

# Transportation Summary Report

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

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Tool Search: Transportation Summary Report

The Transportation Summary Report prints bus or parking detail information for students who match the selected criteria. Students are included if there is transportation information and an active enrollment record as of the entered Transportation Enrollment Effective Date.

**Transportation Summary Report**

The Transportation Summary Report will print either bus or parking detail information for students that match the selected criteria. Students can be selected by grade level or Ad Hoc filter. Effective date will include students with active enrollments on the date selected. Students will be included in the report if they have transportation data for any of the fields selected.

What type of data would you like to include in the report?

☒ Bus Information
 

☒ Route Name
 ☒ Pick-up Location
 ☒ Drop-off Location
 ☒ Route Type
 ☒ Pick-up Time
 ☒ Drop-off Time
 ☒ Route Days
 ☒ Stop Number
 ☒ Miles Transported
 ☒ Bus Number

☐ Parking Information
 

☐ Make
 ☐ Color
 ☐ Parking Permit
 ☐ Model
 ☐ Plate Number

Which students would you like to include in the report?

☒ Grade
 

All Students

09

10

11

12

☐ Ad Hoc Filter

\*Transportation Effective Date: 06/27/2024

How would you like the report sorted?

☒ Student
 ☐ Grade

Report Format: PDF

Generate Report

*Transportation Summary Report*

See the [Transportation Reports Tool Rights](#) for information on available tool rights.

# Report Logic

This report pulls data as entered for the selected criteria on the student's Transportation tool. The user determines if Bus Information or Parking Information is reported.

# Report Editor

The following information defines the available options on the Transportation Summary Report.

Options	Description
<b>Transportation Data</b>	Parking and bus information is stored on the student's Transportation tool. Select the appropriate information to include on this report. Bus and Parking information is generated in separate reports. All fields for a type of transportation are automatically selected. Remove the selection of fields as needed.
<b>Student Selection</b>	Students are selected by either a Grade Level or an Ad hoc Filter. Users are also required to enter a Transportation Effective Date which limits the students to those who have transportation records as of the entered date. This date is defaulted to the current date and can be modified by entering a new date in mmddyy format or use the calendar icon to select a date.
<b>Sort Options</b>	This report can be printed in Student order (alphabetical by last name) or in Grade Level order (lowest grade in calendar prints first). Determine the appropriate option.
<b>Report Format</b>	The report is generated in PDF or DOCX format.

# Generate the Report

1. Select the appropriate **Bus Information** or **Parking Information** to include on the report. Remove the selection of those items within the Bus or Parking detail that should not be included on the report.
2. Select the students to include on the report by selecting **Grade levels** or an **Ad hoc Filter**.
3. Enter a **Transportation Effective Date** in *mmddyy* format.
4. Select how the report should be sorted - by **Student** or by **Grade** level.
5. Select the desired **Report Format** - PDF or DOCX.
6. Click the **Generate Report** button.

<b>23-24</b> <b>Harrison High</b> 5856 Peachtree Parkway, Metro City DE 55436 Generated on 06/27/2024 01:57:07 PM Page 1 of 1					<b>Transportation Summary Report</b> Bus Information All Grades Effective Date: 06/27/2024				
Student	Type	Days	Bus	Pick-up Location	Pick-up Time	Drop-off Location	Drop-off Time	Stop	Miles
Abegg, Dylan (11)	TS	Mon, Tue, Wed, Thu, Fri	12	4321 109th Ave NE	07:00 AM		03:45 PM		0.00
Abegg, Wallace (11)	TS O	Mon, Wed, Thu, Fri Mon, Fri	12 PR	Pick Up Location Corner	06:10 AM	Drop Off Location Home	02:56 PM	12	10.00 7.00
Ahmed, Giana (09)	TS	Mon, Tue, Wed, Thu, Fri	12	Home	07:03 AM				0.00
Alborough, Dallas (12)	TS	Mon, Tue, Wed, Thu, Fri	12	home	07:12 AM				0.00
Andersen, Koda (09)	TS	Mon, Tue, Wed, Thu, Fri	12	Home	06:55 AM				0.00
Golden, Anika (09)	TS	Mon, Tue, Wed, Thu, Fri	09	96th Ave NE & Tyler St	07:21 AM	SLP High School	07:36 AM	16	3.10
	FS	Mon, Wed, Fri	24	High School	03:07 PM	96th Ave NE & Tyler St	03:21 PM	21	0.00
	FS	Tue, Thu	04	School	03:16 PM	YMCA 1227 W. Oak St	03:26 PM		3.90
	TS	Mon, Tue, Wed, Thu	01	home	08:03 AM				2.50
	FS	Mon, Tue, Wed, Thu	01			home			2.50