

Transportation (North Carolina)


Last Modified on 06/02/2025 8:41 am CDT

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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

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 - Access and view the Student Transportation tool.

Write - Edit existing Student Transportation records.

Add - Add new Transportation records.

Delete - Permanently remove Transportation records.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

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:
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

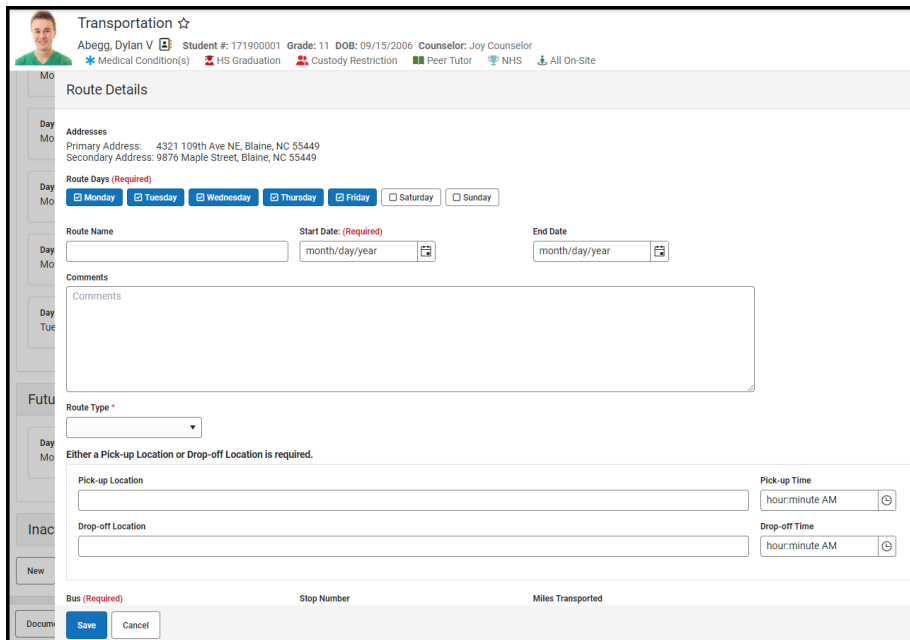
Inactive

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








New

Add Requests

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

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



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

Today

Request Details

ROUTE

TS: To

O: Other

O: Other

FS: From

Status
Open

Start Date (Required)
06/27/2024

End Date
month/day/year

Due Date
month/day/year

Comments
Comments

Accommodations
Restraint Required
Select all that apply

Monitor Required

Lift Required

Routes
Route Days
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Route Time

Save Cancel

- Select a **Start Date**.
- Select the **Route Type**.
- 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.

Parking

Start Date:

End Date:

Permit:

Plate Number:

Make:

Edit

06/26/2023

250

123ABC

Chev

New

Adding Parking

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

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

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


- Enter a **Start**.
- Click **Save**.

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

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

Active


Days:

Route Type:

Bus:

Pick-up Time:

Drop-off Time:



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

06/25/2024

month/day/year

Plate Number

ABC123

Parking Permit

309

Make

Toyota

Model


Corolla

Color

Silver

Save

Cancel




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** 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
transportation
Search
Clear

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

<---

Add Function
Edit Function

Transportation Fields in Filter Designer