

Transportation (Student) [.2243 - .2307]

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Classic View: Student Information > General > Transportation

Search Terms: 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](#).

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 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

Parking Permit

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.
- **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 | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| ▼ General | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Schedule | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Additional Enrollment Schedules | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Grade Book | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Can Overload Sections | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Can Override Strict Student Constraints | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| View Attendance | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Scheduling Messenger | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| User Group Formats | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Student Locator Wizard | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Summary | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Ed-Fi ID | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| GUID | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| State ID | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Print Picture | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Test Accommodations | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Transcripts | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Free Form Entry | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| ▼ Transportation | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete |
| Waiver | <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> 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.

Select categories & fields

Filter By

All Fields

- + ↗ Student
- + ↗ Learner
- + ↗ Learner Planning
- + ↗ Medicaid
- ↗ Transportation
 - ↗ Active Transportation
 - + ↗ Active Bus Info
 - + ↗ Active Parking Info
 - + ↗ Custom Transportation
 - ↗ Most Recent Transportation
 - + ↗ Most Recent Bus Info
 - + ↗ Most Recent Parking Info
 - + ↗ Custom Transportation
 - ↗ Historical Transportation
 - + ↗ Bus History
 - + ↗ Parking History
 - + ↗ Custom Transportation
- + ↗ Activities

Selected Fields

- activeBus.personID
- activeBus.startDate
- activeBus.endDate
- activeBus.transportationID
- activeBus.transportationCode
- activeBus.inBusID
- activeBus.inBusNumber
- activeBus.inBusStop
- activeBus.outBusID
- activeBus.outBusNumber

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 |
|---------------------|--|---|--------------------------|
| 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 | <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 |
| 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 | Transportation.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 | 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 <input type="text" value="09/06/2022"/>  | End Date <input type="text" value="09/29/2022"/>  |
| In Bus <input type="text"/> | Out Bus <input type="text"/> |
| In Time <input type="text" value="08:15 AM"/> | Out Time <input type="text"/> |
| In Bus Stop <input type="text"/> | Out Bus Stop <input type="text"/> |
| Late Bus <input type="text"/> | Miles Transported <input type="text"/> |

Parking Detail

| | |
|---|---|
| Make <input type="text" value="Nissan"/> | Model <input type="text" value="Sentra"/> |
| Color <input type="text" value="Beige"/> | Plate Number <input type="text" value="ABC 123"/> |
| Parking Permit <input type="text" value="NSM9876"/> | |

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

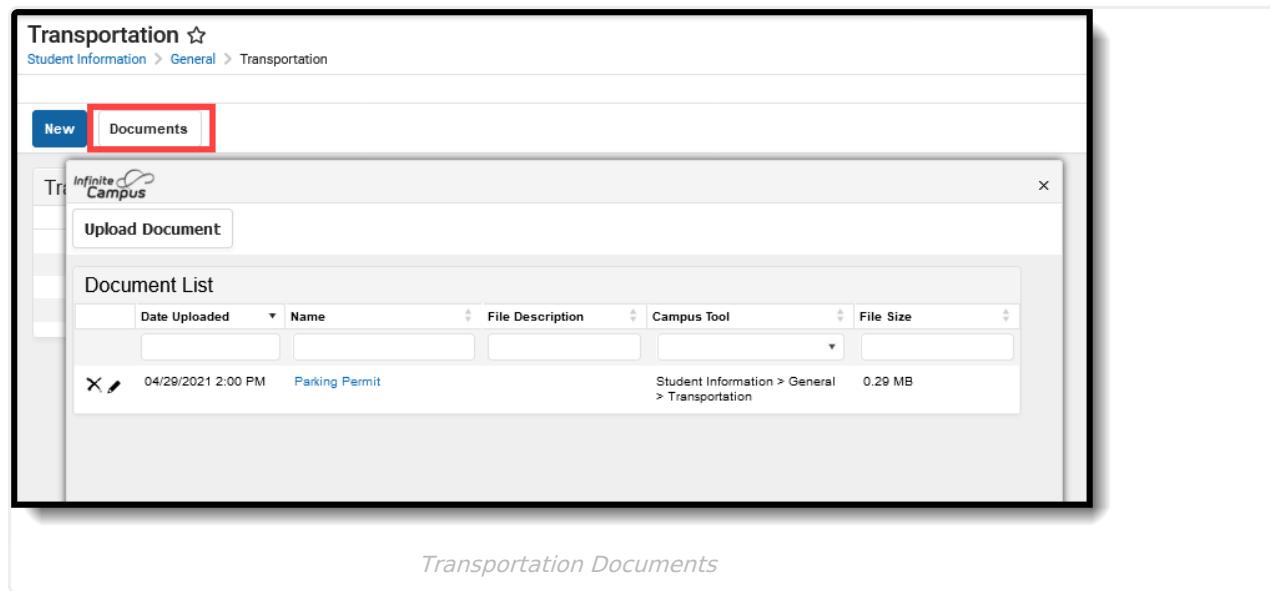
record displays.

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.



The screenshot shows the 'Transportation' page in the Infinite Campus system. The 'Documents' button is highlighted with a red box. A modal window titled 'Transportation Documents' is open, showing a list of uploaded documents. The first document listed is 'Parking Permit', uploaded on 04/29/2021 at 2:00 PM, with a file size of 0.29 MB. The modal also shows the path 'Student Information > General > Transportation'.

Transportation ☆

Student Information > General > Transportation

New Documents

Transportation Documents

Upload Document

Document List

| Date Uploaded | Name | File Description | Campus Tool | File Size |
|--------------------|----------------|------------------|-------------|-----------|
| 04/29/2021 2:00 PM | Parking Permit | | | 0.29 MB |

X 04/29/2021 2:00 PM Parking Permit Student Information > General > Transportation 0.29 MB

Transportation Documents