

# Transportation

Last Modified on 12/27/2024 11:57 am CST

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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](#).

☰
Infinite Campus

## Transportation ☆

Student, Kevin Grade: 12 #123456 DOB: 12/10/04 Counselor: Barb Staff

\* Medical Condition(s) 
 🏠 HS-General (No CTE Pathway) 
 ✈️ In-School Instruction (5 days)

Save
New
Delete
Documents

### Transportation Calendar

Calendar	Start Date	End Date
22-23 High School	10/15/2022	10/31/2022
22-23 High School	09/30/2022	10/14/2022
22-23 High School	09/06/2022	09/29/2022

### Transportation Detail

Calendar  
22-23 High School

\*Start Date

In Bus

In Time

In Bus Stop

Late Bus

End Date

Out Bus

Out Time

Out Bus Stop

Miles Transported

### Parking Detail

Make

Color

Parking Permit

Model

Plate Number

*Student Transportation*

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.

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Transportation procedures in your state.

- **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.

## Tool Rights

Full access to Student Transportation requires the following tool rights for **Student Information > General > Transportation**:

- **R** rights allow users to see the Transportation tool. Also allows users with rights to Student Summary to see Bus In/Bus Out information.
- **W** rights allow users to edit existing Transportation entries.
- **A** rights allow users to add new Transportation entries.
- **D** rights allow users to delete Transportation entries.

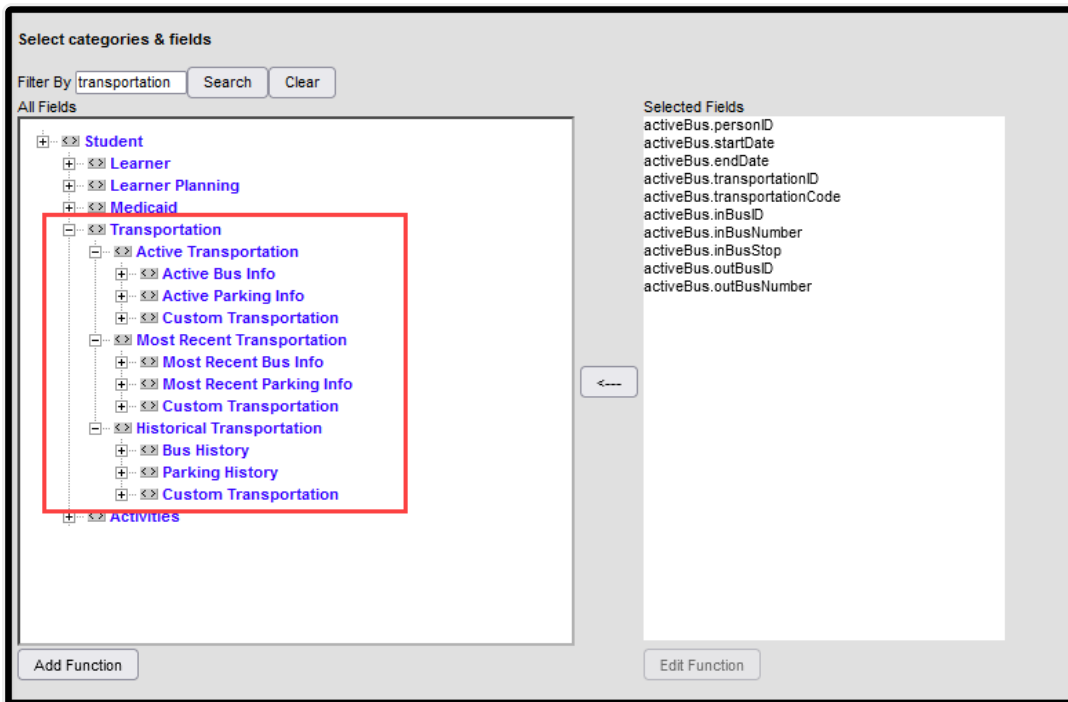
Student Information	All	Read	Write	Add	Delete
General	All	Read	Write	Add	Delete
Additional Enrollment Schedules	All	Read	Write	Add	Delete
Grade Book	All	Read	Write	Add	Delete
Can Overload Sections	All	Read	Write	Add	Delete
Can Override Strict Student Constraints	All	Read	Write	Add	Delete
View Attendance	All	Read	Write	Add	Delete
Scheduling Messenger	All	Read	Write	Add	Delete
User Group Formats	All	Read	Write	Add	Delete
Student Locator Wizard	All	Read	Write	Add	Delete
Summary	All	Read	Write	Add	Delete
Ed-FI ID	All	Read	Write	Add	Delete
GUID	All	Read	Write	Add	Delete
State ID	All	Read	Write	Add	Delete
Print Picture	All	Read	Write	Add	Delete
Test Accommodations	All	Read	Write	Add	Delete
Transcripts	All	Read	Write	Add	Delete
Free Form Entry	All	Read	Write	Add	Delete
<b>Transportation</b>	All	Read	Write	Add	Delete
Waiver	All	Read	Write	Add	Delete

Student Transportation Tool Rights

## 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 calendar.** 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 Calendar

Calendar	Start Date	End Date
22-23 High School	10/15/2022	10/31/2022
22-23 High School	09/30/2022	10/14/2022
22-23 High School	09/06/2022	09/29/2022

### Transportation Detail

Calendar  
22-23 High School

**\*Start Date**

**End Date**

**In Bus**

**Out Bus**

**In Time**

**Out Time**

**In Bus Stop**

**Out Bus Stop**

**Late Bus**

**Miles Transported**

### Parking Detail

**Make**

**Model**

**Color**

**Plate Number**

*Transportation Detail*

Data Element	Description	Ad hoc Field	Database Location
<b>Start Date</b>	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
<b>End Date</b>	<p>Indicates the date the student's current transportation record was modified and a new record was created.</p> <p>When this field is blank, the Transportation record is considered active.</p>	activeBus.endDate recentBus.endtDate bus.endDate	Transportation.endDate
<b>In Bus</b>	Number of the bus the student rides to school.	activeBus.inBusNumber recentBus.inBusNumber bus.inBusNumber	Transportation.inBus
<b>Out Bus</b>	Number of the bus the student rides when leaving school.	activeBus.outBusNumber recentBus.outBusNumber bus.outBusNumber	Transportation.outBus
<b>In Time</b>	Time at which the bus picks up the student.	activeBus.inTime recentBus.inTime bus.inTime	Transportation.inTime
<b>Out Time</b>	Time in which the bus leaves school to drop off the student.	activeBus.outTime recentBus.outTime bus.outTime	Transportation.outTime
<b>In Bus Stop</b>	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
<b>Out Bus Stop</b>	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
<b>Late Bus</b>	Number of the bus the student rides if participating in after school activities.	activeBus.lateBusNumber recentBus.lateBusNumber bus.lateBusNumber	Transportation.lateBus
<b>Miles Transported</b>	Number of miles the student rides the bus, a summation of the distance to school and from school.	activeBus.milesTransported recentBus.milesTransported bus.milesTransported	Transportation.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.

### Transportation Detail

**Calendar**  
22-23 North Smithfield High Sc

**\*Start Date**   **End Date**

**In Bus**  **Out Bus**

**In Time**  **Out Time**

**In Bus Stop**  **Out Bus Stop**

**Late Bus**  **Miles Transported**

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### Parking Detail

**Make**  **Model**

**Color**  **Plate Number**

**Parking Permit**

*Parking Detail*

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



Data Elements	Description	Ad hoc Field	Database Location
<b>Parking Permit</b>	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

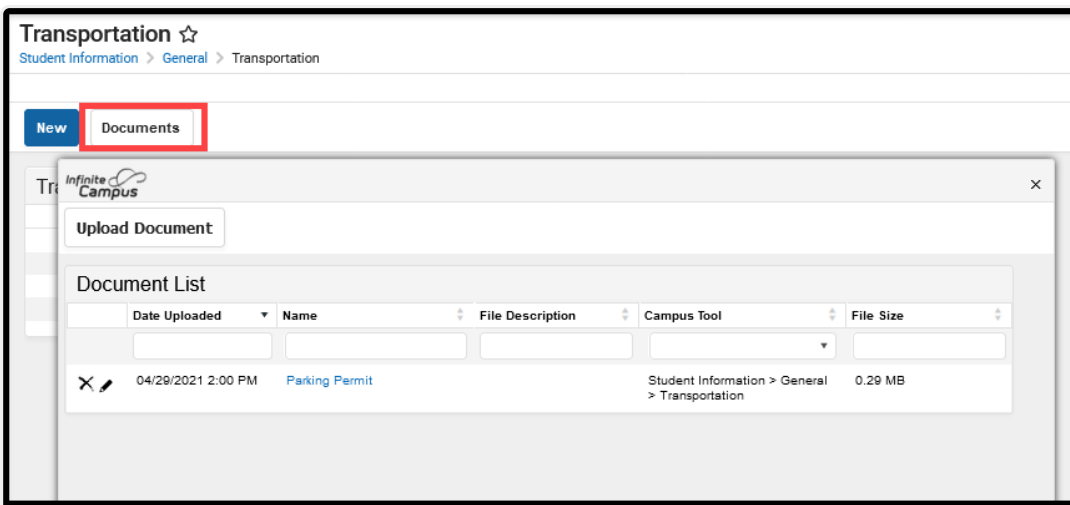
record displays.

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*

## Previous Versions

[Transportation \(Student\) \[.2243 - .2307\]](#)

[Transportation \(Student\) \[.2211 - .2243\]](#)