



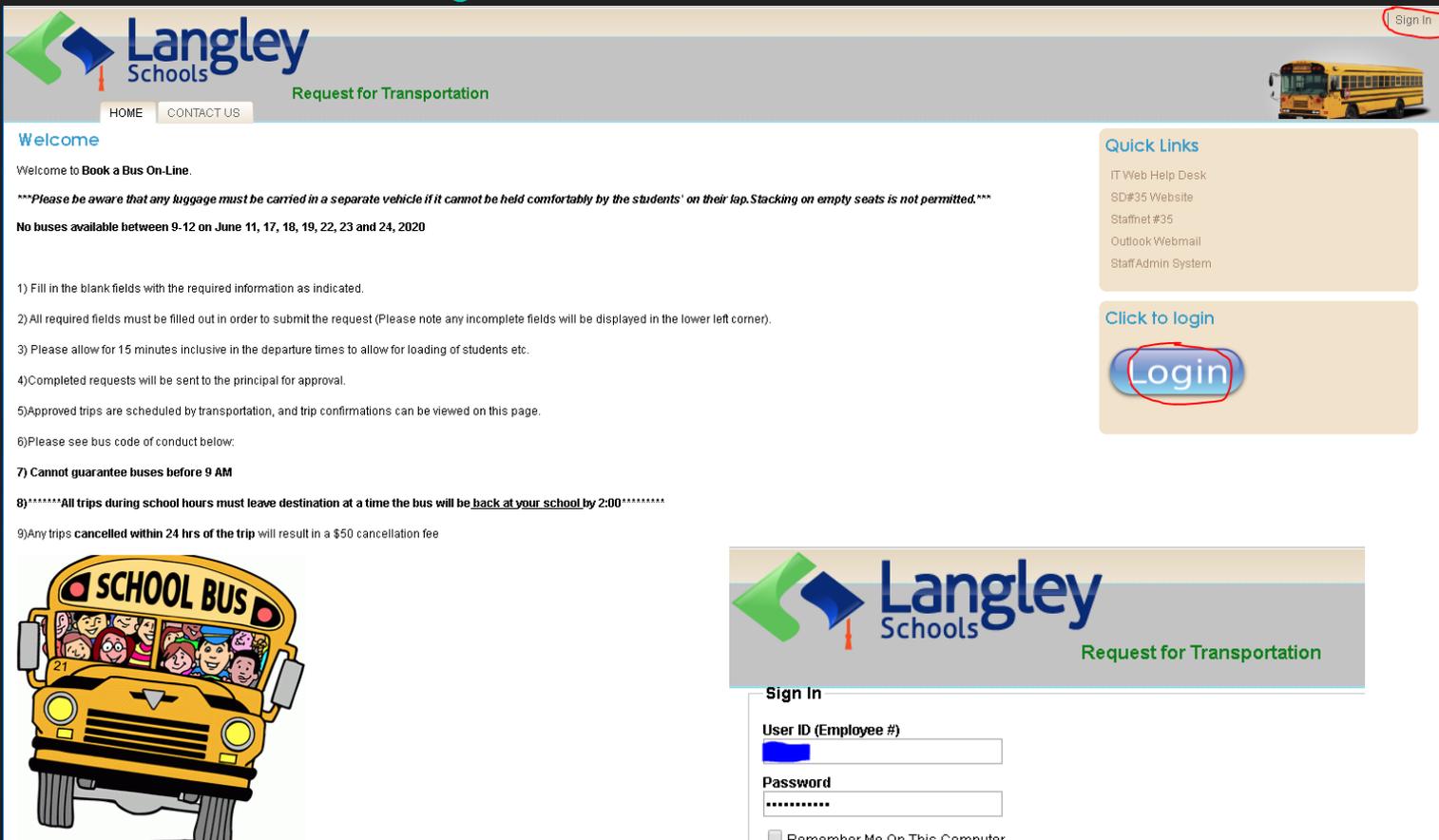
Book a Bus Online System Training Materials



How to book a bus online
For school teachers

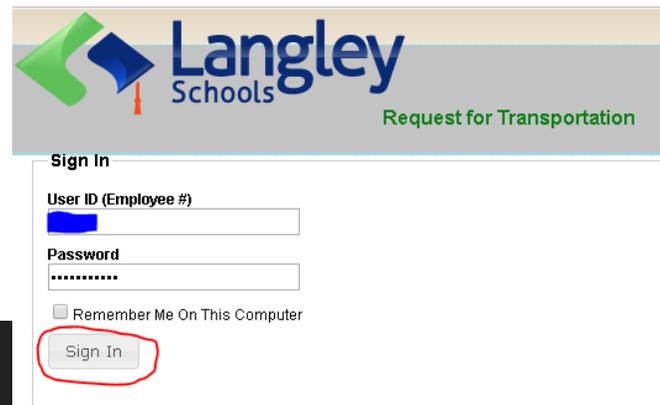
Information Systems & Technologies

Step 1: Access website and login



The screenshot shows the homepage of the Langleys Schools Request for Transportation website. The header includes the Langleys Schools logo, navigation links for HOME and CONTACT US, and a 'Request for Transportation' title. A 'Sign In' button is circled in red in the top right corner. Below the header, there is a 'Welcome' section with a 'Book a Bus On-Line' link and a disclaimer: '***Please be aware that any luggage must be carried in a separate vehicle if it cannot be held comfortably by the students' on their lap. Stacking on empty seats is not permitted.' A list of instructions follows, including a note that no buses are available between 9-12 on June 11, 17, 18, 19, 22, 23, and 24, 2020. A 'Quick Links' section lists IT Web Help Desk, SD#35 Website, Staffnet #35, Outlook Webmail, and Staff Admin System. A 'Click to login' button is also present, with a 'Login' button circled in red below it. An illustration of a school bus is shown in the bottom left corner.

- Website: <https://Bookabus.sd35.bc.ca>
- Click the **Sign In** command
- Enter your employee # & email password
- Click the **Sign In** button to login



The screenshot shows the 'Sign In' page of the Langleys Schools Request for Transportation website. The header includes the Langleys Schools logo and the title 'Request for Transportation'. The 'Sign In' section contains a 'User ID (Employee #)' field with a blue mask, a 'Password' field with a black mask, and a 'Remember Me On This Computer' checkbox. A 'Sign In' button is circled in red at the bottom of the form.

Step 2: Manage your requests

The screenshot shows the top navigation bar with the Langley Schools logo on the left and the text "Request for Transportation" in the center. On the right, it says "Signed in as: Bus Requestor | MyAccount | Sign Out". Below the navigation bar, there are three tabs: "HOME", "MANAGE REQUESTS" (highlighted in yellow), and "CONTACT US". The main content area is titled "Requests for Transportation" and features a dropdown menu for "School:" with the text "- select one school -" circled in red. To the right of the dropdown are several status filters: Draft, Submitted, Authorized, Approved, and Declined, each with a checked checkbox. Below these filters is a blue "Make new request" button and a blue "Edit" icon. A message box says "No requests made." Below that is a pagination control showing "100 per page" and "0 on P#1, 0 on 0 pages". A legend section is located at the bottom left, listing various icons and their corresponding request statuses.

Langley Schools Request for Transportation

Signed in as: Bus Requestor | MyAccount | Sign Out

HOME MANAGE REQUESTS CONTACT US

Requests for Transportation

School: - select one school -

Choose a school from above list and click the "Make new request" on the bottom to CREATE a new request or click the edit icon to EDIT or DISPLAY an existing request detail information

No requests made.

100 per page 0 on P#1, 0 on 0 pages

Legend:

- = Edit or display a request detail information
- = Submitted by requestor, waiting for principal's authorization
- = Authorized by principal, waiting for transportation approval
- = Approved by transportation manager, have a safe & nice trip
- = either refused by principal or declined by transportation manager
- = Approved by transportation manager but Cancelled by requestor

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- After login, you have your name shown on top right corner
- Click **MANAGE REQUESTS** tab
- To make a request, you must select one school first
- Click **Make new request** command if want to book a bus

This close-up screenshot shows the "Requests for Transportation" header with the "School:" dropdown set to "SBO-School Board Office". The "MANAGE REQUESTS" tab is active. The "Make new request" button is circled in red and has a green "NEW" badge next to it. The legend and pagination controls are also visible.

Requests for Transportation

School: SBO-School Board Office

Choose a school from above list and click the "Make new request" on the bottom to CREATE a new request or click the edit icon to EDIT or DISPLAY an existing request detail information

No requests made.

100 per page 0 on P#1, 0 on 0 pages

NEW Make new request

Step 3: Make a new request

Signed in as: Bus Requestor | MyAccount | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: **SBO-School Board Office** | Principal: **SBO-Tim Andronyk** | Requested By: Bus Requestor | Date:

Request Information

[Req. #] Request Summary	Segment Detail
Activity: <input type="text"/>	Point of departure: School Board Office <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 7
Sporting event? <input type="checkbox"/> Date Required: 2019-11-29 <input type="text"/>	Departure time: <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM Loading time 15 minutes prior <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 8
Destination: <input type="text"/>	Pupils boarding: <input type="text"/> Adults boarding: <input type="text"/> Wheelchair access? <input type="checkbox"/> <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 9
Destination Address: <input type="text"/>	Teacher in charge: Bus Requestor <input type="text"/> <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10
Arrival Time: <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM Return School: <input type="text"/>	Email / Phone: TTeacher@sd35.bc.ca / <input type="text"/> <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11
Total Hours: 8.00 Costs: \$ 0.00	Leave destination at <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM Note: <input type="text"/> <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 12
	<input type="checkbox"/> Grade 6

[Save Draft](#) Please verify school & principal name in the blue bar above before submitting [Submit to Principal](#)

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- There may be multiple school admins in principal drop down list, please make sure **proper principal** is selected for your booking
- You may still change **School** here, options are changed accordingly for your new selected one. But I don't recommend you do so.

Step 3: Concepts need to be mentioned

Signed in as: Bus Requestor | My Account | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: SBO-Tim Andronyk | Requested By: Bus Requestor | Date:

Request Information

[Req. #] Request Summary	Segment Detail
Activity: <input type="text"/>	Point of departure: School Board Office
Sporting event? <input type="checkbox"/> Date Required: 2020-02-15	Departure time: <input type="text"/> AM <input type="radio"/> PM Loading time 15 minutes prior
Destination: <input type="text"/>	Pupils boarding: <input type="text"/> Adults boarding: <input type="text"/> Wheelchair access? <input type="checkbox"/>
Destination Address: <input type="text"/>	Teacher in charge: Bus Requestor
Arrival Time: <input type="text"/> AM <input type="radio"/> PM Return School: <input type="text"/>	Email / Phone: TTeacher@sd35.bc.ca / <input type="text"/>
Total Hours: 8.00 Costs: \$ 0.00	Leave destination at: <input type="text"/> AM <input type="radio"/> PM Note: <input type="text"/>
	<input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 6

 Save Draft | Please verify school & principal name in the blue bar above before submitting | Submit to Principal

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- There are two major kinds of trips: **one-way** and **round-ways**. Round-ways is usually used for one day trips, one-way mostly for multiple-days trips (need more bookings).
- There are 4 time points: **Arrival Time**, **Departure Time**, **Leave Destination Time**, **Return School Time**.
- According current definition: **Departure Time** < **Arrival Time** < **Leave Destination Time** < **Return School Time**
- For round-ways one-day trip, you may book one request, and it is easy to understand the above time order sequences

Step 3: Concepts need to be mentioned

Signed in as: Bus Requestor | My Account | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: SBO-Tim Andronyk | Requested By: Bus Requestor | Date:

Request Information

[Req. #]	Request Summary	Segment Detail
	Activity: <input type="text"/> Sporting event? <input type="checkbox"/> Date Required: 2020-02-15  Destination: <input type="text"/> Destination Address: <input type="text"/> Arrival Time: <input type="text"/> AM <input type="radio"/> PM Return School: <input type="text"/> Total Hours: 8.00 Costs: \$ 0.00	Point of departure: School Board Office Departure time: <input type="text"/> AM <input type="radio"/> PM Loading time 15 minutes prior Pupils boarding: 0 Adults boarding: 0 Wheelchair access? <input type="checkbox"/> Teacher in charge: Bus Requestor Email / Phone: TTeacher@sd35.bc.ca / <input type="text"/> Leave destination at: <input type="text"/> AM <input type="radio"/> PM Note: <input type="text"/> <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 6

 Save Draft Please verify school & principal name in the blue bar above before submitting Submit to Principal

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- But for **one-way** trips, people may be little confused for the time points.
- In one-way trips of returning back to school, **Destination** is your school: **Arrival Time** is the time arriving to your school. **Departure Time** is the time where your people are picked up at **Point of departure**.
- It seems that **Leaving Destination Time** and **Return School Time** have no sense in those cases. But for validating reason, they should be set and follow the rule **Departure Time < Arrival Time < Leave Destination Time < Return School Time**
- Same situation for one-way trips departing from schools to your destinations

Step 3: Make a new request

Signed in as: Bus Requestor | My Account | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: **SBO-Tim Andronyk** | Requested By: Bus Requestor | Date:

Request Information

[Req. #] Request Summary	Segment Detail
Activity: A great trip for enjoying life	Point of departure: School Board Office
Sporting event? <input type="checkbox"/> Date Required: 2020-02-15	Departure time: 8:00 AM <input checked="" type="radio"/> PM Loading time 15 minutes prior
Destination: Dream garden	Pupils boarding: 30 Adults boarding: 3 Wheelchair access? <input checked="" type="checkbox"/>
Destination Address: Top of the mountain	Teacher in charge: Bus Requestor
Arrival Time: 10:00 AM <input checked="" type="radio"/> PM Return School: 8:00 PM	Email / Phone: TTeacher@sd35.bc.ca /
Total Hours: 8.00 Costs: \$ 0.00	Leave destination at 6:00 AM <input type="radio"/> PM <input checked="" type="radio"/> Note:
	<input type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 6

 **Save Draft** Please verify school & principal name in the blue bar above before submitting **Submit to Principal**

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- Make sure proper **principal** is selected for your school
- Enter proper information
- There are two options: either **Save Draft** or **Submit to Principal**

Step 4: Save Draft for further changes

Signed in as: Bus Requestor | My Account | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: SBO-Tim Andronyk | Requested By: Bus Requestor | Date:

Request Information

[Req. #] Request Summary	Segment Detail
Activity: A great trip for enjoying life	Point of departure: School Board Office
Sporting event? <input type="checkbox"/> Date Required: 2020-02-15	Departure time: 8:00 AM <input checked="" type="radio"/> PM Loading time 15 minutes prior
Destination: Dream garden	Pupils boarding: 30 Adults boarding: 3 Wheelchair access? <input checked="" type="checkbox"/>
Destination Address: Top of the mountain	Teacher in charge: Bus Requestor
Arrival Time: 10:00 AM <input checked="" type="radio"/> PM Return School: 8:00 PM	Email / Phone: TTeacher@sd35.bc.ca /
Total Hours: 8.00 Costs: \$ 0.00	Leave destination at 6:00 AM <input type="radio"/> PM Note:
	<input type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 6

 **Save Draft** Please verify school & principal name in the blue bar above before submitting **Submit to Principal**

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- Click **Save Draft** button to save your current work
- You may also **Submit to Principal** directly if you are sure you have completed the request details

After saved, you may do more changes

Langley Schools
Request for Transportation

Signed in as: Bus Requestor | MyAccount | Sign Out

HOME MANAGE REQUESTS CONTACT US

School: SBO-School Board Office Principal: SBO-Tim Andronyk Requested By: Bus Requestor Date:

Request Information

[Req. #] Request Summary	Segment Detail [#1]												
<p>Activity: Need a bus to travel across Canada</p> <p>Sporting event? <input type="checkbox"/> Date Required: 2019-12-24</p> <p>Destination: Prince George Island</p> <p>Destination Address: The most beautiful place in the world</p> <p>Arrival Time: 9:00 AM PM Return School: 5:00 PM</p> <p>Total Hours: 0.00 Costs: \$ 0.00</p> <table border="1"><thead><tr><th>#</th><th>Point of departure</th><th>Time</th><th>Teacher in charge</th><th>Buses</th><th>Edit</th></tr></thead><tbody><tr><td>1</td><td>School Board Office</td><td>7:00 AM</td><td>Bus Requestor</td><td>1</td><td></td></tr></tbody></table> <p>Add a new segment Duplicate this segment</p>	#	Point of departure	Time	Teacher in charge	Buses	Edit	1	School Board Office	7:00 AM	Bus Requestor	1		<p>Point of departure: School Board Office</p> <p>Departure time: 7:00 AM PM Loading time 15 minutes prior</p> <p>Pupils boarding: 10 Adults boarding: 3 Wheelchair access? <input type="checkbox"/></p> <p>Teacher in charge: Bus Requestor</p> <p>Email / Phone: TTeacher@sd35.bc.ca /</p> <p>Leave destination at 3:00 AM PM Note: Bring own food</p> <p><input checked="" type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 5 <input checked="" type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 6</p>
#	Point of departure	Time	Teacher in charge	Buses	Edit								
1	School Board Office	7:00 AM	Bus Requestor	1									

Save Draft Please verify school & principal name in the blue bar above before submitting Submit to Principal Delete Changes saved

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- Upon the very 1st **segment**, you may append more segments with different detail information (such as different departure points and departure time, etc.)
- For more segment(s), you may either add a new segment or duplicate the current one

After saved, you may do more changes

Langley Schools
Request for Transportation

Signed in as: Bus Requestor | MyAccount | Sign Out

HOME MANAGE REQUESTS CONTACT US

School: SBO-School Board Office Principal: SBO-Tim Andronyk Requested By: Bus Requestor Date:

Request Information

[Req. #] Request Summary

Activity: Need a bus to travel across Canada

Sporting event? Date Required: 2019-12-24

Destination: Prince Gorge Island

Destination Address: The most beautiful place in the world

Arrival Time: 9:00 AM PM Return School: 5:00 PM

Total Hours: 0.00 Costs: \$ 0.00

#	Point of departure	Time	Teacher in charge	Buses	Cost
1	School Board Office	7:00 AM	Bus Requestor	1	
2	James Anderson Learning Centre	7:15 AM	Bus Requestor	1	

Add a new segment Duplicate this segment

Segment Detail [#2]

Point of departure: James Anderson Learning Centre

Departure time: 7:15 AM PM Loading time 15 minutes prior

Pupils boarding: 15 Adults boarding: 5 Wheelchair access?

Teacher in charge: Bus Requestor

Email / Phone: TTeacher@sd35.bc.ca /

Leave destination at 3:00 AM PM Note: Bring own food

Kindergarten Grade 7
 Grade 1 Grade 8
 Grade 2 Grade 9
 Grade 3 Grade 10
 Grade 4 Grade 11
 Grade 5 Grade 12
 Grade 6

Save Draft Please verify school & principal name in the blue bar above before submitting Submit to Principal Delete Changes saved

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- All segments should have same activity and date required, same destination, same arrival and return school time schedule
- You may edit or delete any individual segment till only one left
- You may also delete whole draft including all attached segments

Step 5: Manage/Edit existing requests

Signed in as: Bus Requestor | MyAccount | Sign Out



Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

Requests for Transportation

School: - select one school - Draft Submitted Authorized Approved Declined  

Choose a school from above list and click the "Make new request" on the bottom to CREATE a new request or click the edit icon to EDIT or DISPLAY an existing request detail information

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Transportation Approved
1		Need a bus to travel across Canada	Prince Gorge Island	2019-12-24	9:00 AM	School Board Office	Bus Requestor		Tim Andronyk	<input checked="" type="checkbox"/>	<input type="checkbox"/>

100 per page | << First [1] Last >> | - select one - | 1 on P#1 , 1 on 1 pages

Legend:

-  = Edit or display a request detail information
-  = Submitted by requestor, waiting for principal's authorization
-  = Authorized by principal, waiting for transportation approval
-  = Approved by transportation manager, have a safe & nice trip
-  = either refused by principal or declined by transportation manager
-  = Approved by transportation manager but Cancelled by requestor

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- Click **MANAGE REQUESTS** tab or **Back** button if you are in details screen
- Now you have existing request(s) in your request summary list screen
- Click **edit** icon for editing specific request, you may edit/update your request before **Submit to Principal**

Step 6: Submit your request

Signed in as: Bus Requestor | My Account | Sign Out

Langley Schools

Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: SBO-Tim Andronyk | Requested By: Bus Requestor | Date:

Request Information

[Req. #] Request Summary		Segment Detail [#1]			
Activity:	Need a bus to travel across Canada	Point of departure:	School Board Office		
Sporting event?	<input type="checkbox"/>	Departure time:	7:00 AM <input checked="" type="radio"/> AM <input type="radio"/> PM Loading time 15 minutes prior		
Destination:	Prince Gorge Island	Pupils boarding:	10 Adults boarding: 3 Wheelchair access? <input type="checkbox"/>		
Destination Address:	The most beautiful place in the world	Teacher in charge:	Bus Requestor		
Arrival Time:	9:00 AM <input checked="" type="radio"/> AM <input type="radio"/> PM Return School:	Email / Phone:	TTeacher@sd35.bc.ca /		
Return School:	5:00 PM	Leave destination at:	3:00 AM <input type="radio"/> AM <input checked="" type="radio"/> PM Note: Bring own food		
Total Hours:	0.00				
Costs:	\$ 0.00				
#	Point of departure	Time	Teacher in charge	Buses	Edit
1	School Board Office	7:00 AM	Bus Requestor	1	
2	James Anderson Learning Centre	7:15 AM	Bus Requestor	1	

Add a new segment | Duplicate this segment

[Bus Requestor created on 2019-11-22 09:08:00] [Bus Requestor updated on 2019-11-22 09:22:00]

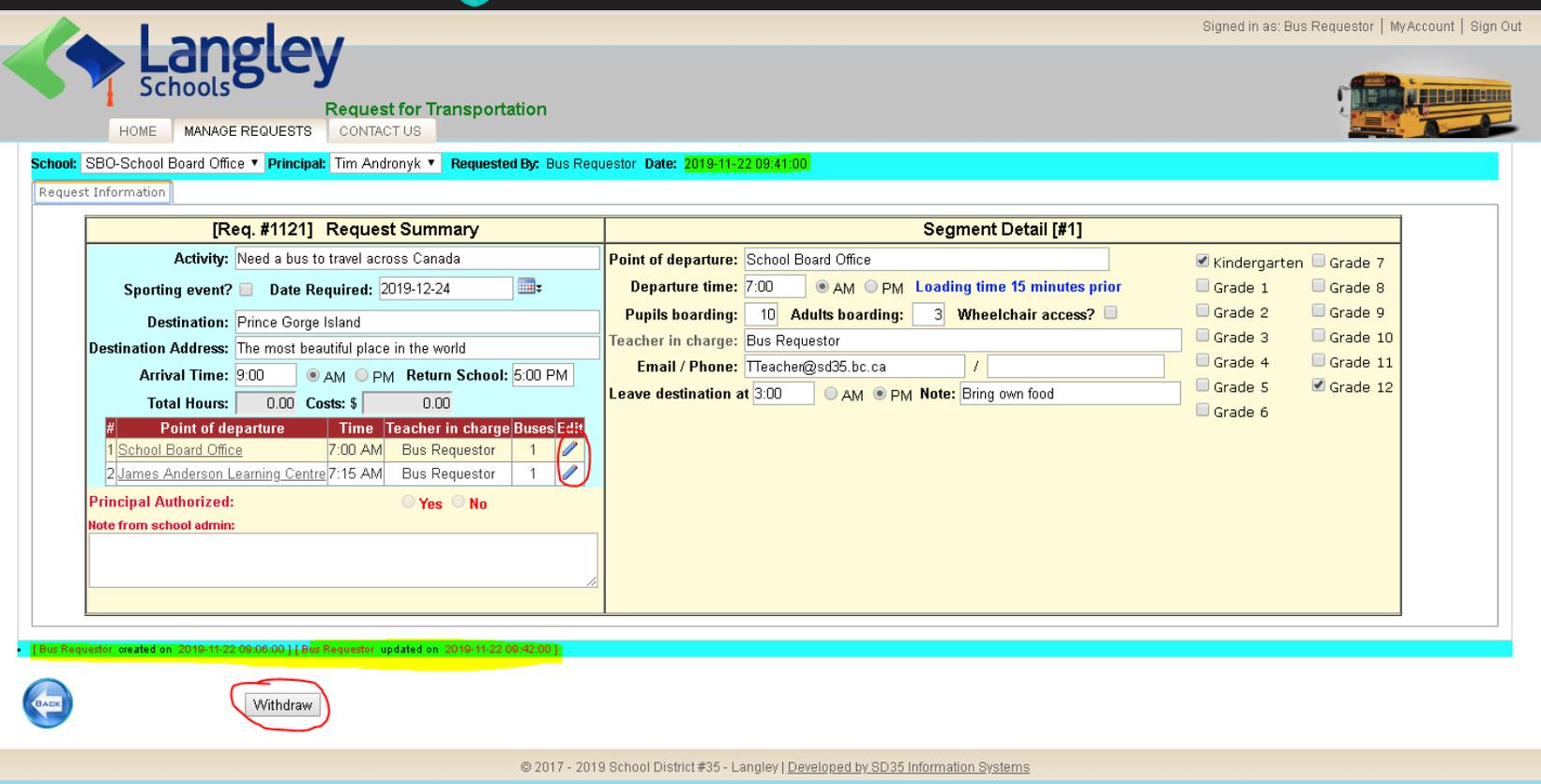
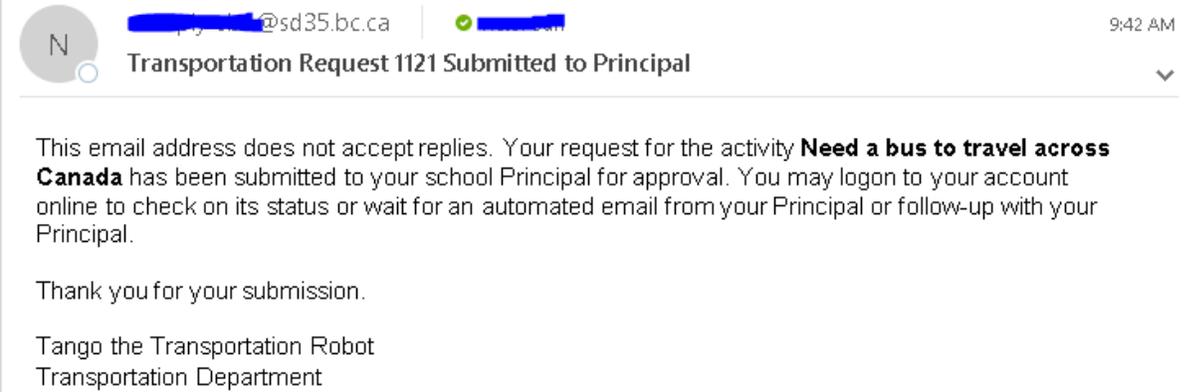
[Save Draft](#) [Submit to Principal](#) [Delete](#)

Please verify school & principal name in the blue bar above before submitting

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- In Request Detail screen, you may submit request to principal by clicking **Submit to Principal** button
- In summary list, your submitted request had been assigned **Request Number** with pending icon waiting for principal's authorization

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Transportation Approved	
1		1121	Need a bus to travel across Canada	Prince Gorge Island	2019-12-24	9:00 AM	School Board Office	Bus Requestor	2019-11-22 09:41:00	Tim Andronyk		



- Both you and the principal will get notices. Above are the delivered notices from system
- In **Request Detail** screen, may still see what you'd requested
- Before principal authorized, you still have a chance to **Withdraw** your submitted request back to draft for either editing or deleting purposes
- Once principal authorized, either **Yes** or **No**, as a requestor, you have no capability of changing or editing your authorized request any more

Step 7: You completed your part

Signed in as: Bus Requestor | MyAccount **Sign Out**

Langley Schools
Request for Transportation

HOME MANAGE REQUESTS CONTACT US

Requests for Transportation

School: - select one school - Draft Submitted Authorized Approved Declined

Choose a school from above list and click the "Make new request" on the bottom to CREATE a new request or click the edit icon to EDIT or DISPLAY an existing request detail information

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Transportation Approved
1	1121	Need a bus to travel across Canada	Prince Gorge Island	2019-12-24	9:00 AM	School Board Office	Bus Requestor	2019-11-22 09:41:00	Tirn Andronyk		<input type="checkbox"/>

100 per page | << First [1] Last >> | - select one - | 1 on P#1, 1 on 1 pages

Legend:

- = Edit or display a request detail information
- = Submitted by requestor, waiting for principal's authorization
- = Authorized by principal, waiting for transportation approval
- = Approved by transportation manager, have a safe & nice trip
- = either refused by principal or declined by transportation manager
- = Approved by transportation manager but Cancelled by requestor

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- By this point, you've completed your application
- Your principal may either **AUTHORIZE** or **DECLINE** your **submitted** request
- Transportation manager/dispatcher may either **APPROVE** or **DECLINE** your **SUBMITTED** and principal **AUTHORIZED** request
- Click **Sign Out** command, you may log out the system if you have no more requests to make