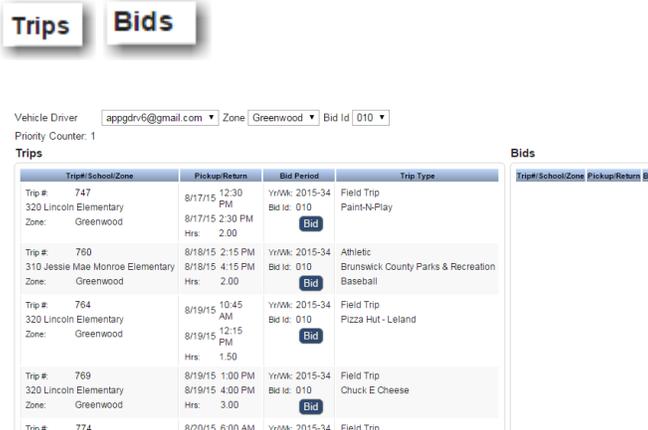
## Quick Reference for Bus Drivers

Drivers can electronically bid on trips they want to drive.
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### Overview

<p>When a driver signs on, they have access to the tabs shown at the right. Some districts may also give drivers the options to see the district calendar.</p>	
<p>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.</p>	

## Bidding on Trips

<p>Drivers who sign on will default to the Driver Tab. Under the Driver Tab, they have the options shown to the left.</p>																																					
<p>Select the Trips Available for Bidding option to view trips in the current bid period.</p>																																					
<p>The screen is divided into two sections: Trips available for bidding during the current bid period are listed on the left and trips you have selected to bid on are listed on the right. When you first start the bidding process for a bid period, there will be no bids in the right panel. As you select trips to bid on, they will be moved to the right side (Bids).</p> <p><b>*Note – Trips will only show in the left panel if the bidding period is active. Your transportation department can provide you with the bidding schedule and dates when driver bidding is permitted.</b></p>	 <table border="1" data-bbox="906 762 1388 1024"> <thead> <tr> <th>Trip#</th> <th>School/Zone</th> <th>Pickup/Return</th> <th>Yr/Wk</th> <th>Bid Period</th> <th>Trip Type</th> </tr> </thead> <tbody> <tr> <td>747</td> <td>320 Lincoln Elementary Zone: Greenwood</td> <td>8/17/15 12:30 PM 8/17/15 2:30 PM Hrs: 2:00</td> <td>2015-34</td> <td>Bid Id: 010</td> <td>Field Trip Paint-N-Play</td> </tr> <tr> <td>760</td> <td>310 Jessie Mae Monroe Elementary Zone: Greenwood</td> <td>8/18/15 2:15 PM 8/18/15 4:15 PM Hrs: 2:00</td> <td>2015-34</td> <td>Bid Id: 010</td> <td>Athletic Brunswick County Parks &amp; Recreation Baseball</td> </tr> <tr> <td>764</td> <td>320 Lincoln Elementary Zone: Greenwood</td> <td>8/19/15 10:45 AM 8/19/15 12:15 PM Hrs: 1:50</td> <td>2015-34</td> <td>Bid Id: 010</td> <td>Field Trip Pizza Hut - Leland</td> </tr> <tr> <td>769</td> <td>320 Lincoln Elementary Zone: Greenwood</td> <td>8/19/15 1:00 PM 8/19/15 4:00 PM Hrs: 3:00</td> <td>2015-34</td> <td>Bid Id: 010</td> <td>Field Trip Chuck E Cheese</td> </tr> <tr> <td>774</td> <td></td> <td>8/20/15 6:00 AM</td> <td>2015-34</td> <td></td> <td>Field Trip</td> </tr> </tbody> </table>	Trip#	School/Zone	Pickup/Return	Yr/Wk	Bid Period	Trip Type	747	320 Lincoln Elementary Zone: Greenwood	8/17/15 12:30 PM 8/17/15 2:30 PM Hrs: 2:00	2015-34	Bid Id: 010	Field Trip Paint-N-Play	760	310 Jessie Mae Monroe Elementary Zone: Greenwood	8/18/15 2:15 PM 8/18/15 4:15 PM Hrs: 2:00	2015-34	Bid Id: 010	Athletic Brunswick County Parks & Recreation Baseball	764	320 Lincoln Elementary Zone: Greenwood	8/19/15 10:45 AM 8/19/15 12:15 PM Hrs: 1:50	2015-34	Bid Id: 010	Field Trip Pizza Hut - Leland	769	320 Lincoln Elementary Zone: Greenwood	8/19/15 1:00 PM 8/19/15 4:00 PM Hrs: 3:00	2015-34	Bid Id: 010	Field Trip Chuck E Cheese	774		8/20/15 6:00 AM	2015-34		Field Trip
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<p>Review trips listed on the left. Click the Bid button to select any of these trips that you want to drive. That trip will move to the Bid list on the right. Choose all trips for which you want to drive.</p> <p><b>Note – the bids will be prioritized initially based on the order that you select them. You may want to scroll through the list and select your top priority bids first.</b></p> <p>Below we will show you how to re-prioritize your list of trips.</p>																																					
<p>Click <b>Print Bids</b> to print the list of the trips you bid on.</p>																																					

## Prioritize your bid list

<p>Select <b>Prioritize Your Bids</b> to modify the priority order of the bids in your bid list.</p>	
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Click “move up” to increase or decrease the priority of each trip in the list.

<input type="checkbox"/>	Bid Priority #1 - Trip 770	
<input type="checkbox"/>	Bid Priority #2 - Trip 820	^ move up
<input type="checkbox"/>	Bid Priority #3 - Trip 852	^ move up
<input type="checkbox"/>	Bid Priority #4 - Trip 855	^ move up
<input type="checkbox"/>	Bid Priority #5 - Trip 857	^ move up

To delete trip(s) from the list, click on the checkbox to the left of the trip(s). Click on the Delete Selected Bids button and click OK to continue deleting the bid(s).

Note: You can switch back and forth between “Trips Available for Bidding” to add additional bids and “Prioritize Your Bids” until you have your bid list the way you want it.

Bid Priority #1 - Trip 820

Delete Selected Bids

Continue Deleting Bids?

Continue to delete the 1 selected bids?

OK Cancel

### Viewing your assigned trips

Drivers can see trips that are assigned to them (even if electronic bidding is not utilized). Drivers must be registered to use the Travel Tracker with the email address that is listed in the driver setup table by your transportation administrators.

Select Your Vehicle Assignments to view trips for which you are assigned to drive.

Use the Bid ID dropdown menu to choose the bid period.

Your Vehicle Assignments

Driver: appgdrv6@gmail.com Zone: All Bid Id: 013

Bid Id: 013 (dropdown menu open showing 013, 001, 003, 007, 008, 009)

You can print the trip ticket for individual trips by clicking on the Download Trip Ticket button or print all the trip tickets for your trips by clicking on the Print Trip Tickets for All button.

851  
326 North Brunswick High  
cdeveloper

Download Trip Ticket

Print Trip Tickets for All

