BUS HIVE TRIP REQUEST USER GUIDE

TRAINING FOR TRIP REQUESTORS & APPROVERS

California State University, Chico
Vehicle Reservations Office
To begin using the online system to approve or request trips navigate to the VRES homepage at:

www.csuchico.edu/VRES

Second, click the bus hive request icon
From the VRES link you will be guided to the BusHive website.

If you do not already have an account setup please refer to the “How to Setup An Account Bus Hive User Guide” located on the VRES website.
CHANGE PASSWORD- STEP 3

• If you haven’t already changed your password - change it to something that will be easy to remember.

• Select the Settings Tab and then the “Change Password” link in the left column.

• There are no format requirements
CHANGING PASSWORD CONTINUED…

- Enter the password that was emailed to you in the “Current Password” field.

- Enter a new password that is easy to remember in the “New Password” and “Confirm Password” fields.

- Click the Change Password button.
THE REQUESTER- MAKING A TRIP REQUEST – STEP 4

- From the top menu select “New Request”
- Select trip type based on funding source (State vs. Non State)
- Select “Continue”
- Pick the desired activity from dropdown or if activity is not listed select “Other”
- Describe your “Other” activity in the field provided.
Fill out the request page as completely as possible

- Date should be entered: MM/DD/YYYY
- Time should be entered: H:MM AM or PM

Please note that the date requested is not a guarantee of bus availability
• Fill out contact information as completely as possible

• Providing the Trip Leader's name and cell phone number will ensure we are able to get a hold of the correct person in the event of an emergency.

• When complete click “Submit”
TRIP REQUEST – ONCE SUBMITTED

- Approvers will receive notification of a pending trip.

- Requestors receive notification that the trip is awaiting “approval” by the Transportation Department which is the Department of Bus Reservations.
The trip will be removed from the Approver’s home page when approved and submitted to VRES for scheduling.

Once a trip is submitted to VRES it cannot be canceled or edited via the web, you must contact VRES directly to cancel or change the trip.

Please email hclong@csuchico.edu for any cancellation or change requests.
Congratulations! Receipt of the “Waiting for Transportation” email means a bus has been reserved for you.
You will receive a formal confirmation email at the end of the month prior to your trip’s departure.

Example: If you place a trip request during the month of October to depart in December you will receive a confirmation email the last week of November.
Bus Hive has a Favorites tool built-in to make your life easier when submitting multiple trips for the same or similar activities.

Refer to the “How to Create Favorites Bus Hive User Guide” located on the VRES website for further instructions.
THANK YOU

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE VRES OFFICE AT:

EXT. 6117 or busreservations@csuchico.edu

http://www.csuchico.edu/vres/