

# Bus Setup

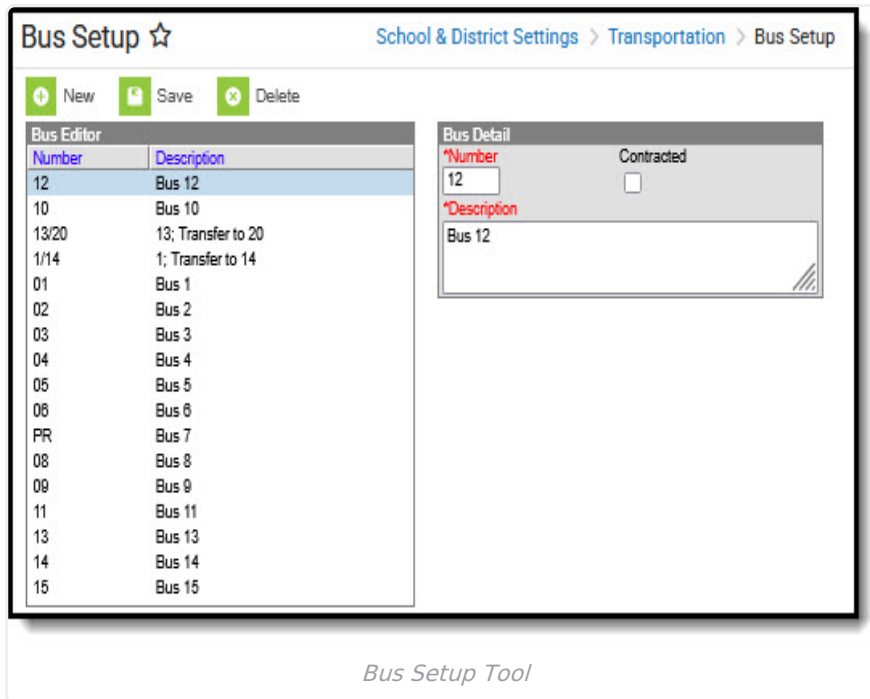
Last Modified on 12/14/2025 8:45 pm CST

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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 [Transportation](#) 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](#) [Save](#) [Delete](#)

Number	Description
12	Bus 12
10	Bus 10
13/20	13; Transfer to 20
1/14	1; Transfer to 14
01	Bus 1
02	Bus 2
03	Bus 3
04	Bus 4
05	Bus 5
06	Bus 6
PR	Bus 7
08	Bus 8
09	Bus 9
11	Bus 11
13	Bus 13
14	Bus 14
15	Bus 15

**Bus Detail**

\*Number: 12 Contracted ☐

\*Description: Bus 12

*Bus Setup Tool*

See the [Bus Setup Tool Rights](#) article for information on available tool rights.

## Bus Editor

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

Data Elements	Description
<b>Number</b>	Number assigned to the bus. This entry will display in the In Bus and Out Bus dropdown lists on the student's Transportation tab.
<b>Description</b>	Indicates what the bus is used for, if particular students ride the bus, etc.
<b>Contracted</b>	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.

