

Bus Setup

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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.

The screenshot shows the 'Bus Setup' tool interface. The top navigation bar includes 'School & District Settings > Transportation > Bus Setup'. The left side features a 'Bus Editor' table with columns for 'Number' and 'Description'. The table lists various bus numbers with their corresponding descriptions. The right side shows a 'Bus Detail' panel for a selected bus. The 'Number' field contains '12' and the 'Contracted' checkbox is unchecked. The 'Description' field contains 'Bus 12'. The bottom of the interface is labeled 'Bus Setup Tool'.

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

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
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.

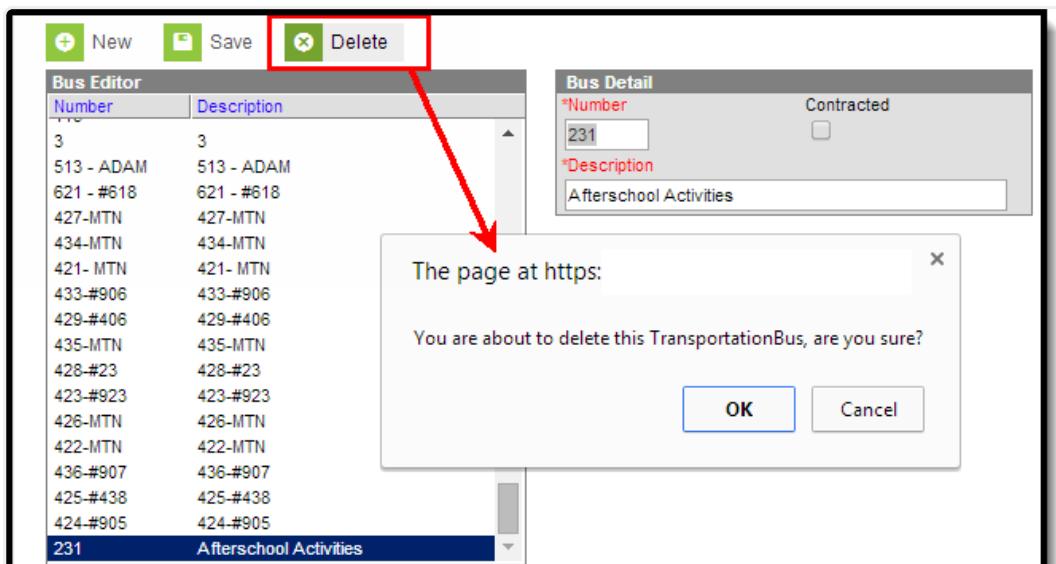
Create Bus Information

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.



Delete Buses

