


# Transportation 2.0

Last Modified on 01/09/2026 9:45 am CST

Tool Search: Transportation

The Transportation tool enables districts to display a student's transportation information for the day, record the bus routes assigned to and from school, create transportation requests, and track information for vehicles students use to commute 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 ☆

Student, Adam

Medical Condition(s)

MY - Masonry

Student #: 123456

Grade: 10

DOB: 01/01/2011

Counselor: John Smith

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

Related Tools ^

Today's Busing

ROUTE TYPE	BUS NUMBER	PICK-UP LOCATION	PICK-UP TIME	DROP-OFF LOCATION	DROP-OFF TIME
TS/FS:To/From School	030	East Blaine Ave & 109th Place	6:58 AM	East Blaine Ave & 109th Place	4:12 PM

Routes

+

Requests

+

Parking

+

Transportation Eligible

+

Student Transportation

- [Buses](#) - stores all of the district's bus numbers.
- [Batch End and Delete Wizard](#) - allows districts and schools to end and/or delete existing transportation records for multiple students at a time.
- [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 include either bus information or parking detail information.

Refer to the [Transportation Tool Rights](#) article for details on the available tool rights for Student Transportation.

# 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 Location, Pick-up Time, and Drop-off Location, as well as Drop-off Time. If no route information has been added, this section will appear blank.

Today's Busing					
ROUTE TYPE	BUS NUMBER	PICK-UP LOCATION	PICK-UP TIME	DROP-OFF LOCATION	DROP-OFF TIME
TS/FS:To/From School	030	East Blaine Ave & 109th Place	6:58 AM	East Blaine Ave & 109th Place	4:12 PM

## Routes

The Routes section includes three areas:

- Active - Routes scheduled for the current day.
- Future - Routes scheduled to start in the future but 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:

Mon Tue Wed Thur Fri

Route Type:

TS:To School

Bus:

12

Pick-up Time:

7:15 AM

Drop-off Time:

7:30 AM

Edit

Days:

Mon Tue Wed Thur Fri

Route Type:

FS:From School

Bus:

12

Pick-up Time:

3:15 PM

Drop-off Time:

3:30 PM

Edit

Future

Inactive

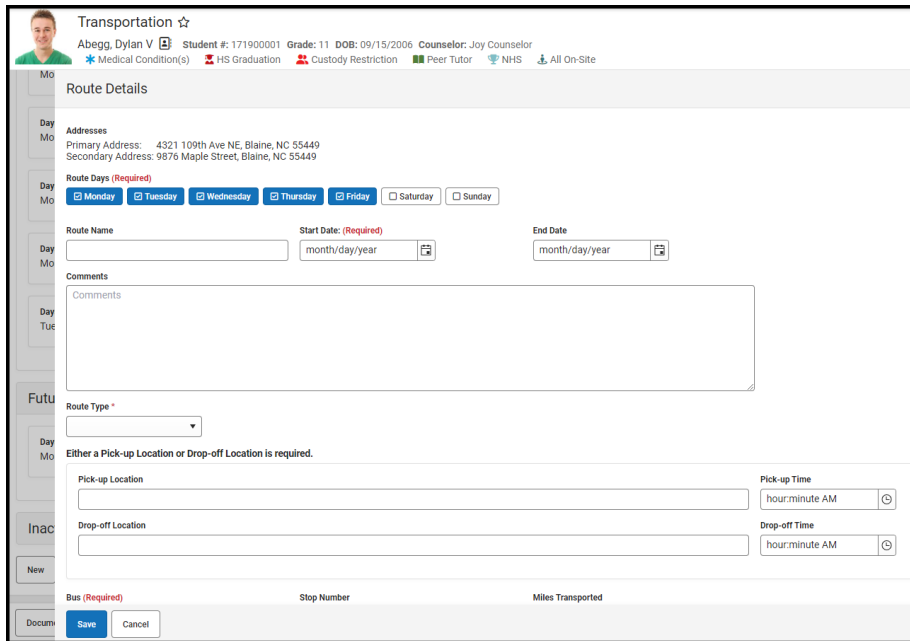
New

## Add Routes

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

1. 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

month/day/year month/day/year

Comments

Comments

Route Type \*

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

Pick-up Location Pick-up Time

hour:minute AM

Drop-off Location Drop-off Time

hour:minute AM

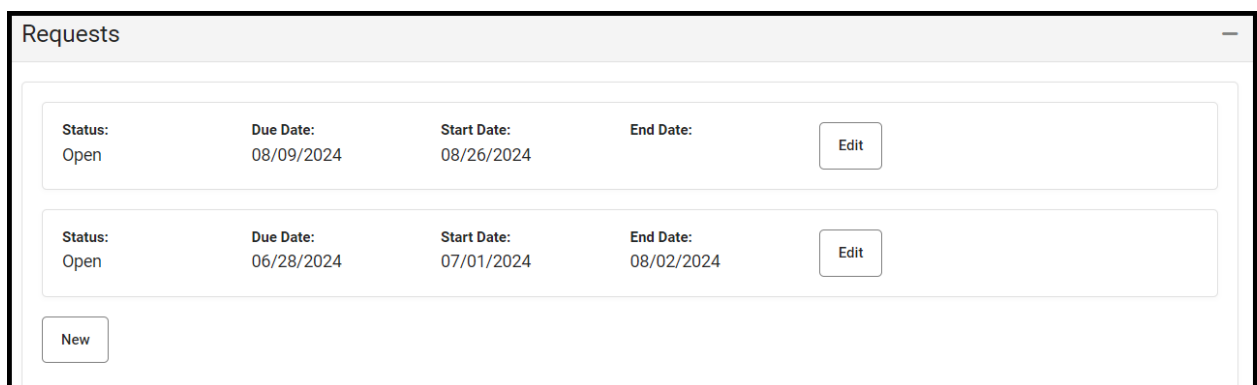
Bus (Required) Stop Number Miles Transported

Save Cancel

2. Select the **Route Days**. These are the days each student will be using this mode of transportation.
3. Select a **Start Date**.
4. Select a **Route Type**.
5. Enter **Pick-up and/or Drop-off Locations**.
6. 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.



Requests

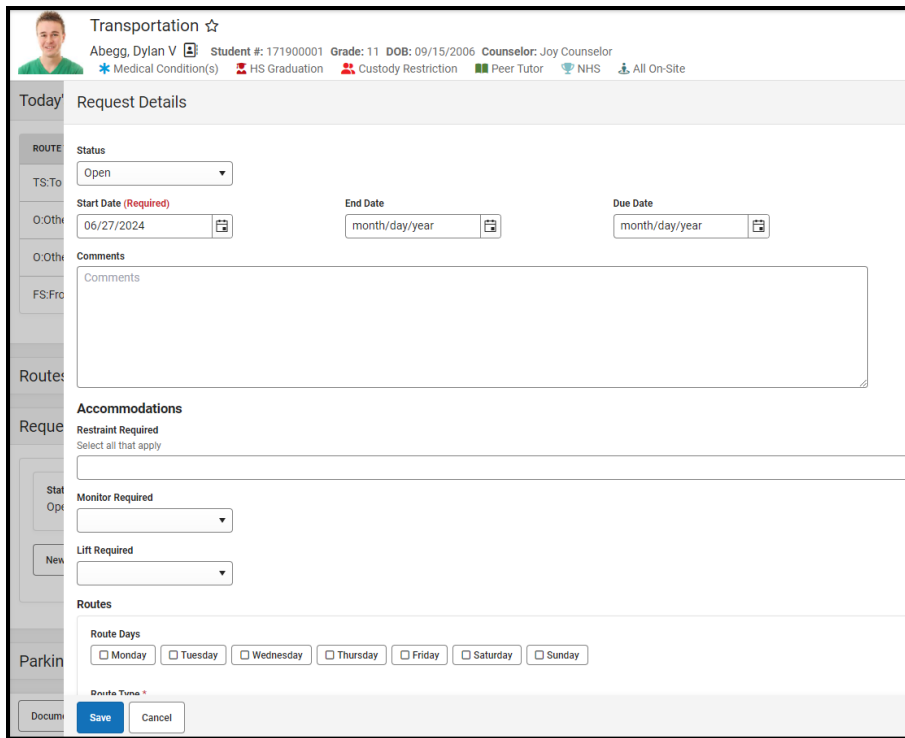
Status:	Due Date:	Start Date:	End Date:	Edit
Open	08/09/2024	08/26/2024		
Status:	Due Date:	Start Date:	End Date:	Edit
Open	06/28/2024	07/01/2024	08/02/2024	

New

## Add Requests

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

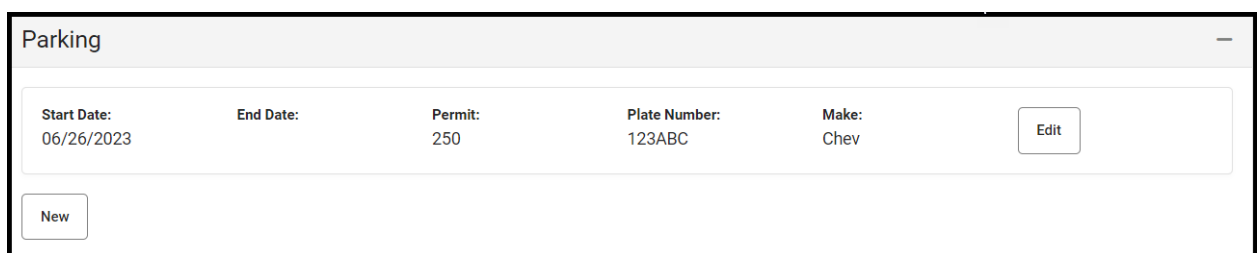
1. Under the Requests section, click **New**. The Request Details panel will appear.



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.



## 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.

Parking Details

Start Date (Required)

06/25/2024

month/day/year

End Date

month/day/year

Plate Number

ABC123

Parking Permit

309

Make

Toyota

Model

Corolla

Color

Silver

Save

Cancel

Delete

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

## Edit and Delete Transportation Information

All Routes, Requests, and Parking records can be edited by selecting their **Edit** button. The details side panel will open. After adding or editing any of the fields, click **Save**.

Transportation ☆

Student, Adam

Student #: 123456

Grade: 10

DOB: 01/01/2011

Counselor: John Smith

Medical Condition(s)

MY - Masonry

Related Tools ^

Today's Busing

ROUTE TYPE	BUS NUMBER	PICK-UP LOCATION	PICK-UP TIME	DROP-OFF LOCATION	DROP-OFF TIME
TS/FS:To/From School	030	East Blaine Ave & 109th Place	6:58 AM	East Blaine Ave & 109th Place	4:12 PM

Routes

Active

Days:

Mon Tue Wed Thur Fri

Route Type:

TS/FS:To/From School

Bus:

030

Pick-up Time:

7:06 AM

Drop-off Time:

4:18 PM

Edit

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

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Parking Details

Start Date (Required)
End Date

06/25/2024
month/day/year

Plate Number

ABC123

Parking Permit

309

Make

Toyota

Model

Corolla

Color

Silver


Save
Cancel
Delete

Single-day transportation records can be added by entering the same date for both the start and end dates for a record.

## 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 ☆

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

Student Information

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

06/25/2024

>

Upload

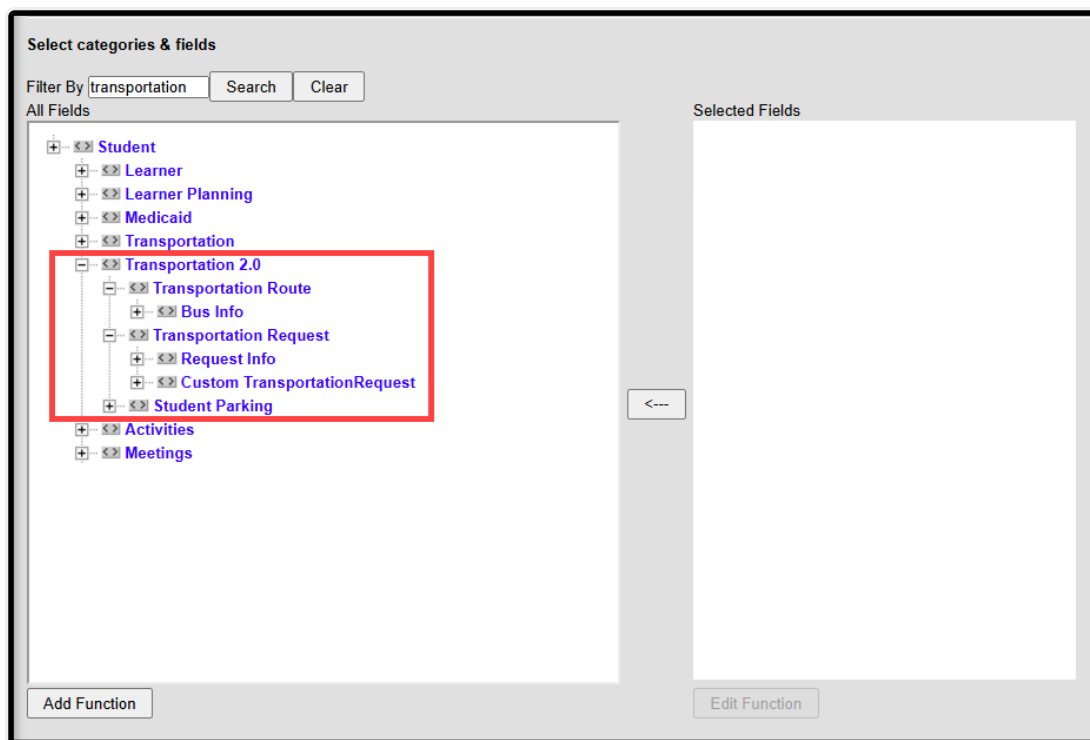
Cancel

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 2.0** 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.



*Transportation 2.0 Fields in Filter Designer*

## State-Specific Information

Fields may vary by state:

- [Delaware](#)
- [Idaho](#)
- [Minnesota](#)
- [Wisconsin](#)