



**8061 APPENDIX 1**  
**BUS BOOKING PROCEDURE**

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Once a Service Request (SR) for a bus has been processed by the school and entered into AssetPlanner the transportation department receives an email notification. The following steps are required to book a bus and driver:

1. After receiving an email notification with a new SR, log into AssetPlanner or click on the SR link in the email notification.
2. Review the SR details and check the “Bus Booking” calendar for potential conflicts.
3. Select the drop down menu next to “Status” and select “Pending”
4. Select the drop down menu next to “Pending” and select “Completion of Trip”
  - a. If there are no buses or drivers available select “More Information” and then add a note to the SR notifying the school of other options, click “save”. Proceed no further until the school selects an alternative.
5. Select the drop down menu next to “Assigned Group” and select the appropriate transportation department:
  - a. Transportation Weyburn – Weyburn and area drivers for Weyburn Area Schools
  - b. Transportation Estevan – Estevan and area drivers for Estevan Area Schools
  - c. Transportation - Drivers for special uses **ONLY**. Used primarily for oversight of assigned contractors and bus maintenance.
6. Select the drop down menu next to “Assigned To” and select a driver:
  - a. Drivers in each department are to be assigned field trips in a rotation. Check the “Bus Booking” calendar to see which drivers have been assigned previous bookings.
7. In the “Summary” line add the month and date of the excursion.
8. Click on the “Cost Items” tab on the top of the screen and fill in the estimated expenses:
  - a. Driver costs go in the “Labour Cost” field.
  - b. Bus expenses go in the “Material Cost” field.
  - c. Should a service partner be selected, their expenses go in the “Service Provider Cost” field.
9. Click “Save” in the upper left corner.
10. Update the “Bus Booking” calendar with the SR number, school, and drivers’ initials.

All **out of town** bookings require [OP 5041 Appendix 1 Educational Excursions Travel Request Form](#) be signed by the Principal and the Director of Education or designate. These signed Travel Request Forms are to be uploaded and attached to the SR once they are received. Bus booking may be accepted prior to receiving an approved Travel

Request Form however the form needs to be signed and attached to the SR before the date of the excursion. This may require verifying with the school that the request has been filled out and sent in.

### **ALTERNATIVES**

If there is no driver or bus available on the selected date advise the school of the following options:

1. Change of Date – Provide several alternative dates. If the school selects an alternate date change the date on the SR and follow the booking procedure above.
2. Service Partner – Check the availability of a service partner, i.e. First Student, and provide a quote to the school. If the school selects a service partner follow the procedure above and select “transportation” as the group and under “Assigned To” select the person managing the service partner. Click on the “Service Provider” drop down and select the service partner responsible.
3. Volunteer Drivers – If the schools choses to use volunteer drivers, indicate it in the notes section of the file and close the SR.