



# Transport Back Office

## Creating Journeys

In One Transport, individual journeys are added through the **Journeys** tab. The **Journeys** tab enables you to create mainstream journeys, door-to-door journeys, and journeys using a carer's own transport.

- **Mainstream** journeys are delivered using either standard or network routes.
  - A **standard route** is a route on which the LA have supplied a "school bus"; that is, employed a contractor to supply vehicles to service an LA-specified route.
  - A **network route** is an existing commercial, scheduled road or rail route. The LA buys passes to in order to use these routes.
- On a **door-to-door** journey, the LA supplies transport to pick up a passenger at a specific address or stop and then take that passenger to another address or stop.
- If an LA cannot provide transport to a student at a reasonable cost, it may choose to pay a carer to supply their **own transport**.

For information on generating carer payments for own transport journeys, see the *One Transport Creating Payments* reference guide, available from [www.onepublications.com](http://www.onepublications.com) and My Account.

You can also use One Transport's bulk routines to create mainstream journeys in bulk for passengers who meet a particular set of selection criteria. It is recommended that you use the bulk routines to create the majority of your routes, then deal with any outlying cases (including passengers who will require door-to-door or own transport journeys) using the individual journey process.

### Creating Journeys in Bulk

1. Select **Processes** | **Multiple passengers** | **Allocate journeys** to display passenger selection fields.

**NOTE:** All selection fields on the **Allocate journeys** page are optional.

2. Enter a passenger **postcode** and **between/and** dates.
3. Select an option from the **with** menu. You can choose to create journeys for **approved applications**, **eligible assessments** or **issued assessments**.
4. Select the **school or school group** that you want to create journeys for:

- a. Click the **and** browse to display the **Choose a base** dialog.
  - b. Enter search criteria for the destination address and then click the **Search** button to view a list of matching bases.
  - c. Highlight the destination base and then click the **Select this base** button to select the base and close the dialog.
5. Add **NCY** details.

6. Click the **Preview** button to view a list of applications or assessments that meet your search criteria.
7. Highlight the applications or assessments you want to create journeys for and then assign a route to them. You can assign routes to journeys in two ways:
  - a. Use the **Route**, **From** and **To** browses to select routes and stops for each journey manually.
  - b. Click the **Suggest routes & stops** button. One Transport suggests editable route and stop details for each journey.If you click the **create them automatically** check box before clicking the **Suggest routes & stops** button, then One automatically creates journeys for the highlighted applications using the suggested routes.

**NOTES:** One can only make journey suggestions if the authority has the GISv4 licence and applicable routes, stops and addresses have been geocoded. For more information on geocoding routes and stops see the *Geocoding an Address* topic of the *One Bases Online* handbook, available from [www.onepublications.com](http://www.onepublications.com) and My Account.

One only suggests single leg journeys. If the distance from the address to the boarding stop is too far, then One displays a notification. Additional legs can be added manually if required.

8. Click the **Create selected journeys** button to create the journeys.



# Transport Back Office

## Creating Journeys

### Creating Individual Journeys

1. Select **Processes | Single passenger | [select a passenger] | Journeys**. A list of the selected passenger's journeys is displayed.
2. Click the **add new journey** hyperlink to display editable fields related to journey details.

3. Click the **address** browse and select the journey's start address from the **Choose an address** dialog.
4. Click the **base** browse and select the destination address from the **Choose a base** dialog.
5. Select a journey type from the **Out & return** menu.
6. Use the **every** check boxes to select the days of the week that the student requires transport.
7. Enter the start and end dates of the journey into the **from** and **until** fields.
8. Select a journey type from the **using** menu. Editable fields relating to the selected journey type are displayed.
9. If you selected **Mainstream** from the **using** menu:

- a. Select a **Route** for the journey.
- b. Select the stops that the journey will be **Leaving from**, **going to**, **Returning from** and **going back to**.  
Alternatively, click the **Suggest** button. One analyses the required journey details and populates the **Route**, **Leaving from**, **going to**, **Returning from** and **back to** fields with suggested route and stop information. You can edit these fields manually if required.  
If there are multiple eligible routes, the **Select a Recommendation** dialog is displayed.

**NOTE:** One can only make journey suggestions and estimate distances if your authority has a GISv4 licence and the relevant routes, stops and addresses have been geocoded. For more information on geocoding routes and stops see the *Geocoding an Address* help topic of the *One Bases Online* handbook, available from [www.onepublications.com](http://www.onepublications.com) and My Account.

- c. If required, enter dates into the **Applied on** and **Processed on** fields.
- d. For network journeys, enter a **Cost**.
- e. Select an **Entitlement** reason for the passenger.

10. If you selected **Door-to-Door** from the **using** menu:

- a. Select the route you want to use by clicking the **Route** browse and selecting from the **Select a Route** dialog.

**NOTE:** If no suitable door-to-door route exists, you can create one by clicking on the **create new route** hyperlink.

- b. If required, edit the outbound and return stop and time details in the **Leaving from**, **going to**, **Returning from** and **back to** fields.
- c. If required, enter dates into the **Applied on** and **Processed on** fields.
- d. Select an **Entitlement** reason for the passenger.

11. If you selected **Own Travel** from the **using** menu:

- a. If required, enter new address details into the **Leaving from**, **going to**, **returning from** and **back to** fields. By default, these fields are populated with the same address details as the **between** and **and** fields further up the page.
- b. Enter a **Driving distance** for the journey, either by entering the length of the journey in miles into the **Driving distance** field or clicking the **Estimate Distance** button.
- c. Enter the **Mileage rate** of the journey in pence per mile.
- d. Click the **recalculate** button. The total cost of each journey is displayed in the **Per journey** field. You can edit the calculated value if required.

12. Click the **Save** button to create the journey.

Once created, the journey can be selected from the **Processes | Single passenger | Journeys** menu. You can use the fields on that page to edit the selected journey, or the **delete journey** hyperlink to delete it.