

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

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**Classic View:** Student Information > General > Transportation

**Search Terms:** Transportation

The student Transportation tool provides a space for users to record a student's transportation information. From here, users are able to define a student's bus stop(s), bus(es) used during the school day, typical bus arrival/departure times and the number of miles transported per day.

Users are also provided with a space to store student-specific school parking information such as the student's car color, model, make, license plate number and parking permit.

## Transportation ☆

[Student](#) > [General](#) > Transportation

Save
New
Delete

### Transportation Calendar

Calendar	Start Date	End Date
2018-19 High School	09/04/2018	
2018-19 High School Hig	09/04/2018	09/04/2018

### Transportation Detail

**Calendar**  
 2018-19 High School

**\*Start Date**  
 09/04/2018

**In Bus**  
 44 - MV

**In Time**  
 06:21 AM

**In Bus Stop**

**Late Bus**

**\*Transporting District**  
 School (123456)

**\*Transportation Category**  
 04: Desegregation

**End Date**

**Out Bus**  
 44 - MV

**Out Time**  
 02:47 PM

**Out Bus Stop**

**Miles Transported**

### Parking Detail

**Make**

**Model**

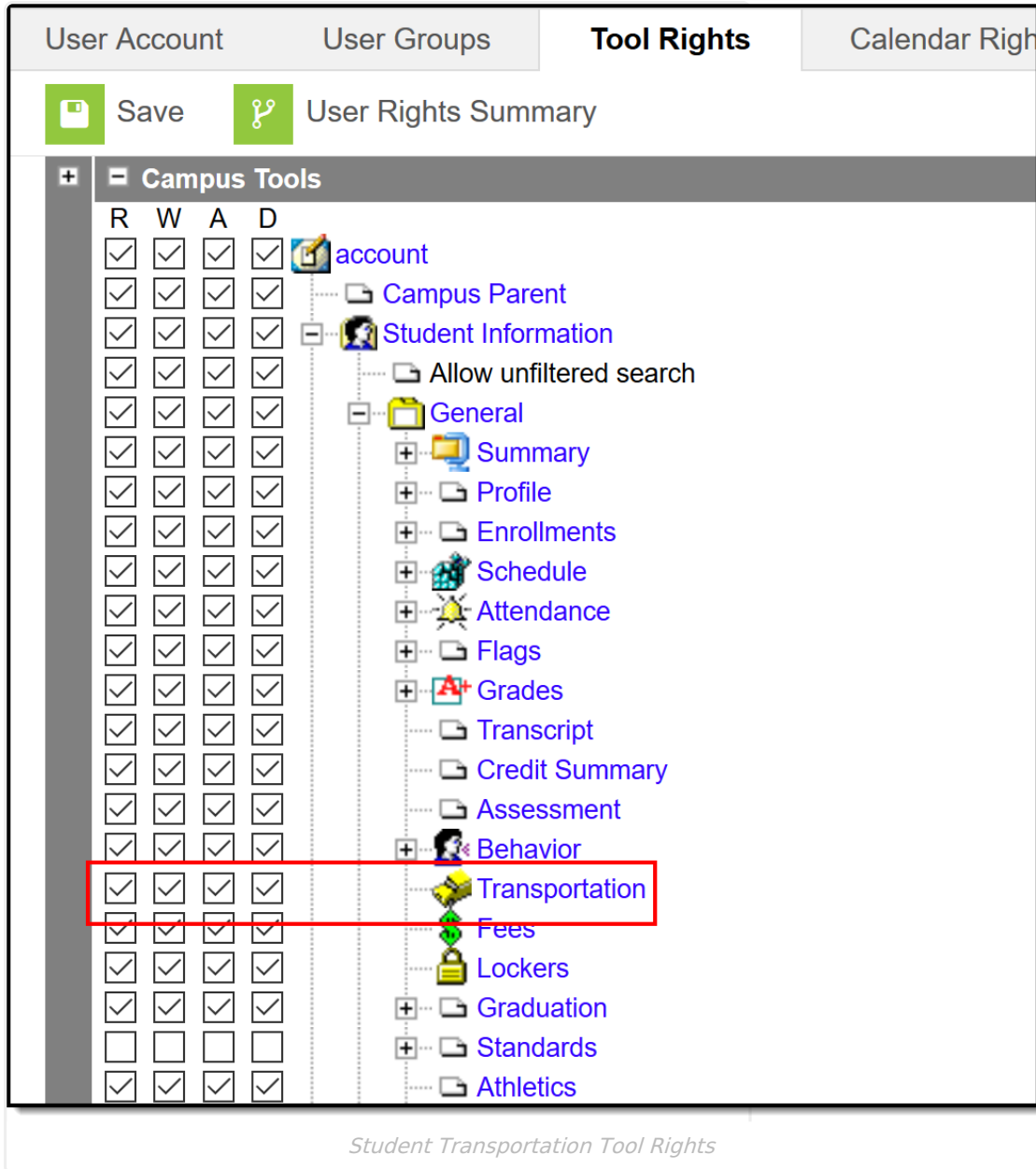
Student Transportation

## 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.
- **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.



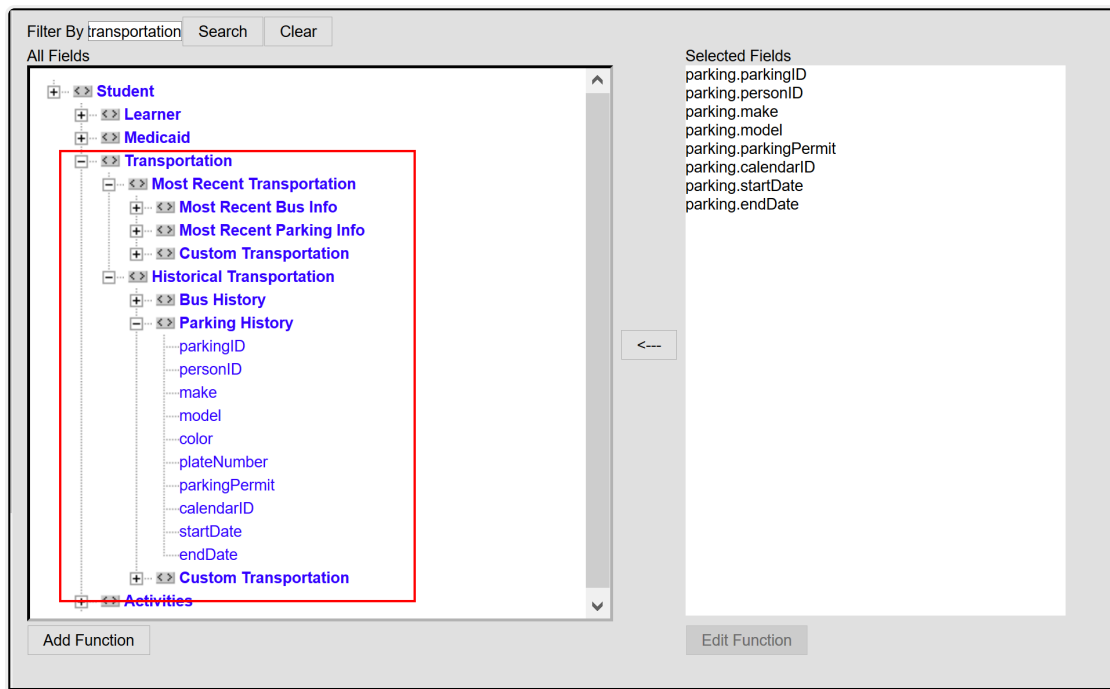
The screenshot shows the 'User Rights Summary' window with the 'Tool Rights' tab selected. Under the 'Campus Tools' section, a table lists various tools and their associated rights (R, W, A, D). The 'Transportation' tool is highlighted with a red box, showing that all four rights (R, W, A, D) are checked for it.

Tool	R	W	A	D
account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Campus Parent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow unfiltered search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flags	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Transportation</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lockers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Athletics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Student Transportation Tool Rights

## Transportation Information in Ad hoc Query Wizard

Student Transportation information can be found in Ad hoc reporting for the Student Data Type in the **Student > Transportation** folder. Information on a student's most recent transportation record and historical records can be found.



*Transportation Fields in Filter Designer*

## Transportation Logic

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

- Only one active transportation record is allowed per calendar.
- Overlapping records within a calendar are not supported. However, concurrent records in multiple calendars are allowed.

If 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.

If 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 appears indicating that overlapping enrollments are not allowed. A new record is not be created. This should be manually resolved by the user.

## Data Conversion

Existing transportation data for students is converted in the following manner:

- If a student has data on the Transportation tool, a record is created with a start date equal to the earliest enrollment start date in that calendar for each calendar in which there is transportation data.
- If a student has multiple enrollments, districts have to manually create additional records as needed.

- If a student does not have data on the Transportation tool, no record is created.

If a student had a transportation record in a calendar in which he/she was not enrolled, the transportation record is converted but does not have a start date.

## Additional Transportation Tools

The following Transportation tools are available in System Administration Transportation:


Tool	Description
<a href="#"><u>Buses</u></a>	The Buses tool houses all of the district's bus numbers that students ride and is used in the Student Transportation tool.
<a href="#"><u>Batch End and Delete Wizard</u></a>	This tool allows districts/schools the ability to end and/or delete existing transportation records for multiple students at a time.
<a href="#"><u>Transportation Roll Forward</u></a>	The Transportation Roll Forward wizard allows districts/schools to move existing student transportation records from the current calendar into next year's calendar.
<a href="#"><u>Student Bus Assignment Report</u></a>	This report prints bus information for students in a list or in a badge form, generated by bus number or by teacher.
<a href="#"><u>Transportation Summary Report</u></a>	This report lists current transportation records that includes either bus information or parking detail information.

## Transportation Detail Information

Transportation detail provides users with the ability to record a student's transportation information. From here, users are able to define and reference any or all appropriate student-specific transportation information.

### Transportation Detail

**Calendar**  
2018-19 High School

**\*Start Date**  
09/04/2018 

**In Bus**  
44 - MV ▼


**In Time**  
06:21 AM

**In Bus Stop**

**Late Bus**

**\*Transporting District**  
School (123456) ✕ ▼

**\*Transportation Category**  
04: Desegregation ▼

**End Date**  
 

**Out Bus**  
44 - MV ▼

**Out Time**  
02:47 PM

**Out Bus Stop**

**Miles Transported**

### Parking Detail

**Make**

**Color**

**Parking Permit**

**Model**

**Plate Number**

### District Defined Elements

*Transportation Detail Card*

The following fields are available for entry on the student's Transportation tool.

Data Element	Description
<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.)
<b>End Date</b>	Indicates the date the student's current transportation record was modified and a new record was created.
<b>In Bus</b>	Number of the bus the student rides to school.
<b>Out Bus</b>	Number of the bus the student rides when leaving school.
<b>In Time</b>	Time at which the bus picks up the student.

Data Element	Description
<b>Out Time</b>	Time in which the bus leaves school to drop off the student.
<b>In Bus Stop</b>	Location of where the bus picks up the student for school. This field is limited to 30 characters.
<b>Out Bus Stop</b>	Location of where the bus drops off the student from school. This field is limited to 30 characters.
<b>Late Bus</b>	Number of the bus the student rides if participating in after school activities.
<b>Miles Transported</b>	Number of miles the student rides the bus, a summation of the distance to school and from school.

**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** icon. 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.

The screenshot shows a web form for entering student information. At the top, there are dropdown menus for 'Late Bus' and 'Times Transported'. Below these is a red asterisk followed by 'Transporting District' and a search box containing 'School (123456)'. A red rectangular box highlights the 'Parking Detail' section, which contains the following fields:

- Make:** Text box with 'Honda' entered.
- Model:** Text box with 'Civic' entered.
- Color:** Text box with 'Blue' entered.
- Plate Number:** Empty text box.
- Parking Permit:** Empty text box.

Below the 'Parking Detail' section is the 'District Defined Elements' section, which includes:

- Registered for transportation:** A dropdown menu.
- Make - Car 2:** Empty text box.
- Model - Car 2:** Empty text box.
- Color - Car 2:** Empty text box.
- Plate Number - Car 2:** Empty text box.

At the bottom of the form, there is a label 'Parking Detail Card'.

The following data elements are available for parking information:

Data Elements	Description
<b>Make</b>	Indicates the car manufacturer and/or brand.
<b>Model</b>	Indicates the model within the car brand.
<b>Color</b>	Indicates the color of the student's car.
<b>Plate Number</b>	Indicates the license plate number.
<b>Parking Permit</b>	Identification number attached to the student's issued parking permit.

A Calendar selection and a Start Date are required entry 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. Select the **Save** icon.

## 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** icon. A warning message appears, 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** icon when finished. The selected transportation record displays in the Transportation Calendar section as ended.

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 ☆

[Student Information](#) >
 [General](#) >
 Transportation

New

Documents

×

Infinite Campus

Upload Document

Document List

	Date Uploaded ▾	Name	File Description	Campus Tool	File Size
✕ ✎	04/29/2021 2:00 PM	Parking Permit		Student Information > General > Transportation	0.29 MB

Transportation Documents