



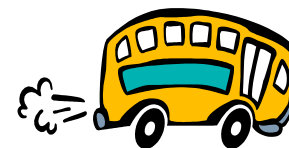
# TRANSPORTATION DEPARTMENT



## 2024-2025 School year

By

Mr. Eliud Ornelas



## Trip Requirements/Information

Ms. Silvia A. Saldaña  
Assistant Administrator

Mr. Heber Olguin  
Assistant Administrator

Mr. Ricardo Ramirez  
Computer Systems Opns



# TRANSPORTATION DEPARTMENT



## Agenda

1. Mission
2. Rates
3. Trip Request
4. Trip Tickets
5. Cameras
6. Tips to a safe & successful trip





# TRANSPORTATION DEPARTMENT



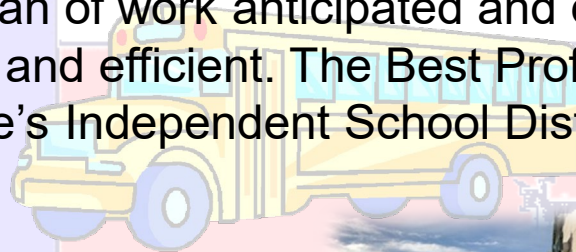
**Mission:** The Transportation Department is committed to support student academic achievement through a collaborative effort by providing a safe, dependable, and efficient transportation services for all BISD students.

## **DIRECTOR'S PHILOSOPHY:**

Project an IMAGE of a Professional Department ---. An Organized Department with experience, with a vast knowledge of our work and responsibility, and above all, an image of a department prepared with a plan of work anticipated and delineated to provide the service that is expected, safe and efficient. The Best Professional Pupil Transportation Services to the Brownsville's Independent School District.

## **2024-2025 Goals:**

- Arrive at schools safely and on time all the time.
- Increase attendance to 100%.
- Reduce the number of accidents and incidents to zero.
- Increase the efficiency of the transportation services in cost and time.





# TRANSPORTATION DEPARTMENT



## 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

[lbarrientes@bisd.us](mailto:lbarrientes@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

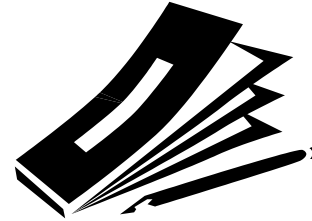




# TRANSPORTATION DEPARTMENT



## TRIP REQUESTS



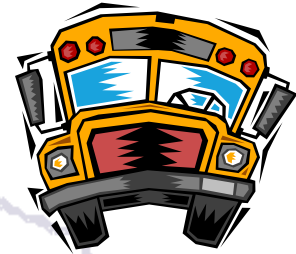
- Turn in your requests a minimum of 2 weeks prior to your event.
- Once your season is established, please submit your trip request for your entire season at one time.
- **Notify transportation trip office with travel ID# once trip request has been submitted.**
- ALL sponsors need to sign the TRIP ticket and indicate a **time of release back** to the transportation base.
- 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.
- Cancelling a trip request, please notify and submit an email to **Sandra Peña** ([stpena@bisd.us](mailto:stpena@bisd.us)) 698-2355 and **Susana Rico** ([srico@bisd.us](mailto: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 REQUESTS



- Plan between games and post game meals---STAY ON YOUR ROUTE PATH! Please refrain from deviating from the trip request form.
- HELP keep our bus clean. Make sure all trash is brought down at your school.
- Sponsors prepare to give bus drivers directions of your scheduled out of town event (i.e. print out a map).
- Generate a Stores Inventory (TR) on the BusinessPlus using Object Code 6494 for transportation provided by BISD Transportation Department.
- Please include the Trip ID# on the Customer PO Box pertaining to each stores inventory.



# TRANSPORTATION DEPARTMENT



## Multi Day request

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



2020 model, 6 on hand



**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>Location</b>	Porter ECHS-Tennis Court				
<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?</b>	<b>FROM</b>	<b>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 Using 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					
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			
Totals	1,000.00				



# 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:

UTRGV/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



## OUT OF TOWN & OVER NIGHT TRIP REQUESTS



- Sponsors prepare to give bus drivers directions of your scheduled out of town event (i.e. print out a map).
- Generate a Stores Inventory(TR) on the BusinessPlus using Object Code 6494 for transportation provided by BISD Transportation Department.
- One Webtravel per TR
- Please include the Trip ID# on the Customer PO Box pertaining to each stores inventory.
- **Must, attached itinerary to the Webtravel request or email it to [stpena@bisd.us](mailto:stpena@bisd.us).**
- **Sponsor and/or coaches make sure to plan for the following:**
  - a. Hotel Room(s) and meals for the drivers (we will assign two drivers per bus on trips farther than Corpus Christi)
  - b. Bus parking as some hotels do not have adequate space for buses
  - c. Transportation for drivers if parking is located at different locations other than the hotel
  - d. Provide a cell phone numbers of the sponsor making decisions and/or changes
  - e. If required, request to pick up students at school to take them to the main office for police canine check.
  - f. If you have any questions, call Mrs. Sandra Pena(Field Trip Coordinator) at 956-698-2355



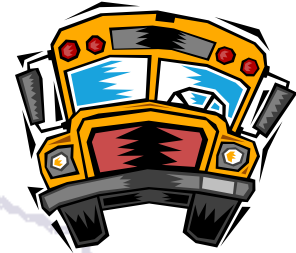
**New**



# TRANSPORTATION DEPARTMENT



## OUT OF TOWN & OVER NIGHT TRIP REQUESTS



### Cost:

- Multiple day trips:

1. The first day: Cost will be at the Trip Rate (see trip rates by location on the transportation web site)
2. 2<sup>nd</sup> and consecutive days: The cost will be \$150 per day.

### Example:

Trip to San Antonio (3 Days):

1<sup>st</sup> day- trip rate is \$2,447.00

2<sup>nd</sup> Day - \$150.00

3<sup>rd</sup> Day(Return trip) – \$150.00



3. Questions on Web travel and rates call Mrs. Silvia Saldana - 956-698-2417



# TRANSPORTATION DEPARTMENT



## Rate update

- \*FIELD TRIPS WITHIN CITY LIMITS: \$150.00
- \*FIELD TRIPS OUTSIDE THE CITY WITHIN CAMERON COUNTY: \$250.00
- \*FIELD TRIPS TO HIDALGO COUNTY: \$400.00
- \*TUTORIALS, EXTENDED DAY & MIDDAY: \$200.00
- \*UHAUL 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.

[TRIP RATES](#)



# TRANSPORTATION DEPARTMENT



Trip ID must be entered at the Customer PO BOX = tracks trip request with the budget account

**ONLY NUMBER**

**\*\*\*ONE WEB TRAVEL PER TR**

Brownsville ISD  
Student Travel Request  
Status: Approved

Transportation Vehicle Request Source of Funds: CLUB ACCOUNT

Campus: 044 STELL 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: Depart: 15 am Arrive: 2:00 pm

Employee: FLORENCE D AYMA Load Zone: Front of Stell Middle School  
Phone #: 956-698-1143 Conf: 1 am to 2 pm

Vehicle Types: # Buses: # Sp. Buses: # Vans: # Trailers: # Cargo Trucks:

Special Instructions:

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

Odometer		Odometer		Odometer		Total Miles
Starting	Ending	Starting	Ending	Starting	Ending	
Start Time	End Time	Start Time	End Time	Start Time	End Time	
End Time	End Time	End Time	End Time	End Time	End Time	

Bus Driver Name: \_\_\_\_\_

Driver Notes: \_\_\_\_\_

Bus Driver Signature: \_\_\_\_\_ Post Trip Sponsor Signature: \_\_\_\_\_

WebTravel  
Trip ID# 27390  
In Valley

BusinessPlus 20.11 STORES INVENTORY ORDERING

Requested By: User Name Requested Date: 10/07/2020 Required Date: \_\_\_\_\_

Approved By: Approval Date: \_\_\_\_\_

Customer ID\*: S734 BI-TECH HELP DESK

Address: 4330 E. Morrison Rd. BROWNSVILLE, TX 77821

Contact: End Use: \_\_\_\_\_

Prep ID: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Order: \_\_\_\_\_

Enter: Customer ID (letter S plus 3 digit location#) (ex: S734)

Customer PO: 29165

Enter: Student Travel # from your WebTravel Request. (EX: 29165)

Sample





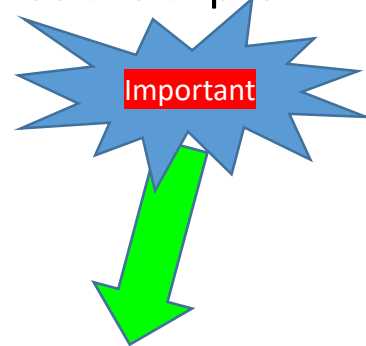
# TRANSPORTATION DEPARTMENT



## 2024-2025 Transportation Priorities

### Due to the shortage of Drivers:

- Number One Priority – School Routes
- PM activities other than routes, will be serviced after the route
  - **After 5:15- 5:30 PM**
- Activities(Practices..) will be combined as required; AM and PM
- Buses will return from UIL trips to execute routes for surrounding districts
  - Do not leave equipment on the buses
- Sponsor/Coaches make sure to close all action on the web travel as soon as the trip is completed
- Confirm the trip time and date, a day prior before 10:00 am
- Follow the requested times, outside departure times
- Do not allow students to change inside the bus, cameras are recording
- Check buses for items left on the bus at the end of the trip
- **Non UIL Mid day trips – Buses will be allocated after the morning routes 8:30 am and have to return to base by 2:00 pm to execute the afternoon route.**





# 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 in 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 instructions for the Driver.
- **Riders must be sitting properly on the bus.**



# TRANSPORTATION DEPARTMENT



## GPS(Global Positioning System)

Versatrans

**Systems : Versatrans, GOE TAP, On Screen, My Stop APP**

- Installed on all buses/Service Vehicles
- Able to track the bus in any location in “REAL” time
- Cell based (satellite)
- Able to track the opening and closing of bus doors/and the speed of the bus
- Better tracking of our bus fleet
- Expanded geographical area
- Transportation personnel has the mobility view from space of the fleet.



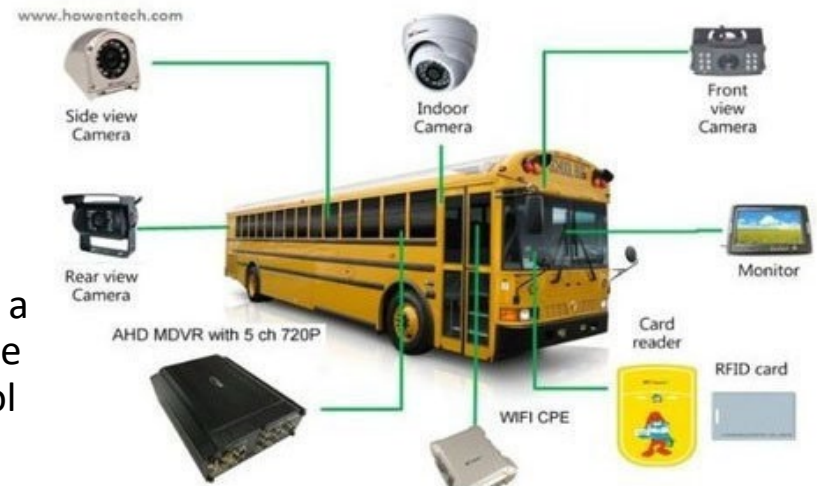


# TRANSPORTATION DEPARTMENT



## CAMERAS

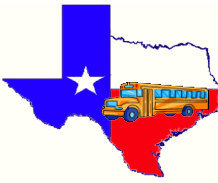
- 3 to 4 cameras with audible features are installed in all the buses and **service vehicles(No audio on service vehicles)** .
- Used as a “TOOL” to **promote safety** of all students.
- Exercise “**Safety**” and “BE AWARE” that you are being filmed and recorded at all times while on the bus.
- Damaging and/or TAMPERING with the cameras IS **PROHIBITED**. Verifiable incidents of such will be investigated by BISD police.
- Use common sense with “**safety**” in mind when riding in a school bus. Report and/or document any violations of the BISD student code of conduct immediately to your school administration. Bullying, sexual harassment, alcohol and illegal drugs are strictly prohibited.
- Again, please be reminded of the “**seriousness**” of these cameras on board which can protect you in the event of an allegation of any such nature.
- Remember **no students** are allowed to change clothes on the bus; remember cameras are rolling.







# TRANSPORTATION DEPARTMENT



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

