



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

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

Langley Schools
Request for Transportation

Sign In

User ID (Employee #)
[Redacted]

Password
[Redacted]

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

Only Role Managers can edit user accounts

Role Membership: SD35 Role Manager

[Add existing user to role](#)

-  Ben Tinline [Manage User](#)
-  Bookabus Dispatcher [Manage User](#)
-  Caroline Kemp [Manage User](#)
-  Janie Jones [Manage User](#)
-  Shirley Finley [Manage User](#)
-  Tim Andronyk [Manage User](#)
-  Trans Manager [Manage User](#)

- After login, you have your name shown on top right corner
- **Dispatcher members** are many
- Only some dispatchers are **Role Administrators** members
- Only **Role Administrators** may manage users



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

Request for Transportation

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Step 2: Manage user account

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

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○ After login, click **Member List** command

○ You may put user's info to search. Normally, **Book a bus adds new AD users while users' first logins**

○ For the existing user, click Manage command for editing

Member List

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User Name	Joined	Web Site	Total Posts				
School Principal	27/06/2018		0	TPrincipal@sd35.bc.ca	70085	User ID 11	View Profile Manage

Step 3: Add user to a group

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

Langleyschools.com

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Administration Menu > Member List

Manage User School Principal

Identity/Security | Profile | Newsletters | **Role Membership** | User Activity | Location

SD35 Role Principal | Add user to this role

Authenticated Users | SD35 Role Requestor

Update User | Delete

- As member of Role Administrator, you have the power to add the user a selected groups, like **SD35 Role Principal**
- Select SD35 Role Principal and click **Add user to this role** button
- The user will be added into the group.
- **SD35 Role Principal** members may authorize booking requests from their pre-assigned schools
- To remove user from a group, just simply click the trash icon in front of the group name
- But NOTE: Please don't remove user from the **Authenticated Users** group. Otherwise the user has no way to login Book a bus system.