

Transportation (North Carolina)


Last Modified on 12/14/2025 8:45 pm CST

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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

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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

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.
- [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.

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

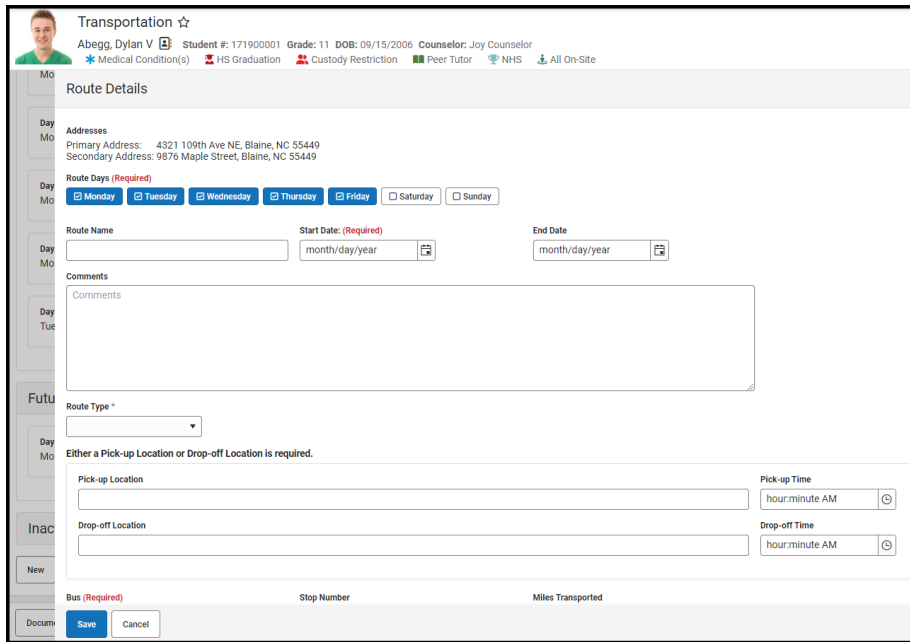
Inactive

[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

Route Type *

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

Pick-up Location **Pick-up Time**
 hour:minute AM

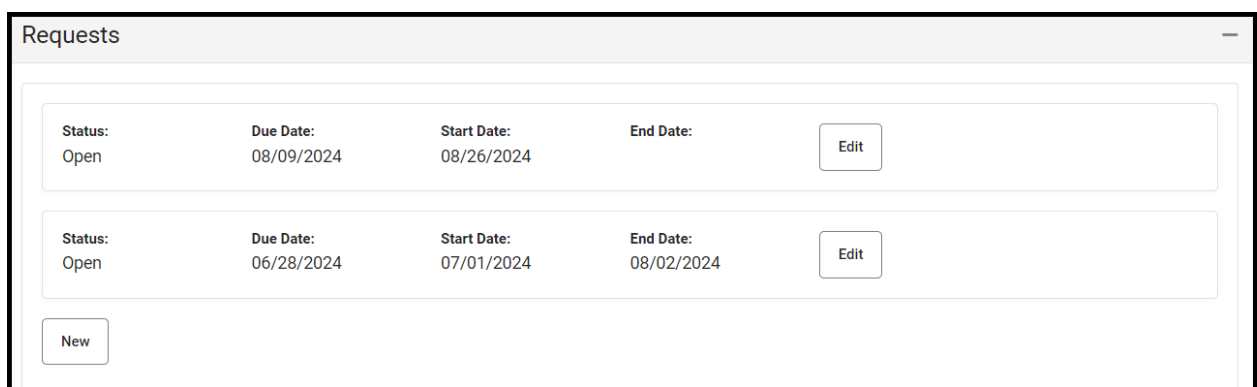
Drop-off Location **Drop-off Time**
 hour:minute AM

Bus (Required) **Stop Number** **Miles Transported**

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.



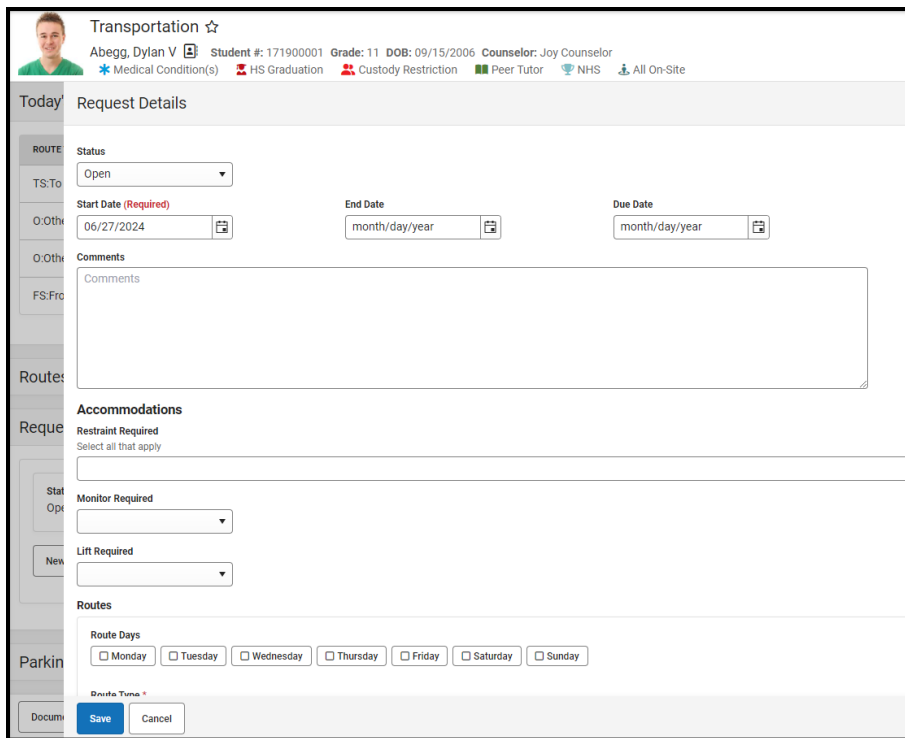
Requests

Status:	Due Date:	Start Date:	End Date:	
Open	08/09/2024	08/26/2024		<input type="button" value="Edit"/>
Open	06/28/2024	07/01/2024	08/02/2024	<input type="button" value="Edit"/>

Add Requests

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

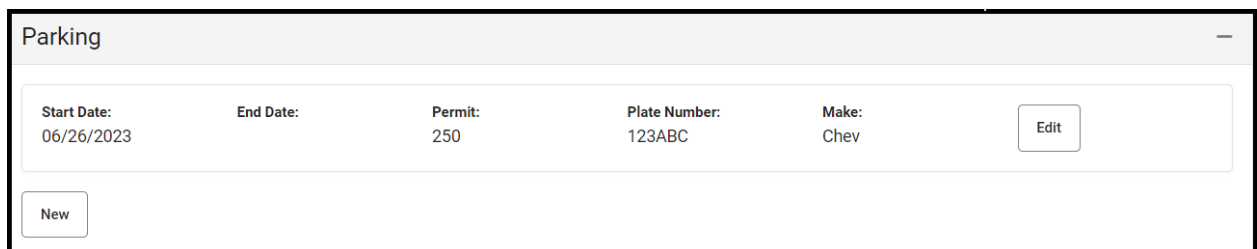
1. Under the Requests section, click **New**. The Request Details panel will appear.



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

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. 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

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

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Add Function

Edit Function

Transportation Fields in Filter Designer