




Book a Bus Online System Training Materials



How to approve a booking request online
For transportation dispatchers

Information Systems & Technologies

Step 1: Access website and login



The screenshot shows the Langley Schools Request for Transportation website. The header includes the Langley Schools logo, navigation links (HOME, CONTACT US), and a "Sign In" button in the top right corner. The main content area features a "Welcome" message, a "Quick Links" section with links to IT Web Help Desk, SD#35 Website, Staffnet #35, Outlook Webmail, and Staff Admin System, and a "Click to login" section with a "Login" button. A list of instructions for booking a bus is provided, including a warning about luggage and a note about bus availability. A cartoon illustration of a school bus is shown in the bottom left corner. The bottom right corner shows a "Sign In" form with fields for User ID (Employee #) and Password, a "Remember Me On This Computer" checkbox, and a "Sign In" button.

Langley Schools
Request for Transportation

HOME CONTACT US

Welcome

Welcome to Book a Bus On-Line.

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.

No buses available between 9-12 on June 11, 17, 18, 19, 22, 23 and 24, 2020

1) Fill in the blank fields with the required information as indicated.

2) All required fields must be filled out in order to submit the request (Please note any incomplete fields will be displayed in the lower left corner).

3) Please allow for 15 minutes inclusive in the departure times to allow for loading of students etc.

4) Completed requests will be sent to the principal for approval.

5) Approved trips are scheduled by transportation, and trip confirmations can be viewed on this page.

6) Please see bus code of conduct below.

7) Cannot guarantee buses before 9 AM

8) *****All trips during school hours must leave destination at a time the bus will be back at your school by 2:00*****

9) Any trips cancelled within 24 hrs of the trip will result in a \$50 cancellation fee

Quick Links

- IT Web Help Desk
- SD#35 Website
- Staffnet #35
- Outlook Webmail
- Staff Admin System

Click to login

Login

Sign In

User ID (Employee #)

Password

☐ Remember Me On This Computer

Sign In

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

Step 2: Manage your pending requests

The screenshot shows the 'Request for Transportation' web application. At the top, the Langley Schools logo is on the left, and the user is signed in as 'Trans Manager' on the right. Below the logo, there are navigation tabs: 'HOME', 'MANAGE REQUESTS' (highlighted in yellow), 'MANAGE LIST', and 'CONTACT US'. The main content area has a search bar with a 'School' dropdown, a 'Date Required' range, and filters for 'Authorized', 'Approved', 'Declined', 'Submitted only', and 'Cancelled only'. A table lists requests with columns for #, Req #, Activity, Destination, Date Required, Arrival Time, School Name, Requestor, Submitted Date, Principal, Principal Authorized, and Transportation Approved. A legend at the bottom explains the status icons: a pencil for editing, a green checkmark for principal authorization, a blue checkmark for transportation manager approval, a red X for refusal/decline, a clock for pending principal authorization, a blue checkmark with a clock for pending transportation manager approval, and a red X with a clock for pending cancellation.

Signed in as **Trans Manager** | My Account | Member List | Sign Out

Langley Schools

Request for Transportation

HOME | **MANAGE REQUESTS** | MANAGE LIST | CONTACT US

Requests for Transportation [Settings](#)

School: [- select one school -] ☒ Authorized ☐ Approved ☐ Declined ☐ Submitted only ☐ Cancelled only

Date Required (year-MM-dd) From: [] To: [] Req. # [] Activity [] Destination [] Total 1 records found

#	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 George Island	2019-12-24	9:00 AM	School Board Office Bus	Requestor	2019-11-22 09:41:00	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
- = Authorized by principal, waiting for transportation approval
- = either refused by principal or declined by transportation manager
- = Submitted by requestor, waiting for principal's authorization
- = Approved by transportation manager, have a safe & nice trip
- = 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 by default
- Click **edit** icon for **APPROVING** or **DECLINING** the pending request

Step 3: Make your inputs

 **Langley Schools**

Request for Transportation

HOME MANAGE REQUESTS MANAGE LIST CONTACT US

Signed in as: Trans Manager | MyAccount | Member List | Sign Out

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:

Manager Approved: ☐ Yes ☐ No

Note from transportation: Merry Christmas!

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: \$ 1,000.00

Destination departure at 3:00 ☐ AM ☐ PM # of Buses needed: 1

Yard time start 6:45 ☐ AM ☐ PM Yard time return 5:30 ☐ AM ☐ PM

Bus information: 2nd bus



Odometer/Read: Hours: 10.75 Costs: \$ 1,000.00

Choose driver(s): TINLINE, BENJAMIN

Driver's Phone: 123-456-7890

Segment note: Please don't drink wine!

[Bus Requestor created on: 2019-11-22 09:06:00] [School Principal updated on: 2019-11-22 10:41:00]

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- In Detail screen, you may need to edit segment **one by one** for entering proper data info
- You may need enter proper info if you want to approve the request
- There are two options: either **YES** or **NO** to respond the pending request
- Click **Save Changes** button when you finished your inputs

Step 4: After Approval

N

@sd35.bc.ca

11:12 AM


Transportation Request 1121 APPROVED

This email address does not accept replies. Your request for **Need a bus to travel across Canada** was submitted to the Transportation for approval and has been approved for use in Langley schools.

If you have any questions you may call the manager at Transportation department.

Sincerely


Tango the Transportation Robot
Transportation Department



Request for Transportation

HOMEMANAGE REQUESTSMANAGE LISTCONTACT US

Signed in as: Trans Manager | MyAccount | Member List | Sign Out



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 Return School: 5:00 PM

Total Hours: 21.50 Costs: \$ 2000.00

#	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:

Manager Approved: ☒ Yes ☐ No

Note from transportation:
Merry Christmas!

CANCELLED ☐

Email sent to [redacted]

Email sent to [redacted]

Segment Detail [#1]

Point of departure: School Board Office

Departure time: 7:00 AM Loading time 15 minutes prior

Pupils boarding: 10 Adults boarding: 3 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 my treat Percentage: 50.00% Costs: \$ 1,000.00

Destination departure at 3:00 AM PM # of Buses needed: 1

Yard time start 6:45 AM PM Yard time return 5:30 AM PM

Bus information: 1st bus

Odometer/Read: Hours: 10.75 Costs: 1,000.00

Choose driver(s): KEMP, CAROLINE

Driver's Phone: 123-456-7890

Segment note: Please don't smoke

☒ 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

BACK

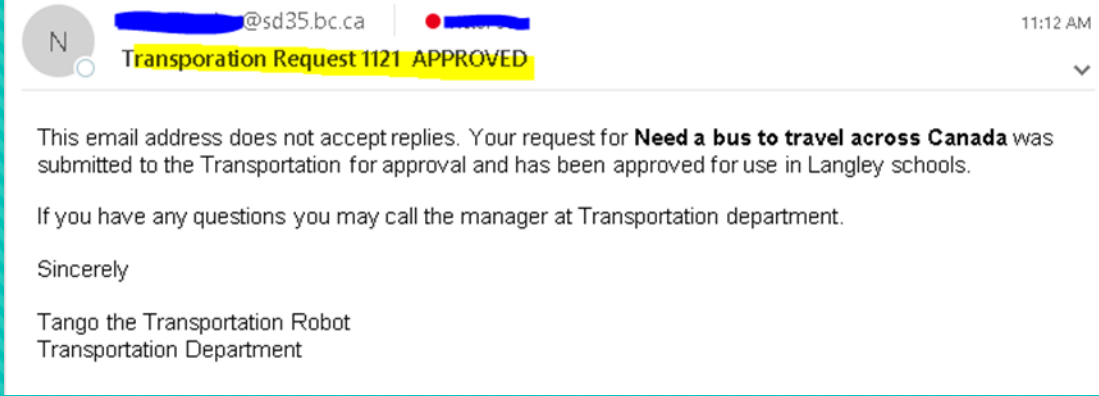
Save Changes

Changes saved

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- You may notice the messages in the screen, **Email sent to xxxxxx**
- Two notices with same info will be delivered to both requestor and the school principal
- The notice content may be different for approval and decline

Step 4: After Approval




The screenshot shows the 'Request for Transportation' web application. At the top, it says 'Signed in as: Bus Requestor | MyAccount | Sign Out'. The Langley Schools logo is on the left. Below the logo are navigation links: HOME, MANAGE REQUESTS, and CONTACT US. A yellow school bus icon is on the right. The main heading is 'Requests for Transportation'. Below this is a 'School:' dropdown menu set to '- select one school -'. There are checkboxes for 'Draft', 'Submitted', 'Authorized', 'Approved', and 'Declined'. A red box highlights the 'Principal Authorized' and 'Transportation Approved' columns in the table. The table has columns: #, Req #, Activity, Destination, Date Required, Arrival Time, School Name, Requestor, Submitted Date, Principal, Principal Authorized, and Transportation Approved. The first row shows request #1121 for 'Need a bus to travel across Canada' to 'Prince Gorge Island' on '2019-12-24' at '9:00 AM' by 'School Board Office Bus Requestor' on '2019-11-22 09:41:00' by 'Tim Andronyk'. The 'Principal Authorized' column has a green checkmark icon, and the 'Transportation Approved' column has a blue checkmark icon. A legend at the bottom explains 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 clock for 'Submitted by requestor, waiting for principal's authorization', a blue checkmark for 'Approved by transportation manager, have a safe & nice trip', and a red box for 'Approved by transportationd but Cancelled by requestor'. The footer says '© 2017 - 2019 School District #35 - Langley | Developed by SD35 Information Systems'.

#	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		✓	✓

Requestor sees the same icon changes in his/her own login

You may also watch Submitted bookings or display Cancelled approved items

 Signed in as: Trans Manager | My Account | Member List | Sign Out

Request for Transportation






HOME | MANAGE REQUESTS | MANAGE LIST | CONTACT US

Requests for Transportation [Settings](#)

School:

Date Required (year-MM-dd) From: To: Req. # Activity Destination Total 18 records found

☒ Submitted only ☐ Cancelled only

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Transportation Approved
1	1749	Ski School	Cypress MountainCypress	2020-02-06	12:25 PM	Peter Ewert Middle	18870	2019-11-19 20:34:00	Kevan Reeve		<input type="checkbox"/>
2	1750	Ski School	Cypress Mountain	2020-02-20	12:25 PM	Peter Ewert Middle	18870	2019-11-19 20:35:00	Kevan Reeve		<input type="checkbox"/>
3	1751	Ski School	Cypress Mountain	2020-02-13	12:25 PM	Peter Ewert Middle	18870	2019-11-19 20:36:00	Kevan Reeve		<input type="checkbox"/>
4	2054	Brooksedale Environmental Centre	Environmental Site	2020-06-05	9:30 AM	Lynn Fripps Elementary	Heidi Sawatzky	2020-01-19 13:34:00	Golda Janzen		<input type="checkbox"/>
5	2101	Field Trip	Project Climb Cloverdale	2020-03-13	9:00 AM	Yorkson Creek Middle	Lenny Ericson	2020-01-29	Stenbania Lahhu		<input type="checkbox"/>

















Signed in as: Trans Manager | My Account | Member List | Sign Out



School:

Date Required (year-MM-dd) From: To: Req. # Activity Destination Total 27 records found

☐ Submitted only ☒ Cancelled only

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Transportation Approved
1	1098	Intermediate Halloween Swim	Walnut Grove Pool	2020-02-13	11:45 AM	Coghlan Fundamental Elementary	Naomi Laycock	2019-07-02 09:29:00	Cathy Gracie		
2	1099	Intermediate Valentines Swim	Walnut Grove Pool	2020-02-13	11:45 AM	Coghlan Fundamental Elementary	Naomi Laycock	2019-07-02 09:35:00	Cathy Gracie		
3	1148	District Track Meet	MacLeod Athletic Park	2020-06-05	9:15 AM	Glenwood Elementary	Melinda Hamilton	2019-08-29 16:26:00	Charlene Redekop		
4	1157	Otter co-op outdoor experience	Otter co-op outdoor experience	2020-06-19	9:30 AM	Langley Meadows Community Elementary	17868	2019-09-03 14:13:00	Beth Cairnie		
5	1163	Langley Museum/ Fort Langley National Fort	Langley Museum/ Fort Langley National Fort	2020-04-17	9:30 AM	Richard Bullpit Elementary	Martha Gaudreault	2019-09-04 01:53:00	Sean Oliver		
6	1164	Salmon in the Valley	Trinity Western University	2020-05-08	9:30 AM	Richard Bullpit Elementary	Martha Gaudreault	2019-09-04 02:08:00	Sean Oliver		
7	1177	Water Slides	Cultus Lake Water Slides	2020-06-11	10:30 AM	Wix-Brown Elementary	Rhonda Krisko	2019-09-05 14:32:00	Rhonda Krisko		
8	1189	Grade 4/5 Track Meet	McLeod Athletic Park	2020-06-03	9:30 AM	RC Garnett Elementary	16013	2019-09-06 12:05:00	Zoltan Bako		

Step 5: You completed your part

Langley Schools Request for Transportation

Signed in as: **Trans Manager** | MyAccount | Member List | **Sign Out**

HOME | MANAGE REQUESTS | MANAGE LIST | CONTACT US

School: SBO-School Board Office

Date Required (year-MM-dd) From: To: Req. # Activity Destination Total 1 records found

#	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 George Island	2019-12-24	9:00 AM	School Board Office Bus Requestor	2019-11-22 09:41:00	Tim Andronyk			

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

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- By this point, you've completed your work for this application
- By changing different filters, you may have different displays
- Click **Sign Out** command, you may log out the system