



# TRANSPORTATION DEPARTMENT



## 2024-2025 School year

Presented By:

**Silvia A. Saldaña-Gomez**

Assistant Director



## WEB TRAVEL AND TR PROCEDURES

**Mr. Ricardo Ramirez**  
Computer Systems Opns

**Mr. Eliud Ornelas**  
Director

**Mr. Heber Olguin**  
Assistant Director

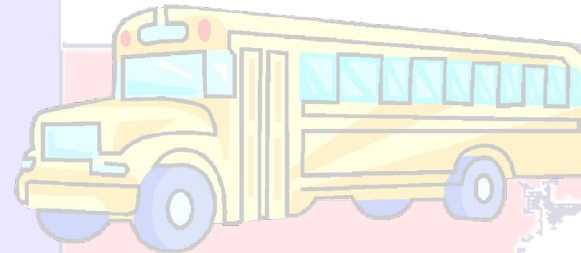


# TRANSPORTATION DEPARTMENT



## Rate update

- \* FIELD TRIPS WITHIN CITY LIMITS: \$150.00 - **TR150**
- \* FIELD TRIPS OUTSIDE THE CITY WITHIN CAMERON COUNTY: \$250.00 - **TR250**
- \* FIELD TRIPS TO HIDALGO COUNTY: \$400.00 - **TR400**
- \* TUTORIALS & EXTENDED DAY : \$200.00 - **TR200**
- \* Overnight Day **TR150overnight**
- \* UHAUL IS ½ OF TRIP



All other rates are available in our website. These rates are for the 2024-2025 school year only and are subject to change the following year.



# TRANSPORTATION DEPARTMENT



## TRIP REQUEST STEP 1



- Turn in your **WEB TRAVEL** requests a minimum of 2 weeks prior to your event.
- Specify times of pick-up with **SPECIFIC LOCATIONS**. Pick up time 30 minutes prior of departure time.
  - Please refrain from scheduling the bus to pick-up team too early before scheduled time to leave campus.
- If Possible, once your season is established, please submit your **WEB TRAVEL** request for your entire season at one time.
- **Notify transportation trip office with WEB TRAVEL ID # once trip request has been submitted, if it will be a multiple day.**
- ALL sponsors need to sign the TRIP ticket and indicate a time of release back to the transportation base.
- If cancelling a trip request, please notify and submit an email to **Sandra Peña (STPENA@BISD.US) 698-2355** and **Susana Rico (srico@bisd.us) 698-1855** ASAP
- **You may be charged with the full cost of a regular trip if it is NOT cancelled on a timely basis, one hour prior to trip.**



# TRANSPORTATION DEPARTMENT

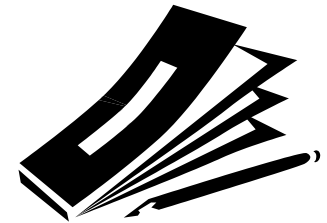


## TRIP REQUEST STEP 2

 BusinessPlus<sub>20.11</sub>

STORES INVENTORY ORDERING

- If you have a **One Day Event**.
  - Submit TR – Transportation Request in BusinessPlus.
    - Make sure Web Travel is noted in Customer PO (only numbers) & it is attached.
- **Multiple Day Event**.
  - Submit TR – Transportation Request in BusinessPlus as soon as your season is over.
    - Do Not put multiple Web Travels in the TR. **ONLY one Web Travel per TR.**
    - Make sure Web Travel is noted in Customer PO (only numbers) & it is attached.
- **Questions on how to complete Web Travel or TR email Silvia Saldaña, Assistant Director for Transportation (SASALDANA@BISD.US).**

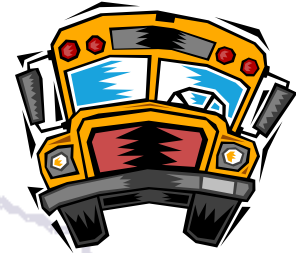




# TRANSPORTATION DEPARTMENT



## TRIP REQUESTS



- Plan between games and post game meals---**STAY ON YOUR ROUTE PATH!** Please refrain from deviating from the trip request form.
- Sponsors prepare to give bus drivers directions of your scheduled out of town event (i.e. print out a map).
- Generate a Stores Inventory on the **BusinessPlus** using Object Code 6494 for transportation provided by BISD Transportation Department.
- Please include the Web Travel ID# on the Customer PO Box (only numbers EX: 123456) pertaining to each stores inventory.
- [BusinessPlus](#)
- [Web Travel](#)



# TRANSPORTATION DEPARTMENT



Trip ID must be entered at the Customer PO BOX = WEB TRAVEL request with the budget account. **NOTE: USE ONLY NUMBERS**



WebTravel  
Trip ID# 27390  
In Valley

Transportation Vehicle Request Source of Funds: CLUB ACCOUNT

Campus: 044 STEEL MIDDLE SCHOOL Group to Transport: DEAN OF INSTRUCTION

Passenger Count: # Students: 60 # Employees: 6 # Non-Employees: 0

Event type: Field Trip Address: 6617 Padre Blvd.

Activity Title: Sea Turtle Inc. Visit City: South Padre Island

Location: Sea Turtle Inc. St: TX County: Cameron

Travel Dates: FROM 07/25/2019 TO 07/25/2019 Travel Times: Departure 09:15 am Arrival 12:30 pm

Employee: FLORENCE D AYMA Loading Zone: Front of Steel Middle School

Phone #: 956-698-1143 Conf. Time: 8 am to 5 pm

Vehicle Types: # Buses: 2 # Sp. Needs: - # Vans: - # Trailers: - # Cargo Trucks: -

\*\*\*\*\* OFFICE USE \*\*\*\*\*

Odometer Starting Ending Start Time End Time Total Miles

Driver Notes

Bus Driver Signature Post Trip Sponsor Signature

Tuesday, July 23, 2019 01:49:33PM

Order ID\* [ ] Description\* [ ] Year\* [ ]

Bus\* [ ] Pri Warehouse\* [ ] Security Code: [ ] Route: [ ]

Warehouse: [ ] Price Code: [ ] Order Total: 0.00

Requested By\* [ ] Requested Date\* [ ] Required Date: [ ]

Approval Date: [ ]

Customer PO: [ ]

Prep ID\* [ ] Transaction Code\* [ ] Pick Ticket: [ ] Transaction Frmt\* [ ]

Purchasing PR: [ ]

Order Codes

Order Code 1: [ ] Order Code 2: [ ] Order Code 3: [ ] Order Code 4: [ ]

Order Code 5: [ ] Order Code 6: [ ] Order Code 7: [ ] Order Code 8: [ ]

Order Code 9: [ ] Order Code 10: [ ]

Sample



# TRANSPORTATION DEPARTMENT



7/24/2019 9:53:45 AM

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

TRIP TICKET #: 205083

REPLACING TRIP#:

INTERNAL TRIP #: T27194

DRIVER:

VEHICLE:

DEPARTURE DATE: Tuesday, July 30, 2019

TIME NEEDED AT SITE: 8:45 AM CLOCK IN TIME:

PICKUP: PACE  
CONTACT: BIANKA SOTO  
ADDRESS:

DESTINATION: UTRGV  
1 W. UNIVERSITY BLVD  
BROWNSVILLE, TX

RETURN TIME: 11:30 AM  
RETURN TO SCHOOL DATE: Tuesday, July 30, 2019

PURPOSE: UTRGC/TSC CAMPUS T  
PASSENGERS: 75 NUMBER DISABLED: 0

TRIP DRIVERS: CATEGORY: STUDENTS

\* For safety purposes, an adult (sponsor, chaperon) must be on the back of the bus at all times.

\*\*\*\*\* DRIVER REPORT \*\*\*\*\*

STARTING: 1223 MILEAGE ENDING: 1233 TOTAL: 10

NUMBER OF PASSENGERS: 10

\*\*\*\*\* TIME \*\*\*\*\*

TIME ARRIVING BACK TO SCHOOL: 9:33 pm

TIME ARRIVING BACK AT BASE: 11:00 pm

DRIVER'S SIGNATURE: Joe Trips

SPONSOR'S SIGNATURE: Tom brady TIME: 10:33 pm



Sign document & Enter the time you release driver

CUSTOMER SPECIAL INSTRUCTIONS:

PICK UP IN BACK OF THE CAFETERIA

DESTINATION SPECIAL INSTRUCTIONS:

If required, write special instructions to the driver  
Ex 1. Trip cancelled, change destination, etc....





# TRANSPORTATION DEPARTMENT



## Multi Day request

We do not need dates when buses are not needed on the same request.



**Brownsville ISD**  
**Student Leave Request**  
**Status: Approved**

**School Year 2019-2020**  
**Travel ID# 27249**  
**In-Valley**  
**FUNDING SOURCE: BUDGET**

<b>Activity Title</b>	Tennis-Porter ECHS		
<b>EmpID</b>	078921	<b>Attendees</b>	
<b>Sponsor</b>	JAIME GUILLEN	<b>Students</b>	22
<b>Campus</b>	PORTER HIGH SCHOOL	<b>Employees</b>	1
<b>Organization</b>	HISTORY	<b>N-Emps</b>	-
<b>Event type</b>	Athletic	<b>CONF: TRAVEL</b>	
<b>Location</b>	Porter ECHS-Tennis Court	<b>FROM</b>	08/06/2019 Tuesday
		<b>TO</b>	09/24/2019 Tuesday
		<b>FROM</b>	08/06/2019 Tuesday
		<b>TO</b>	09/24/2019 Tuesday
<b>Event type</b>	Athletic	<b>Departure</b>	08:30 am
<b>Location</b>	Porter ECHS-Tennis Court	<b>Arrival</b>	04:00 pm
<b>Method of Transportation</b>	District Vehicle		
<b>Event Description</b>	Porter Tennis Team August 6, 2019 to September 3, 2019 2019 Schedule Tennis		
<b>MULTI DAY DETAILS</b>			
<b>DAY</b>	<b>ACTIVITY DESCRIPTION</b>	<b>EventAddress</b>	<b>Bus? FROM TO</b>
08/06/2019	Porter E.C.H.S. Tennis vs La Feria HS	3500 International Boulevard, Brownsville, TX, USA	N 8:30 am 4:00 pm
08/13/2019	Porter E.C.H.S. Tennis vs PSJA HS	3500 International Boulevard, Brownsville, TX, USA	N 8:30 am 4:00 pm
08/22/2019	Porter E.C.H.S. Tennis vs McAllen Rowe HS	2101 North Ware Road, McAllen, TX, USA	Y 3:00 pm 10:00 pm
08/27/2019	Porter E.C.H.S. Tennis vs Weslaco HS	1005 W Pike Blvd, Weslaco, TX, USA	N 4:30 pm 9:00 pm
09/03/2019	Porter E.C.H.S. Tennis vs Donna H.S.	3500 International Boulevard, Brownsville, TX, USA	N 4:30 pm 9:00 pm
09/07/2019	Porter E.C.H.S. Tennis vs Mercedes HS	1200 Florida Avenue, Mercedes, TX, USA	Y 7:00 am 4:00 pm
09/10/2019	Porter E.C.H.S. Tennis vs Valley View HS	3500 International Boulevard, Brownsville, TX, USA	N 4:30 pm 9:00 pm
09/14/2019	Porter E.C.H.S. Tennis vs Lopez ECHS	3500 International Boulevard, Brownsville, TX, USA	N 8:30 am 4:00 pm
09/17/2019	Porter E.C.H.S. Tennis vs Veterans ECHS	4550 U.S. Military Hwy 281, Brownsville, Texas	Y 3:15 pm 9:00 pm
09/21/2019	Porter E.C.H.S. Tennis vs Edcouch-Elsa HS	3500 International Boulevard, Brownsville, TX, USA	N 8:30 am 4:00 pm
09/24/2019	Porter E.C.H.S. Tennis vs Pace ECHS	314 West Los Ebanos Boulevard, Brownsville, TX, USA	Y 3:15 pm 9:00 pm
<b>Expense Acknowledgement</b>			
By agreeing to submit, you acknowledge that you have added all the expenses associated with this request.		Expense Listing Acknowledged by: MANIE MACHADO DTS: 6/13/2019 9:46:03 AM	
Any expenses not noted on this travel request will not be eligible for reimbursement. The individual(s) traveling will be responsible for any additional expenses not listed in this travel request. Keep in mind that only expenses listed on the travel request can be placed on the purchase requisition.			
Click the button "Save" if you agree... or Click the button "Cancel" to close this dialog.			

EXPENSES				
Units	Fee	Fee Total	Description	Explanation
1	400.00	400.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: MCALLEN RATE: 400.00 # Buses: 1
1	400.00	400.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: MERCEDES RATE: 400.00 # Buses: 1
1	100.00	100.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: BROWNSVILLE RATE: 100.00 # Buses: 1
1	100.00	100.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: BROWNSVILLE RATE: 100.00 # Buses: 1
Budget Accounts		Amount	Account Type	Other Explain
165 36 6494 1R 002 Y 91 000 Y	400.00	District Vehicle		
165 36 6494 1R 002 Y 91 000 Y	400.00	District Vehicle		
165 36 6494 1R 002 Y 91 000 Y	100.00	District Vehicle		
165 36 6494 1R 002 Y 91 000 Y	100.00	District Vehicle		
<b>Totals</b>	<b>1,000.00</b>			

2020 model, 6 on hand





# TRANSPORTATION DEPARTMENT



## “TIPS” TO A SUCCESSFUL TRIP

- **Pandemic Protocol.....Follow Districts protocol according to TEA and CDC guideline...**
- Ice chests and equipment should be secured safely in order to prevent injuries in the event of an accident.
- Students should **“NEVER” open the rear door**. Opening the rear door is the responsibility of the bus driver when loading and unloading equipment.
- **Equipment should NOT be placed in the aisle of the bus. Consequently, law enforcement could affect or forfeit a bus driver’s CDL (Commercial Driver’s License).**
- In order to promote **“safety”**, two or more coaches/sponsors should be traveling in the same bus- if only one coach then the coach should be seated in the **front** monitoring students and one on the **rear**.
- **Children of sponsors** are NOT allowed to travel in a school bus due to liability exposure.
- Keep in mind, that **inappropriate misbehavior** can **distract** a bus driver and cause an accident.
- Bus windows should stay closed at all times. Please **monitor that students** are not throwing things or yelling out the window.
- ALWAYS, **student discipline should be enforced** while on a school-sponsored function or activity.
- Obtain the bus **driver’s cell#** in case of any emergency.
- Coaches/Sponsors/Students are allowed to consume **food items** on the bus on out-of-town trips. However, please clean up after you have arrived on campus and **take the trash with you**. Also, conduct a **“FINAL CHECK”** of the bus.
- **Do not bring any of your own children on the trip due to safety concerns unless they are part of the group.**
- Sign the trip ticket with the **release time** and write any other instruction for the Driver.
- **Riders must be sitting properly on the bus.**
- **Pandemic Protocol.....Follow Districts protocol according to TEA and CDC guideline...**

## POC on TRIP Requirement Requests

**Sponsor/Coach - (Always confirm date and time a day prior before 10 am with the Trip Coordinator)**

### **Assistant Director**

Mrs. Silvia Saldana  
956-698-2417  
[sasaldana@bisd.us](mailto:sasaldana@bisd.us)

Daily schedule: 8:00 am – 5:00 pm



Questions on how to create  
Web travel request, trip rates, payments

### **Trip Coordinator**

Mrs. Sandra T Pena  
956-698-2355  
[stpena@bisd.us](mailto:stpena@bisd.us)

Daily schedule: 8:00 am – 5:00 pm



Questions on web travel submission,  
trip confirmation, updates, Cancellations,  
time updates/changes, meal plans, location

### **Trip clerk**

Ms. Lizette Barrientes  
956-698-0022  
[lkbarrientes@bisd.us](mailto:lkbarrientes@bisd.us)



Questions on trip's time updates/changes

### **Dispatch**

(956-548-8085)  
(956-698-1855)

Daily schedule: 5:00 am – 9:00 pm



Questions on trip's bus and driver assignments,  
bus incidents or accidents, missing items/left  
items on the bus, location of the bus

### **Emergencies**

Operations Foreman  
Joe J Garza  
956-543-8235  
[jogarza@bisd.us](mailto:jogarza@bisd.us)



After hours and weekends



# TRANSPORTATION DEPARTMENT



2601 Dana Avenue, Brownsville, TX  
78521  
(956) 548-8085

