



Last Modified on 08/08/2025 11:50 am CDT

Bus Editor | Create Bus Information | Delete Bus Information

Tool Search: Bus Setup

The **Bus Setup** tool within the Transportation folder houses all of the district's bus numbers that a student may ride. Once the buses are entered here, the In Bus and Out Bus dropdown list will be populated on the student's <u>Transportation</u> tool.

Buses are created for a district, not for a specific school. When creating buses, if the Campus toolbar is set to a specific school, the bus will still be available for selection at all schools in the district.

Bus Setup ☆		School & District Settings > Transportation > Bus Setup	
New Bus Editor Number 12 10 13/20 1/14 01 02 03 04 05	Save Oelete Description Bus 12 Bus 10 13; Transfer to 20 1; Transfer to 14 Bus 1 Bus 2 Bus 3 Bus 4 Bus 5	School & District Settings > Transportation > Bus Setup Bus Detail Number Contracted 12 Description Bus 12	
08 PR 08 09 11 13 14 15	Bus 6 Bus 7 Bus 8 Bus 9 Bus 11 Bus 13 Bus 14 Bus 15		
		Bus Setup Tool	

See the <u>Bus Setup Tool Rights</u> article for information on available tool rights.

Bus Editor

The following table defines the elements available on the Bus editor:



Data Elements	Description
Number	Number assigned to the bus. This entry will display in the In Bus and Out Bus dropdown lists on the student's Transportation tab.
Description	Indicates what the bus is used for, if particular students ride the bus, etc.
Contracted	When selected, this indicates the bus is contracted for use to the district.

Create Bus Information

- 1. Select the **New** icon from the Action bar.
- 2. Enter the **Number** of the bus. This field will display up to ten digits, letters or characters.
- 3. Enter a **Description** of the bus.
- 4. If this is a contracted bus, mark the **Contracted** checkbox.
- 5. Click the **Save** icon when finished. The newly created bus will appear in the Bus Editor list.

Delete Bus Information

A bus can **ONLY** be deleted if no students have been assigned to it.

- 1. Select the bus that needs to be deleted from the Bus Editor list.
- 2. Click the **Delete** icon from the Action bar.
- 3. A warning message will appear indicating the bus will be deleted. Click **OK** to continue or **Cancel** to stop the deletion process. If continuing, the bus will be removed from the bus editor list.

Bus Editor Number 3 513 - ADAM 621 - #618	Description 3 513 - ADAM 621 - #618	Bus De *Number 231 *Descrip	Contracte	d
427-MTN	427-MTN	Alterso	Activities	
434-MTN	434-MTN			
421- MTN	421- MTN	The page at https:		×
433-#906	433-#906	ine page armipsi		
429-#406	429-#406			
435-MTN	435-MTN	You are about to delete this TransportationBus, are you sure?		
428-#23	428-#23			
423-#923	423-#923		OK Cane	-
426-MTN	426-MTN		OK Cane	ei
422-MTN	422-MTN			
436-#907	436-#907	_		
425-#438	425-#438			
424-#905	424-#905			
231	Afterschool Activities			

