

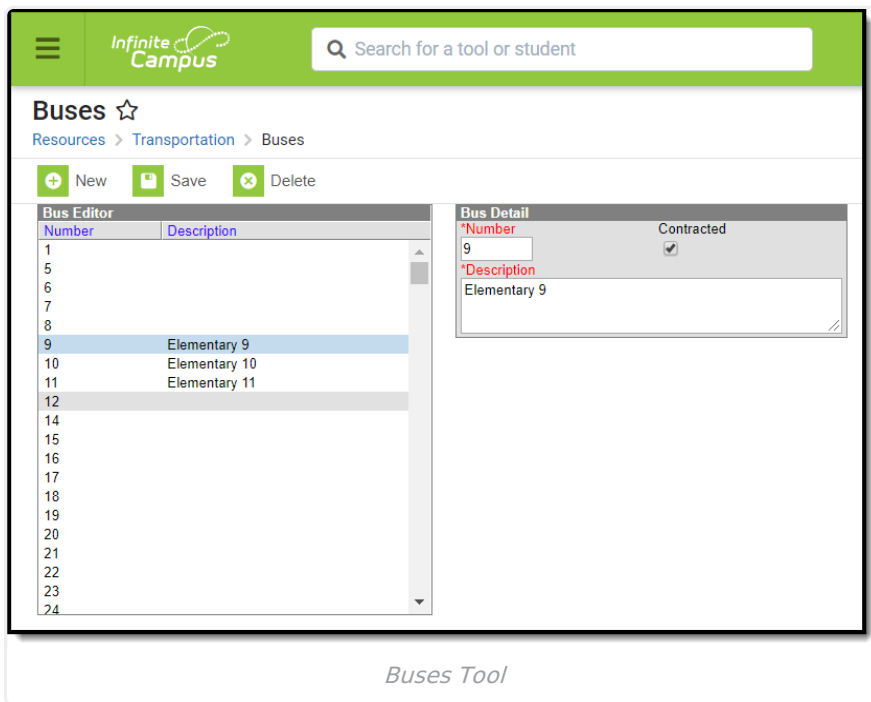
# Buses

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Tool Search: Buses

The **Buses** 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 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.

## Buses Editor

The following table defines the elements available on the Buses 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.

