

# Transportation (North Carolina and Delaware)


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Tool Search: Transportation

The Transportation tool allows districts to show a student's transportation information for the day, record the bus routes students are assigned to and from school, create transportation requests, and record information for vehicles students drive to and from school. Additional Route Types can be added via the [Core Attribute/Dictionary](#) and additional custom fields can be added to Routes, Requests, and Parking via the [Custom Attribute/Dictionary](#).

Additional Transportation tools are available in [School & District Settings Transportation](#).



Transportation ☆  
Garcia-Lopez, Olive  Student #: 231900003 Grade: 09 DOB: 11/11/2008

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

[Related Tools](#) ^

Today's Busing

ROUTE TYPE	BUS NUMBER	PICK-UP TIME	DROP-OFF TIME
TS:To School	12	7:15 AM	7:30 AM
FS:From School	12	3:15 PM	3:30 PM

Routes +

Requests +

Parking +

*Student Transportation*

- **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.

**Read** rights allow users to see the Transportation tool. Edit buttons will appear as View buttons if a user only has Read rights.

**Write** rights allow users to edit existing Transportation entries.  
**Add** rights allow users to add new Transportation entries.  
**Delete** rights allow users to delete Transportation entries.

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
Busing	<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
Request	<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
Parking	<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 Detail	<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

## Today's Busing

The Today's Busing section details information related to the bus a student will be traveling on today. This includes Route Type, Bus Number, Pick-up Time, and Drop-off Time. If no route information has been added, this section will appear blank.

Today's Busing			
ROUTE TYPE	BUS NUMBER	PICK-UP TIME	DROP-OFF TIME
TS:To School	12	7:15 AM	7:30 AM
FS:From School	12	3:15 PM	3:30 PM

## Routes

The Routes section includes three areas:

- Active - Routes that are scheduled within the current day.
- Future - Routes that are scheduled with a future start date and are not currently active.
- Inactive - Routes have an End Date in the past.

Each of these areas can be expanded by clicking its respective header.

### Routes

#### Active

Days:	Route Type:	Bus:	Pick-up Time:	Drop-off Time:	Edit
Mon Tue Wed Thur Fri	TS:To School	12	7:15 AM	7:30 AM	

Days:	Route Type:	Bus:	Pick-up Time:	Drop-off Time:	Edit
Mon Tue Wed Thur Fri	FS:From School	12	3:15 PM	3:30 PM	

#### Future

+

#### Inactive

+

New

## Adding Routes

These instructions outline the required fields. Complete any of the additional fields as needed by the district.

- Under the Routes section, click **New**. Addresses for the student will appear at the top of Route Details.

**Transportation** ☆

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2006 Counselor: Joy Counselor

★ Medical Condition(s) ✖ HS Graduation 👤 Custody Restriction 👤 Peer Tutor 🏥 NHS 📍 All On-Site

#### Route Details

Addresses

Primary Address: 4321 109th Ave NE, Blaine, NC 55449  
Secondary Address: 9876 Maple Street, Blaine, NC 55449

Route Days (Required)

Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

Route Name Start Date: (Required)  End Date

Comments

Route Type \*

**Either a Pick-up Location or Drop-off Location is required.**

Pick-up Location <input type="text"/>	Pick-up Time <input type="text" value="hour:minute AM"/>
Drop-off Location <input type="text"/>	Drop-off Time <input type="text" value="hour:minute AM"/>

Bus (Required)  Stop Number  Miles Transported

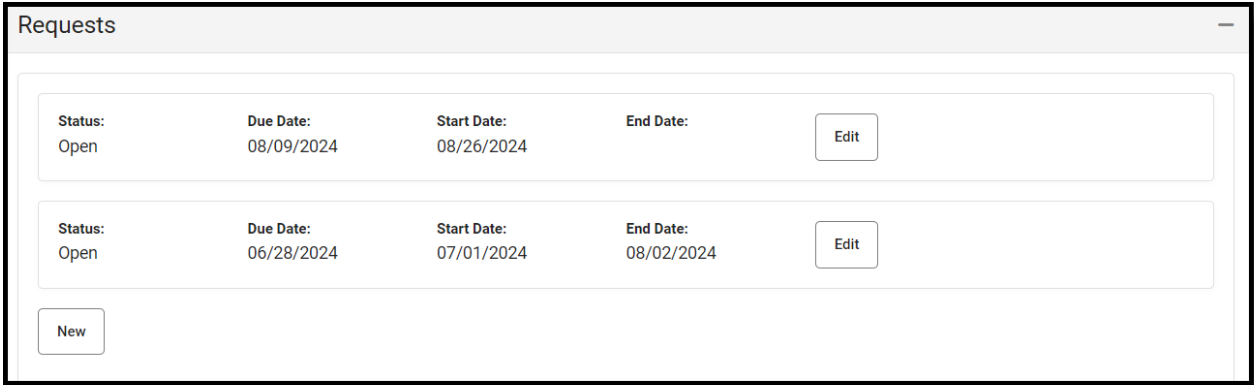
Save Cancel

- Select the **Route Days**. These are each of the days the student will be using this mode of transportation.
- Select a **Start Date**.
- Select a **Route Type**.
- Enter **Pick-up and/or Drop-off Locations**.
- Select a **Bus**.

7. Click **Save**.

# Requests

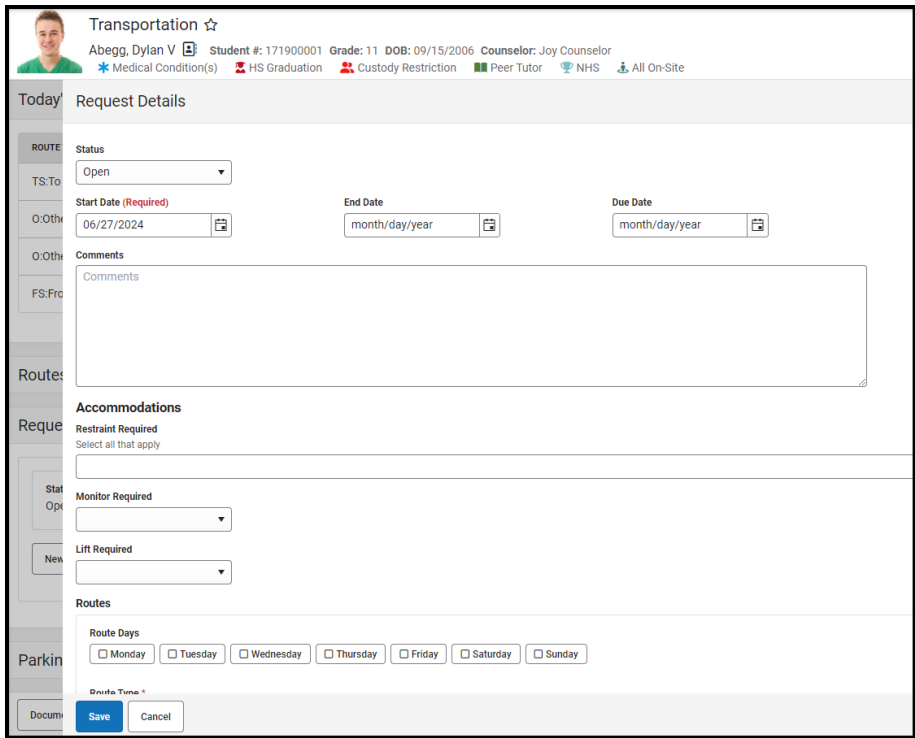
Requests are used to create transportation requests for students within the district. Transportation requests can only be entered by school administrators from the Requests section.



# Adding Requests

These instructions outline the required fields. Complete any of the additional fields as needed by the district.

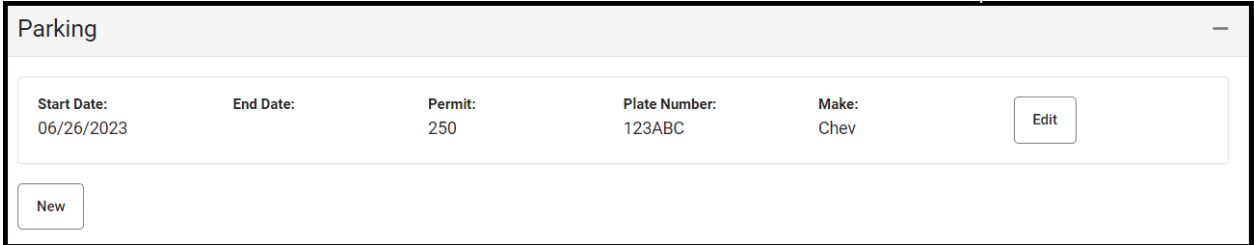
1. Under the Requests section, click **New**. The Request Details panel will appear.



2. Select a **Start Date**.
3. Select the **Route Type**.
4. Click **Save**.

# Parking

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

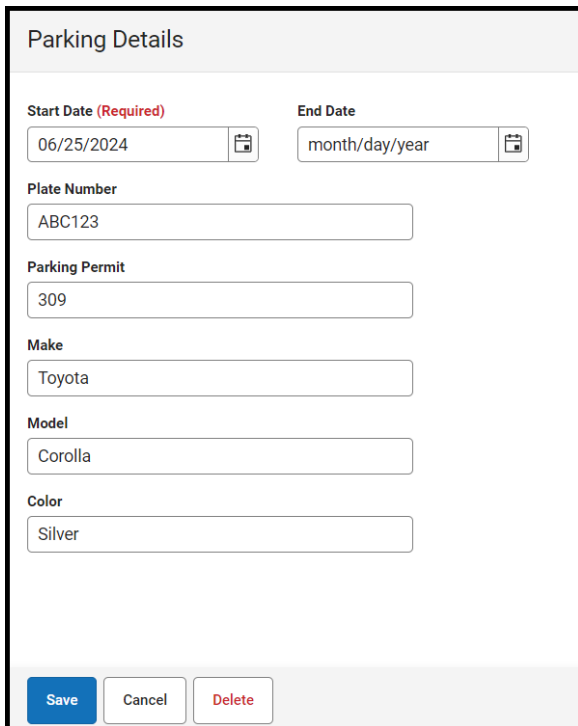


The screenshot shows a 'Parking' summary panel with the following fields: Start Date (06/26/2023), End Date, Permit (250), Plate Number (123ABC), and Make (Chev). There is an 'Edit' button on the right and a 'New' button at the bottom left.

## Adding Parking

These instructions outline the required fields. Complete any of the additional fields as needed by the district.

1. Under the Parking section, click **New**. The Parking Details panel will appear.



The screenshot shows the 'Parking Details' form with the following fields: Start Date (Required) (06/25/2024), End Date (month/day/year), Plate Number (ABC123), Parking Permit (309), Make (Toyota), Model (Corolla), and Color (Silver). There are 'Save', 'Cancel', and 'Delete' buttons at the bottom.

2. Enter a **Start**.
3. Click **Save**.

## Editing and Deleting Transportation Information

All Routes, Requests, and Parking records can be edited by selecting their **Edit** button. Its details

side panel will open. After adding or editing any of the fields, click **Save**.

**Transportation** ☆

Garcia-Lopez, Olive Student #: 231900003 Grade: 09 DOB: 11/11/2008

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Today's Busing

ROUTE TYPE	BUS NUMBER	PICK-UP TIME	DROP-OFF TIME
TS:To School	12	7:15 AM	7:30 AM
FS:From School	12	3:15 PM	3:30 PM

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Routes

**Active**

<b>Days:</b>	<b>Route Type:</b>	<b>Bus:</b>	<b>Pick-up Time:</b>	<b>Drop-off Time:</b>	<b>Edit</b>
Mon Tue Wed Thur Fri	TS:To School	12	7:15 AM	7:30 AM	

Records can be deleted by clicking **Edit** and then clicking **Delete**.

**Parking Details**

**Start Date (Required)**

**End Date**

**Plate Number**

**Parking Permit**

**Make**

**Model**

**Color**

## Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.

To have the Documents button appear, the Campus Digital Repository must be enabled and Transportation has been turned on under **Enable document attachment within Person by module**.

Transportation ☆ Student Information

Garcia-Lopez, Olive Student #: 231900003 Grade: 09 DOB: 11/11/2008

Today's Busing

ROUTE TYPE	BUS NUMBER	PIC
TS:To School	12	7:00
FS:From School	12	3:00

Routes

Requests

Parking

**Documents**

Document List

Sort

Newest Oldest

Documents

Records	Date
Records	06/25/2024

Upload Cancel

Transportation Documents

## Transportation Ad hoc Reporting

Student Transportation information can be found in Ad hoc reporting under Reporting [Ad Hoc > Reporting > Filter Designer](#) for the Student Data Type in the **Student > Transportation** folder.

- Use the **Bus Info** options to build reports for student bus assignments.
- Use the **Request Info** options to build reports for transportation requests.
- Use the **Student Parking** options to build reports for student parking records.

Select categories & fields

Filter By

All Fields

- Student
  - Learner Planning
  - Medicaid
  - Transportation**
    - Transportation Route
      - Bus Info
      - Transportation Request
        - Request Info
      - Student Parking
  - Activities
  - Meetings
  - Custom Forms: Activities

Selected Fields

- routeBus.routeName
- routeBus.startDate
- routeBus.busNumber
- routeBus.pickupTime
- routeBus.dropoffTime

Transportation Fields in Filter Designer