



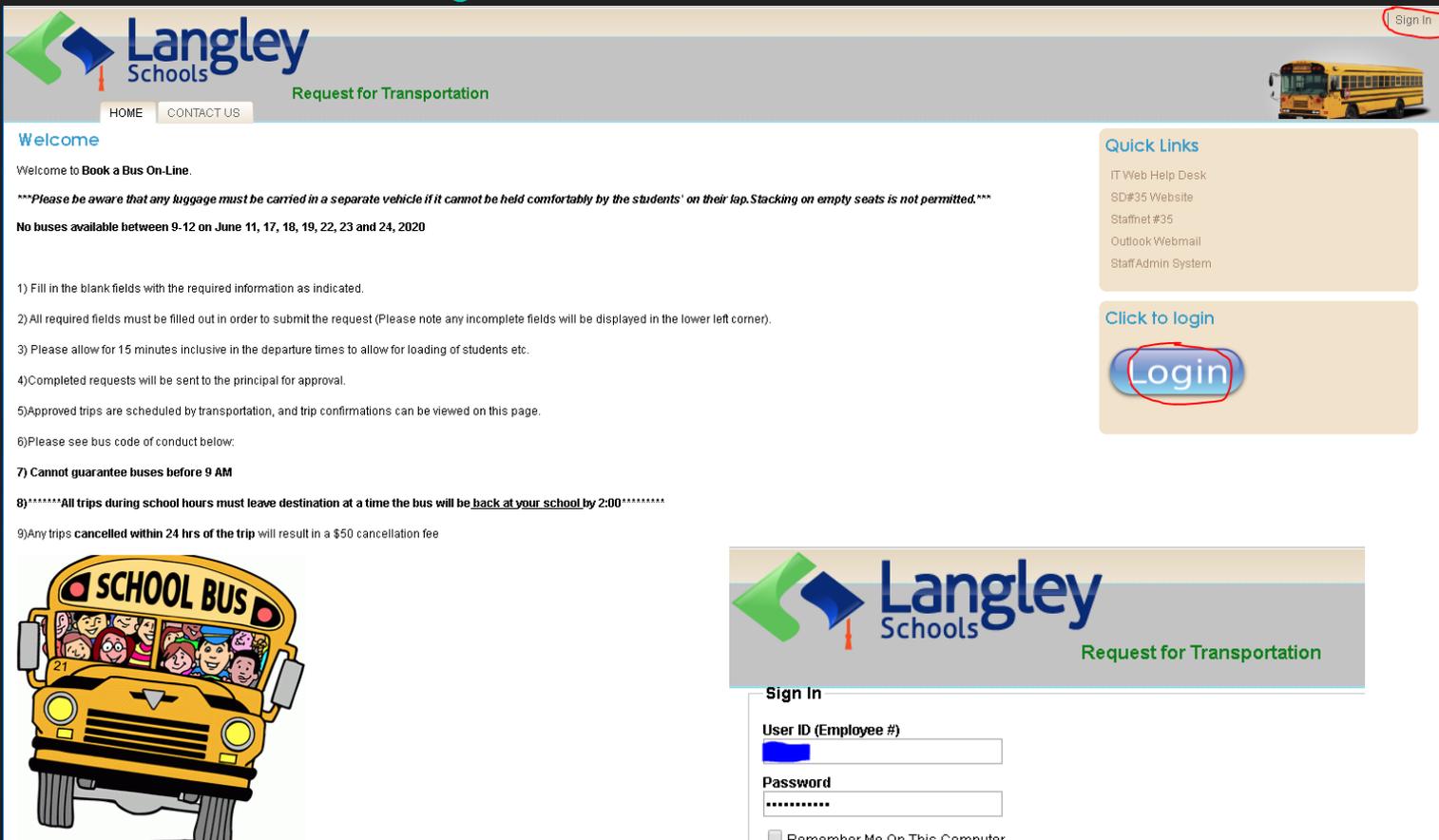
Book a Bus Online System Training Materials



How to authorize a bus booking request online
For school principals

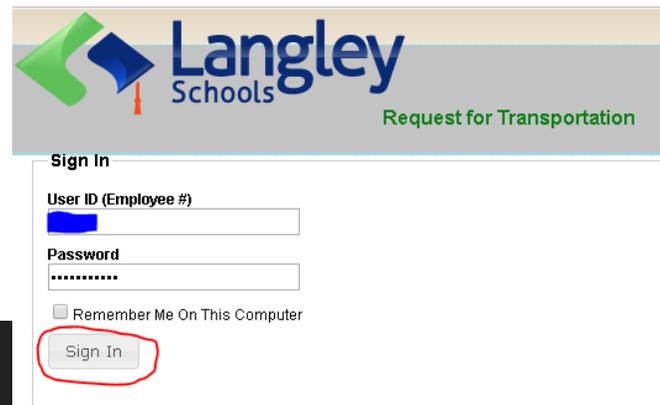
Information Systems & Technologies

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 contains links for 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 login page of the Langleys Schools Request for Transportation website. The header includes the Langleys Schools logo and the title 'Request for Transportation'. Below the header, there is a 'Sign In' section with a 'User ID (Employee #)' field, a 'Password' field, 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 pending requests

Signed in as: School Principal | MyAccount | Sign Out

Langley Schools

Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

Requests for Transportation

School: SBO-School Board Office

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	Tim Andronyk		<input type="checkbox"/>

100 per page | << First [1] Last >>

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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- After login, you have your name shown on top right corner
- Click **MANAGE REQUESTS** tab
- Only display pending requests in your assigned school(s)
- Click **edit** icon for **AUTHORIZING** or **DECLINING** the **submitted** pending request

Step 3: Make your inputs

Signed in as: School Principal | MyAccount | Sign Out

Langley Schools

Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

School: SBO-School Board Office | Principal: Tim Andronyk | Requested By: Bus Requestor | Date: 2019-11-22 09:41:00

Request Information

[Req. #1121] Request Summary

Activity: Need a bus to travel across Canada

Sporting event? Date Required: 2019-12-24

Destination: Prince George 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	Edit
1	School Board Office	7:00 AM	Bus Requestor	1	
2	James Anderson Learning Centre	7:15 AM	Bus Requestor	1	

Principal Authorized: Yes No

Note from school admin:

Choose YES or NO above, then click Save Changes button below

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

Charge to: School Board Office

Charge a/c #: In Tim's treat! Percentage: 50.00% Costs: \$ 0.00

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

[Bus Requestor created on 2019-11-22 09:09:00] [Bus Requestor updated on 2019-11-22 09:42:00]

Changes saved

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- In Detail screen, you may need to edit segment one by one for entering proper data info
- **Charge to, Change a/c#, and Percentage** fields are most important info to you if you want to authorize the request
- There are two options: either **YES** or **NO** to respond the pending request
- Click **Save Changes** button when you finished your inputs

This email address does not accept replies. Your request for transportation **Need a bus to travel across Canada** will be submitted to the Transportation manager for approval.

At any time you may logon to your account online to check on its status or wait for an automated email from the Tango the Transportation Robot.

Thank you for your submission.

Tango the Transportation Robot
Transportation Department

Step 4: After Authorization

The screenshot shows the 'Request for Transportation' page on the Langley Schools website. The user is logged in as 'School Principal'. The page displays a table of requests with columns for #, Req #, Activity, Destination, Date Required, Arrival Time, School Name, Requestor, Submitted Date, and Principal. The first request (Req # 1121) is highlighted, and its status is 'Principal Authorized' (indicated by a green checkmark icon) and 'Transportation Approved' (indicated by a brown hourglass icon). A red box highlights these two status columns. Below the table, there is a 'Legend' section explaining the icons: a pencil for 'Edit or display a request detail information', a green checkmark for 'Authorized by principal, waiting for transportation approval', a red X for 'either refused by principal or declined by transportation manager', a brown hourglass for 'Submitted by requestor, waiting for principal's authorization', and a blue checkmark for 'Approved by transportation manager, have a safe & nice trip'. A 'NEW Make new request' button is also visible.

- In summary list screen, you will notice the change for **Principal Authorized** and **Transportation Approved** icons
- Two notices with same info will be delivered to both requestor and transportation manager
- The notice content of authorization is different with the dis-authorized one
- Requestor sees the same icon changes in his/her own login

Step 5: You completed your part

Signed in as: School Principal | My Account | **Sign Out**

Langley Schools

Request for Transportation

HOME | MANAGE REQUESTS | CONTACT US

Requests for Transportation

School: SBO-School Board Office 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
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100 per page | << First [1] Last >> | - select one - | 1 on P#1 , 1 on 1 pages

[Make new request](#)

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By this point, you've completed your work for the submitted application

Transportation manager/dispatcher may either **APPROVE** or **DECLINE** your **AUTHORIZED** request

Click **Sign Out** command, you may log out the system if you don't have more works to do