Transportation

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Tool Search: Transportation

The Student Transportation tool allows districts to record the bus the student is assigned to and from school and the vehicle the student drives to and from school. There are two sections to one Transportation record:

- **Transportation Detail.** Users can record the student's assigned bus stop(s) and bus(es), typical bus arrival/departure times and the number of miles transported per day.
- **Parking Detail.** Users can record student-specific school parking information when a student is permitted to drive their own vehicle to school.

Additional Transportation tools are available in School & District Settings Transportation.

Student Transportation

See the Transportation Tool Rights article for information about rights needed to use this tool.

When districts have defined custom attributes for transportation, a third section displays on the tool called District Defined Elements. Follow district procedures when entering that information.

- **Buses** - stores all of the district's bus numbers.
- **Batch End and Delete Wizard** - allows districts/schools the ability to end and/or delete existing transportation records for multiple students at a time.
- **Transportation Roll Forward** - allows districts/schools to move existing student transportation records from the current calendar into next year's calendar.
- **Student Bus Assignment Report** - prints bus information for students in a list or in a badge form, generated by bus number or by teacher.
- **Transportation Summary Report** - lists current transportation records that includes either bus information or parking detail information.

Transportation Ad hoc Information

Student Transportation information can be found in Ad hoc reporting for the Student Data Type in the **Student > Transportation** folder.

- Use the **Active Bus Info**, **Most Recent Bus Info** and **Bus History** options to build reports for student bus assignments.
- Use the **Active Parking Info**, **Most Recent Parking Info** and **Parking History** options to build reports for student parking records.
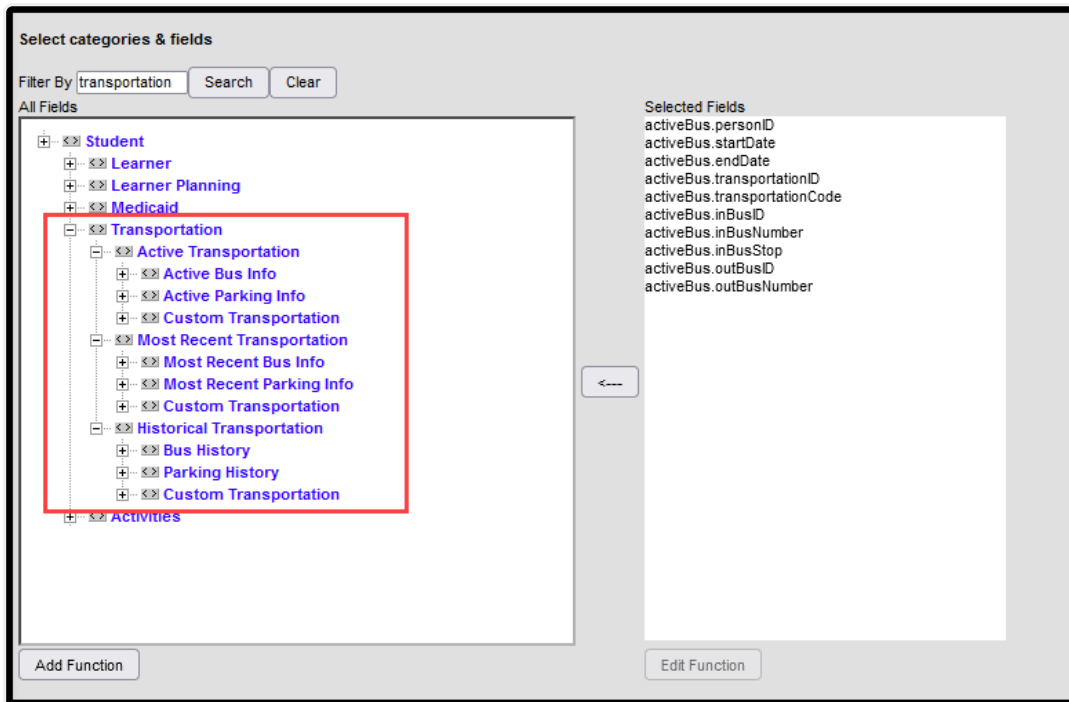
Transportation Fields in Filter Designer

Transportation Logic

Transportation information displays in Ad hoc Reporting, Student Schedule, Student Summary and Campus Student/Campus Parent.

Transportation records are tied to a calendar ID; therefore, when a student is not enrolled in the calendar selected in the Campus toolbar, a warning message displays.

- **Only one active transportation record is allowed per calenda** r. When a user has an active transportation record and a new record is created with a start date occurring later than the start date of the existing record, the existing record is auto-assigned an end date of the day prior to the start date of the new record.
- **Overlapping records within a calendar are not supported. However, concurrent records in multiple calendars are allowed.** When a user has an active transportation record and a new record is created with a start date occurring on the same or earlier than the existing record, an error message displays indicating that overlapping enrollments are not allowed. A new record is not created. This should be manually resolved by the user.
- **Bus information and parking information can be stored on the same record for the same date range.** When a new transportation record is created, both the bus and parking information need to be entered, if the parking information is still accurate.

Transportation Detail Information

Bus information is entered in the Transportation Detail section of the Transportation tool. The active bus information displays on the Student Summary and can also be printed on Student Schedules when marked on the Schedule Report Preferences.

Transportation Detail

Data Element	Description	Ad hoc Field	Database Location
Start Date	Indicates the date the transportation record was entered and/or modified for the student (the first day of riding the bus, the day the student received a parking permit, the day mileage was entered, etc.)	activeBus.startDate recentBus.startDate bus.startDate	Transportation.startDate

Data Element	Description	Ad hoc Field	Database Location
End Date	Indicates the date the student's current transportation record was modified and a new record was created. When this field is blank, the Transportation record is considered active.	activeBus.endDate recentBus.endtDate bus.endDate	Transportation.endDate
In Bus	Number of the bus the student rides to school.	activeBus.inBusNumber recentBus.inBusNumber bus.inBusNumber	Transportation.inBus
Out Bus	Number of the bus the student rides when leaving school.	activeBus.outBusNumber recentBus.outBusNumber bus.outBusNumber	Transportation.outBus
In Time	Time at which the bus picks up the student.	activeBus.inTime recentBus.inTime bus.inTime	Transportation.inTime
Out Time	Time in which the bus leaves school to drop off the student.	activeBus.outTime recentBus.outTime bus.outTime	Transportation.outTime
In Bus Stop	Location of where the bus picks up the student for school. This field is limited to 30 characters.	activeBus.inBusStop recentBus.inBusStop bus.inBusStop	Transportation.inBusStop

Data Element	Description	Ad hoc Field	Database Location
Out Bus Stop	Location of where the bus drops off the student from school. This field is limited to 30 characters.	activeBus.outBusStop recentBus.outBusStop bus.outBusStop	Transportation.outBusStop
Late Bus	Number of the bus the student rides if participating in after school activities.	activeBus.lateBusNumber recentBus.lateBusNumber bus.lateBusNumber	Transporation.lateBus
Miles Transported	Number of miles the student rides the bus, a summation of the distance to school and from school.	activeBus.milesTransported recentBus.milesTransported bus.milesTransported	Transporation.milesTransported

In Bus, Out Bus and **Late Bus** fields use information created in System Administration Buses.

Enter Transportation Detail Information

1. Verify the **Calendar** is the correct selection for the student.
2. Enter a **Start Date** for the transportation record.
3. Select the **In Bus** number from the dropdown list.
4. Select the **Out Bus** number from the dropdown list.
5. Enter the **In Time**.
6. Enter the **Out Time**.
7. Enter the **In Bus Stop**.
8. Enter the **Out Bus Stop**.
9. Select the **Late Bus**, if provided by the school or district.
10. Enter the **Miles Transported**.
11. Select the **Save** button. The transportation record is listed in date order in the Transportation Calendar list.

Parking Detail Information

Parking detail stores all student-specific information related to school parking. This area is useful when issuing parking permits or enforcing parking violations.

Parking Detail

Data Elements	Description	Ad hoc Field	Database Location
Make	Indicates the car manufacturer and/or brand.	activeParking.make recentParking.make parking.make	TransportationParking.make
Model	Indicates the model within the car brand.	activeParking.model recentParking.model parking.model	TransportationParking.model
Color	Indicates the color of the student's car.	activeParking.color recentParking.color parking.color	TransportationParking.color
Plate Number	Indicates the license plate number.	activeParking.plateNumber recentParking.plateNumber parking.plateNumber	TransportationParking.plateNumber

Data Elements	Description	Ad hoc Field	Database Location
Parking Permit	Identification number attached to the student's issued parking permit.	activeParking.parkingPermit recentParking.parkingPermit parking.parkingPermit	TransportationParking.parkingPermit

A Calendar selection and a Start Date are required when adding parking information. These fields are located in the Transportation Detail section of the editor.

Enter Parking Detail Information

1. Verify the **Calendar** is the correct selection for the student.
2. Enter a **Start Date** for the parking information.
3. Enter the **Make**.
4. Enter the **Model**.
5. Enter the **Color**.
6. Enter the **Plate Number**.
7. Enter the **Parking Permit**.
8. Click the **Save** button.

Delete and End Transportation Records

Deleting a record completely removes the information from the database. Transportation records are automatically ended in the following situations:

- When a new record is created in the same calendar as another record;
- When the current record has no end date; or
- When the new record's start date is more recent than the current record's start date.

Delete Transportation Records

1. Select the transportation record to delete from the **Transportation Calendar**. The detail of the record displays.
2. Click the **Delete** button. A warning message displays, verifying the record is to be deleted.
3. Click the **OK** button to continue with the deletion process or click the **Cancel** button.

End a Transportation Record

1. Select the transportation record to end from the **Transportation Calendar**. The detail of the

record displays.

2. Enter an **End Date** in the Transportation Detail section.
3. Click the **Save** button when finished. The selected transportation record displays in the Transportation Calendar section.

End dates must be within the transportation record's calendar start and end dates.

Documents

To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.
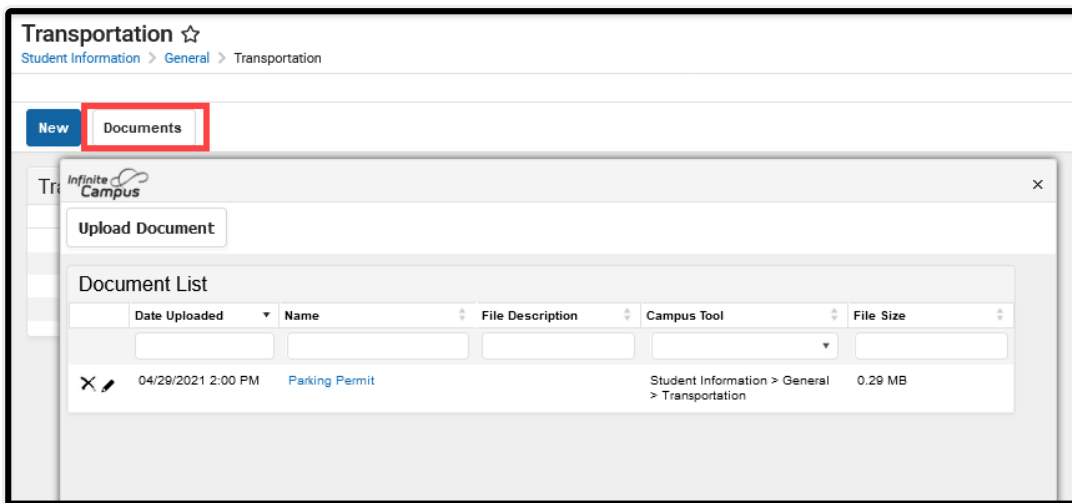
Transportation Documents

State-Specific Information

Fields may vary by state:

- Kansas
- Oklahoma
- North Carolina
- Wisconsin