

## Special Events

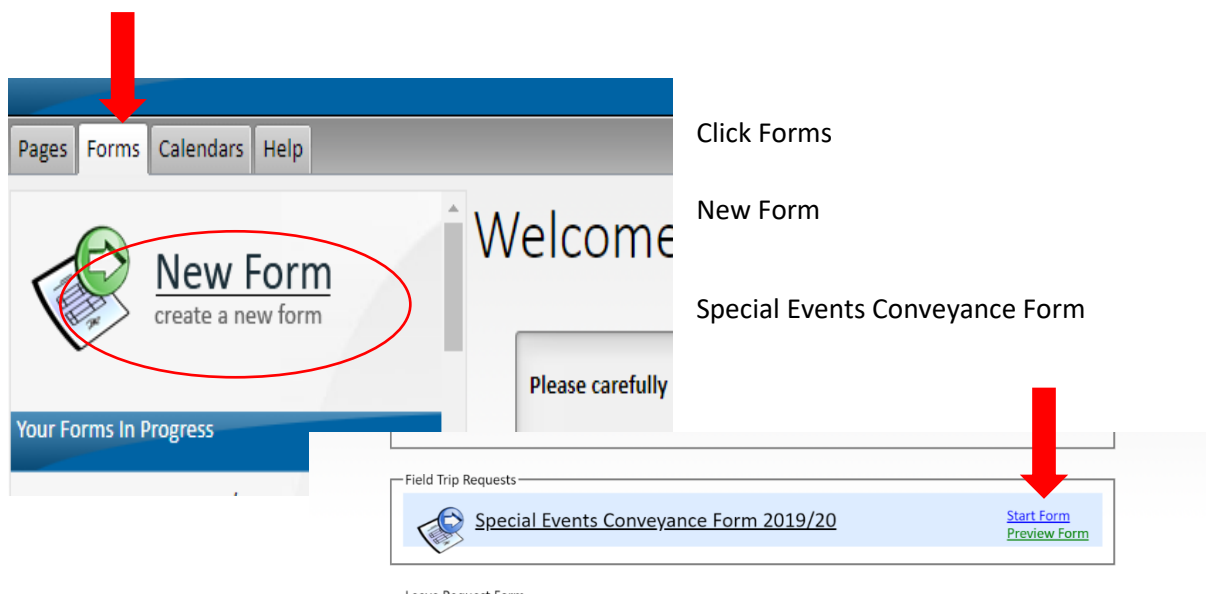
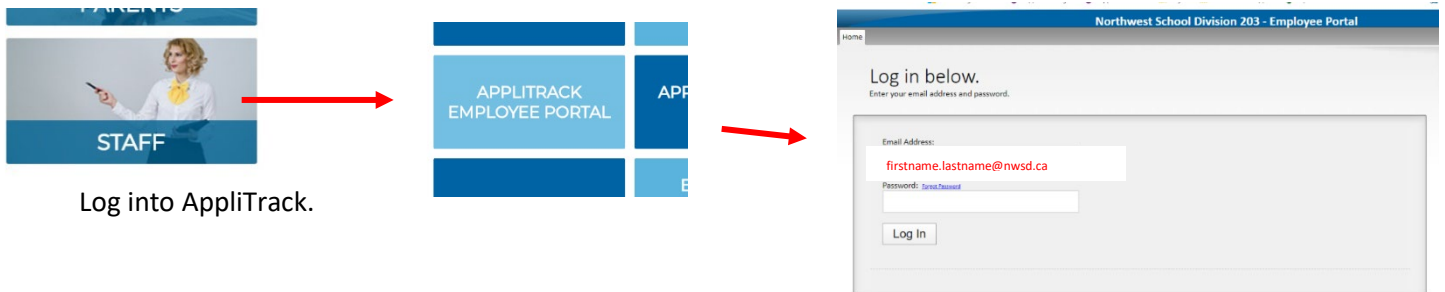
All special events must be submitted in AppliTrack using the special events conveyance form any time a school wants to go on a trip and requires a NWSD bus. There are a couple exceptions contact transportation department to book special event for the following reasons:

- Division Culture Camp
- Teacher Convention
- E A/Administrative Workshops
- Bus transportation involving multiple schools

It is up to a staff member requiring bus transportation to book the bus and find their own driver. Regular and Spare drivers can drive for special events. Spare driver lists are on NWSD website- Busing Info- School Staff- Sorted by large area choose Meadow Lake, Lloydminster or Turtleford spare list. These lists are password protected. Password for all spare driver lists NWSDbus

Before submitting a special event that falls under the excellence fund, a request must be submitted to the director from the principal. Contact the director's assistant for further details.

### STEP 1 – Entered by School Staff Requesting the Bus



## School Staff Special Event Information

Please answer the questions below.

**Trip Details**  
To be completed by school.

- \* School Year: [dropdown]
- \* School: [dropdown]
- \* Destination: [text box]
- \* Details of Activity (ie. swimming, bowling, etc.): [text box]
- \* Departure Date: [calendar]
- \* Return Date: [calendar]
- \* Number of Passengers: [text box]
- \* Trip Supervisor(s): [text box]
- \* Bus Driver: [dropdown]
- \* Signature of Staff Member completing this Form: [text box] [Click to Digitally Sign](#)
- Additional Information/Comments: [text box]

[Save as Draft](#) [Submit Form](#)

A new screen appears where you fill in the trip details. Use the drop-down boxes provided to move through the fields.

All fields must be complete to submit form.

There is a comment box available where additional information pertaining to the trip may be added.

Type your name and click to digitally sign.

Click SUBMIT at the bottom of the page.

Staff member requesting the form will receive an email once Transportation Department has booked the bus.

This email with the link to the Applitrack form should be kept in a sub folder in their email until trip is complete. **DO NOT COMPLETE UNTIL TRIP IS COMPLETE!** Once this section of the form is complete the trip cannot be cancelled and the driver can not be changed.

## To Cancel Special Event

Trip Cancellation is also completed with this link if trip was cancelled for any reason. Only the staff person who originally booked the trip on AppliTrack can cancel the event. Once event is cancelled both the originating staff person at the school and transportation will be notified. In the event, a trip needs to be cancelled, check yes to Cancel the Trip Request.

Add additional information or comments if needed.

[Click to Digitally Sign](#)

[Approve](#) [Deny](#)

Click Deny, this will send the cancellation information to Transportation.

\* Departure Date: 08/28/2019 12:00 ar

\* Return Date: 08/28/2019 12:00 ar

\* Number of Passengers: 1

\* Trip Supervisor(s): [text box]

\* Bus Driver: Adolph Garstenhofer@nwsd.ca

\* Confirm Actual Bus Driver email This step sends the expense claim form to the Bus Driver: Yes

Additional Information/Comments: [text box]

Cancel Trip Request (Click 'Deny' at the bottom of the form if you checked to cancel trip): Yes

\* Confirmation Entered into Bus Shop Calendar: Yes

Bus Driver Expenses: To be completed after driver completes trip.

\* Unit #: [text box]

\* Actual Departure Time: [calendar]

\* Actual Return Time: [calendar]

\* Is the driver an on-duty EA or Teacher?: Yes No

If so, the employee is working as a: [dropdown]

Day 1

Actual Drive Time: [text box]

Stand By Time: [text box]

**The bus driver will not be notified at this step, so driver must be notified by the school the trip is cancelled.**

## STEP 2 – Entered by School Staff Originally Requesting the Trip

Once the trip is booked by transportation the form link will be sent through email to the staff person that originated the trip at the school to complete the next section of the AppliTrack form. Once the trip has taken place school staff will use this link to confirm the trip took place and bus driver that drove for the

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\* School

\* Destination

\* Details of Activity (ie. swimming, bowling, etc.)

\* Departure Date

\* Return Date

\* Number of Passengers

\* Trip Supervisor(s)

\* Bus Driver

\* Confirm Actual Bus Driver email! This step sends the expense claim form to the Bus Driver.  Yes

\* Signature of Staff Member completing this Form

Additional Information/Comments

Cancel Trip Request (Click 'Deny' at the bottom of the form if you checked to cancel trip)  Yes

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\* Confirmation  
Entered into Bus Shop Calendar

trip. **Do not do this step before trip has taken place as the trip can not be cancelled after the form has been sent to the driver. The driver also can not be changed once this step is complete.**

The staff member requesting the bus will type in their first and last name for a digital signature

Add Additional Information/Comments if needed.

Click Approve

The claim portion of this form will be sent to the assigned Bus Driver by email to the driver

selected on the form for payment.