Bus Setup

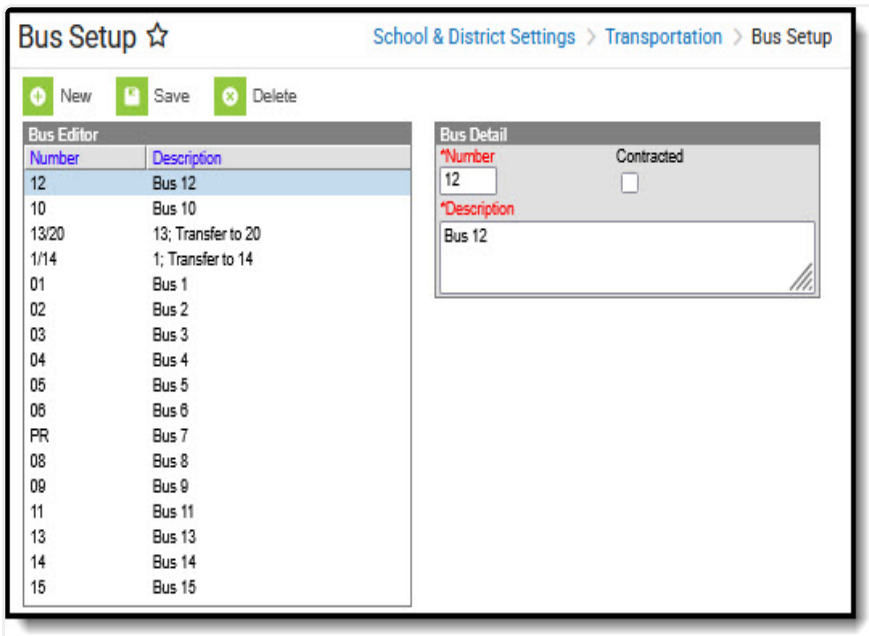
Last Modified on 08/08/2025 11:50 am CDT

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 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 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:

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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.

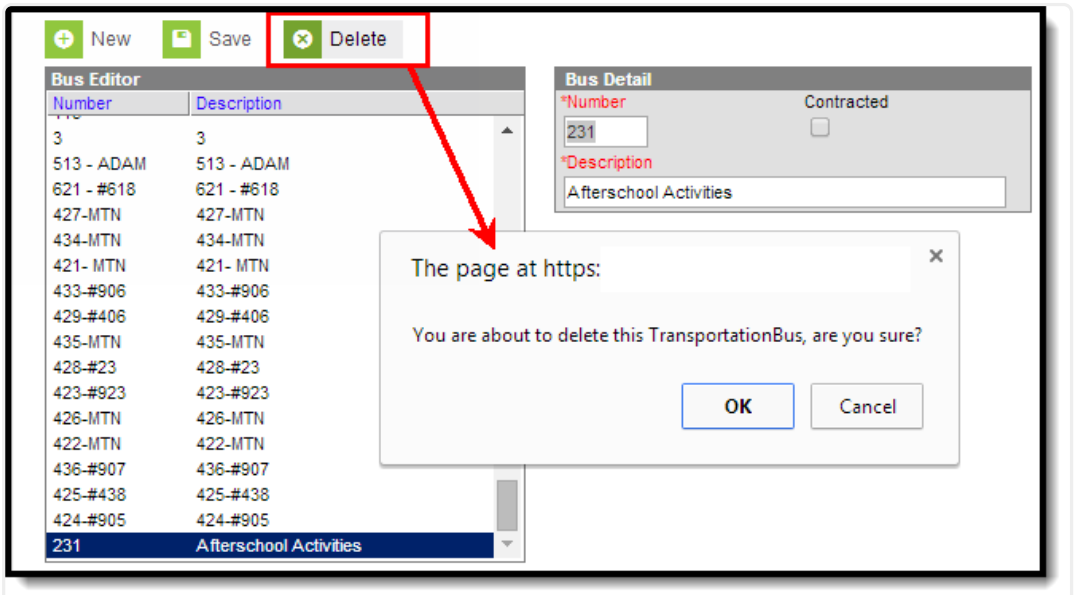
Create Bus Information

1. Select the **New i**con 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

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