

## TRIP REMINDERS

- Approve your trips in a timely manner. You can not wait until the day before to approve a trip. They should be approved at least 5 days before the trip.
- Standard trip times (in county or out of county) are departing 9:15am and returning by 2:00pm, Monday, Tuesday, Thursday, & Friday (with the exception of early dismissal days) and departing 9:15am and returning by 1:00-1:15pm on Wednesdays depending on your proximity to an elementary school.
- When you enter a trip request and it has been approved and has buses assigned, please make sure your office team/admins know what buses to expect and the trip details (e.g. how many buses have actually been assigned, departure times, sport, destination)
- Remember to mark invoices as **payment sent** when sending invoices to business services/another department or sending the payment out yourself. Please remember to enter a check number in Travel Tracker when you are mailing out a check for payment.
- **Please do not contact the Transportation Office about a bus not arriving until the departure time has passed; UNLESS**, you have someone in your building that is able to see/track all buses in the county and they can see that the bus they are looking for is still at the lot when they should be close to departing. Sometimes it is just a GPS issue or they are using a different bus than was assigned in Travel Tracker, and sometimes, they really did mess up. We can look into that for you if you are sure the bus is not en route to your school.

- Anyone with travel tracker access can see a calendar that shows trips scheduled for the entire county and you can filter, just to see your school (see screenshot below). Hover over each trip number and it will give you the trip details such as what sport, departure time, destination, trip notes/comments that will provide information about CCST stops, etc. **Each trip number should only be for one bus, occasionally** two buses can be requested and approved under the same trip number, but that is dependent on several factors and must be pre-approved by the transportation office.

Cecil County Public Schools Travel Tracker

Using the Vehicle Calendar

Refresh Page

Month: August Year: 2025

Requesting Location	Vehicle Location	Vehicle Type	Trip Type	Zone	Veh Nbr	Owner
All	All	All	All	All	All	All

Hover over any calendar entry to view additional details.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 2-05-F(15881)	6	7 307-31-F(15610)	8	9
10	11	12	13	14	15	16

- When requesting a bus with a lift for a trip, please be advised that you **MUST** select **"School Bus with Lift"** for the type of vehicle needed to reserve **AND** select **"Yes"** for the question, *Do you need a school bus with a wheelchair lift* (example below). When requesting a lift bus you **MUST** include the name(s) or the initials of the student(s) that require a lift bus.

**VEHICLES NEEDED**

\* Do you need a CCPS School Bus or Coach Bus?  Yes  No

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

**Vehicle Pickup**

\* Date

\* Time

**Vehicle Return**

\* Date

\* Time

Total Trip Hours 3.00

\* Type of vehicles needed to reserve

\* How many vehicles do you need?

\* Do you need a school bus with a wheelchair lift?  Yes  No How many vehicles need a lift?

Nbr Wheelchair Slots  Number of Safety Vests  Nbr Fold Down Seats

Special Needs  Integrated Seats  Lap & Shoulder Belt  Safety Vests

Comments or Details Concerning Needs