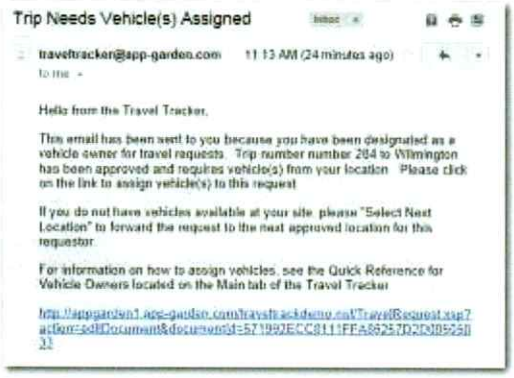
Locating and Working with Trips that Need Vehicles Assigned

Vehicle owners may, if the notification setting is turned ON, receive a notification email when a trip has been approved and needs vehicles assigned from one of your locations.
One way to assign vehicles is to click on the link from within this email to access the trip directly. When you click on the link, you can sign in and access the trip needing vehicles immediately.



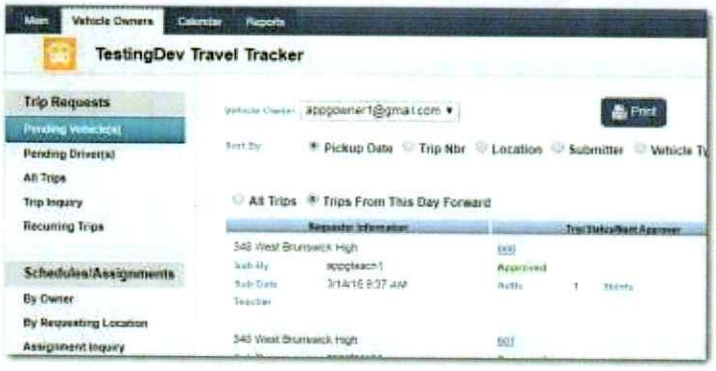
The second way is to access trips needing vehicles using the menus on the system.

If you are a vehicle owner, you will have a Vehicle Owners Tab. When you sign in, 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(s) and/or Pending Driver(s) options. Tip: You should regularly review the Pending Vehicle(s) and Pending Driver(s) menu options to keep an eye on upcoming trips that need assignments.

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.

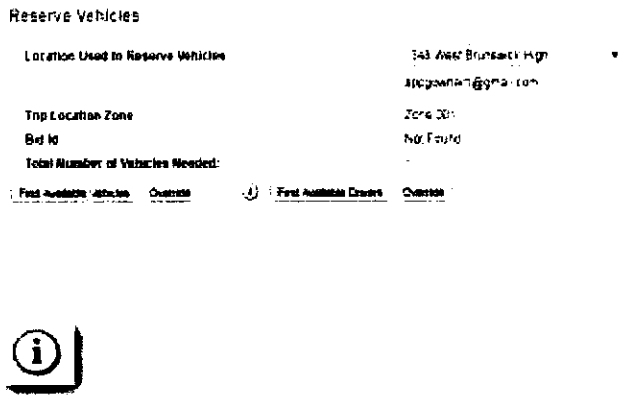


Assigning vehicles

Regardless of whether you open the trip from the email or from the Pending views, you will scroll down to the Reserve Vehicles section to assign vehicles and/or drivers.

The Location Used to Reserve Vehicles will be set to your location and will determine which vehicles are displayed in the list when you search for vehicles. (Transportation administrators can select and change this location if needed).

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



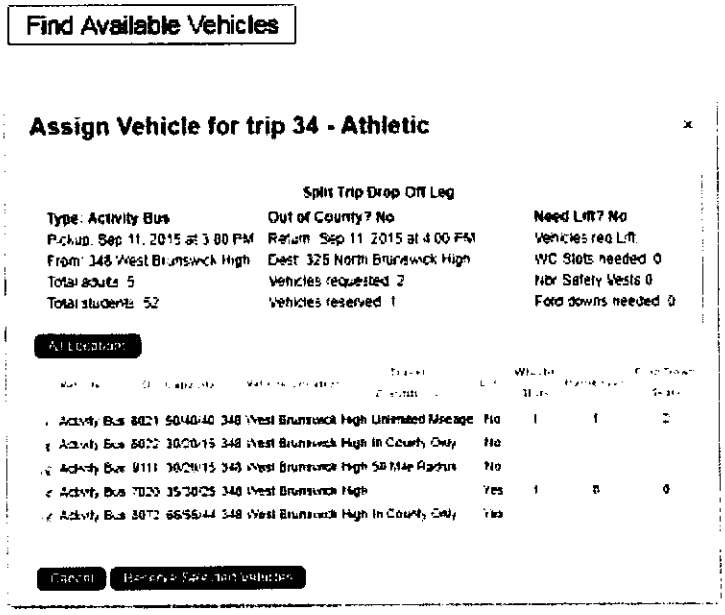
To assign a specific vehicle, click on the "Find Available Vehicles" button. (Note, if your drivers are assigned specific vehicles in Travel Tracker, you may want to use the Find Available Drivers button described below which will assign both the vehicle and the driver).

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 by clicking on the "star" icon next to the desired vehicle(s).

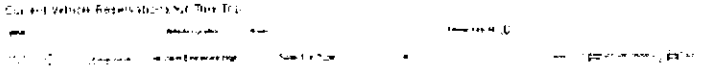
The star will turn yellow to indicate it has been selected. Click on Reserve Selected Vehicles.

Note – if you have more than 1 vehicle to assign, you can star more than 1 vehicle and reserve multiple at a time.



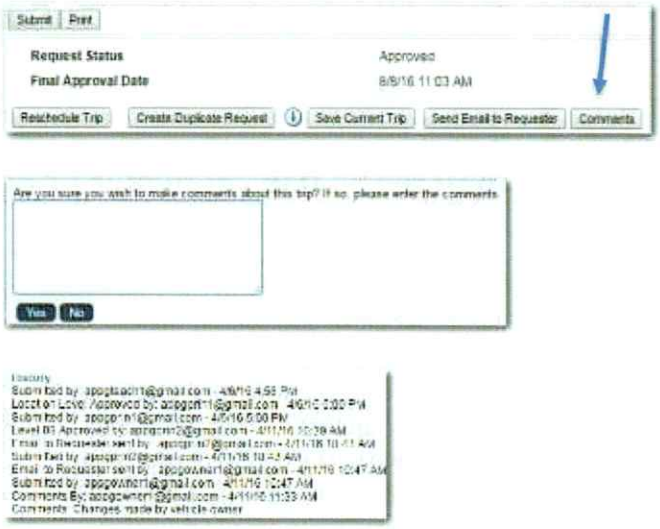
You will then see your reservation.

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



Documenting comments in a trip request

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. Comments will appear in the History log at the bottom of the trip request.



Viewing All Trips for Your Location

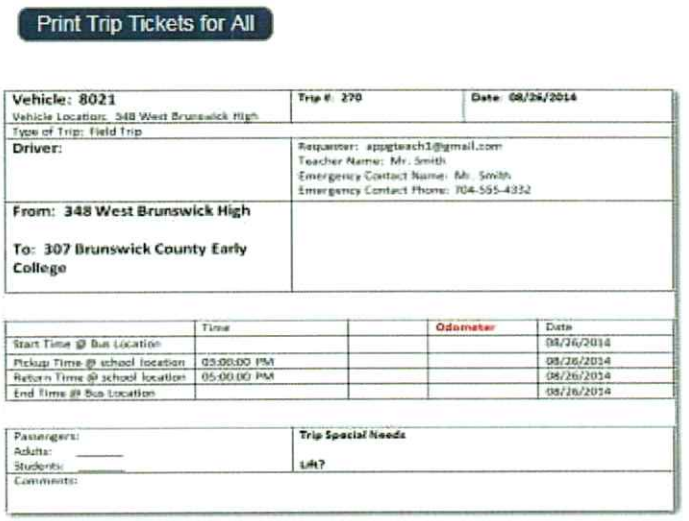
All Trips Menu Option

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. This is located in the Vehicle Owner tab. Note that the Trip Inquiry described below is a much more flexible way to see all of your trip information.



Trip Tickets from the Assignment Inquiry

If your district is using Trip Tickets, the "Print Trip Tickets for All" button 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.



Mileage Input

The Mileage Input option gives you a view of vehicle assignments where the beginning and ending odometer readings have not been entered. This view allows you to enter the odometer readings for multiple vehicles without opening each vehicle assignment.

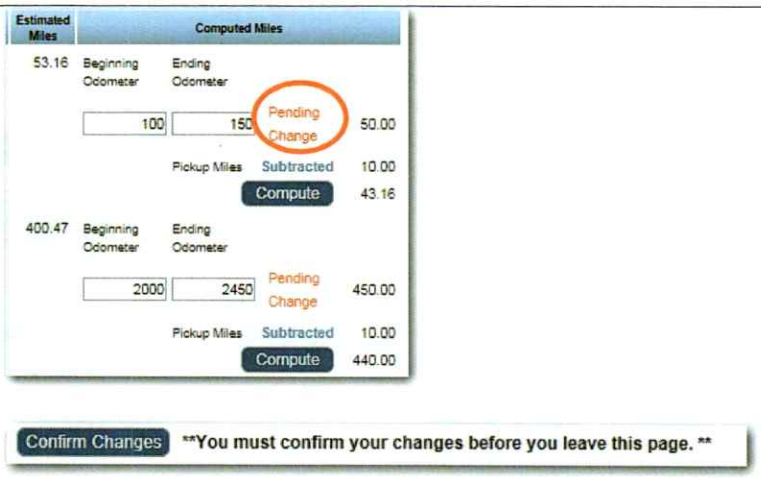


You have the option to filter by vehicle owner, requesting location, pickup date, vehicle number and trip number. You also have several sorting options. You can view all trip or only trips needing mileage. You can also view all dates or only past dates. If you roll your mouse over the informational "i", you will see a message that the all dates option will not allow input.



After you make your selections, the number of documents found will be listed in the upper left-hand corner.

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.

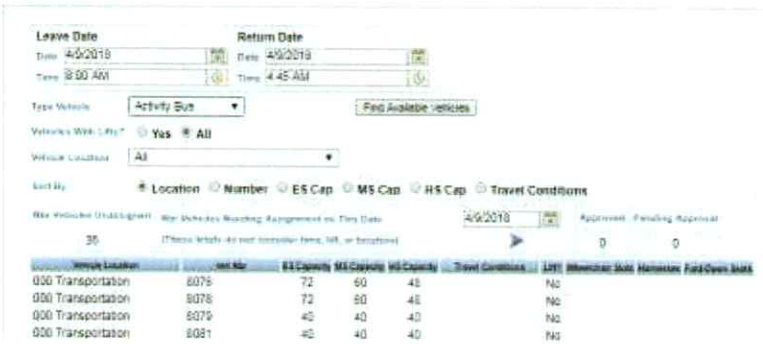


Find Available Vehicles

The Find Available Vehicles option lets you search for available vehicles outside of a trip request. For example, if you would like to see what vehicles are available for a particular date and time range before putting in a trip request you can use this option.

Put in your leave and return date and time. You then have the option to search by vehicle type and vehicle location. You have several options for sorting your results. Click on the Find Available Vehicles button.



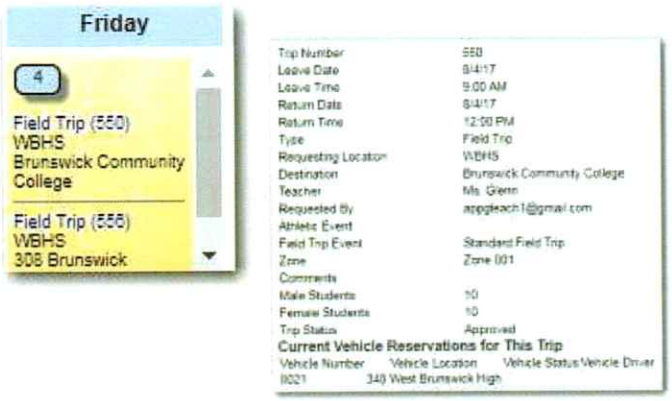


***This view shows how many vehicles are currently unassigned during this time frame as well as how many trips are approved and pending approval for this date.*

Calendars

There are 3 calendars available to Vehicle Owners. The Vehicle Calendar provides a view of all scheduled vehicles. The Trip calendar shows all trip requests, including those that have not yet been approved. The Driver Calendar shows scheduled drivers. The calendars can be very helpful in getting a big picture view of trips and assignments.

Using the Calendar

The calendars are available in the Calendar tab. The calendars are district-wide. All the calendars work in the same way. Let's first look at how to use the calendars regardless of which calendar you are using.	
Hovering over a calendar entry will display detailed information about the entry. If there are more trips than can be seen on a particular day, there will be a scroll bar for that day and you will need to scroll to see all the trips.	
The calendars can be filtered using the filter fields at the top of each calendar. For example, if you are on the trip calendar and only want to see trips at a particular location, you can use the location filter to narrow down the calendar entries.	

Vehicle Calendar

The Vehicle Calendar is a great way to see where all vehicles are being used at a glance. Use the filter fields at the top to narrow down the information. For example, if you are a vehicle owner at a particular location, you may want to filter on the Requesting Location and select vehicle assignments for trips at your requesting location.	