

# Transportation (Delaware)

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## 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 Information > General > 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 +

Requests +

Parking +

Transportation Eligible +

Student Transportation

- [Bus Setup](#) - 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 include either bus information or parking detail information.

See the [Transportation Tool Rights](#) article for information 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.

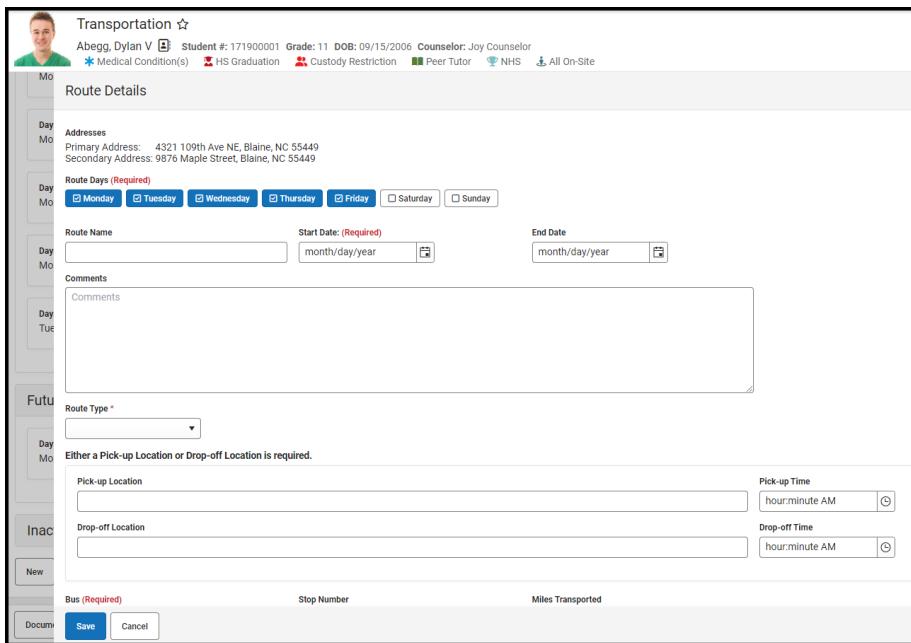
Each of these areas can be expanded by clicking its respective header.

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	<a href="#">Edit</a>
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	<a href="#">Edit</a>
Future					
Inactive					
<a href="#">New</a>					

## 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**. The student's addresses 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)  month/day/year  End Date  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

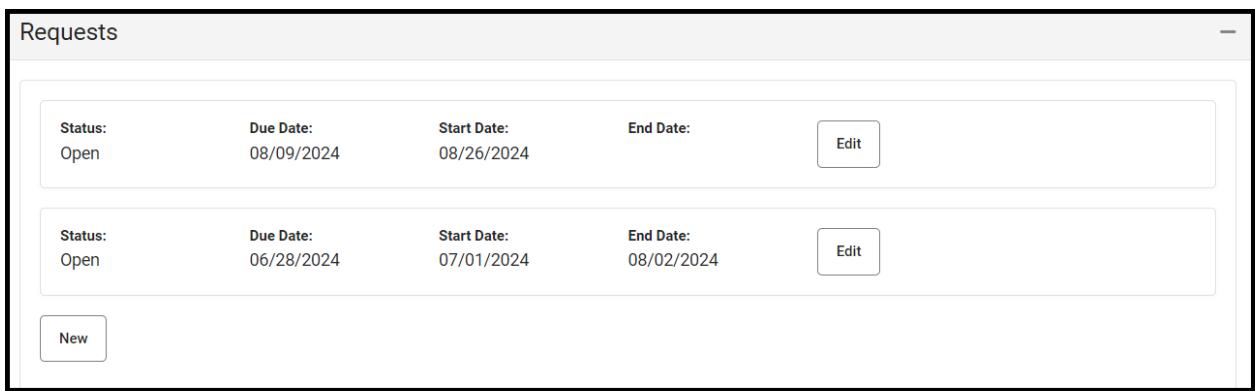
Bus (Required)  Stop Number  Miles Transported

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.

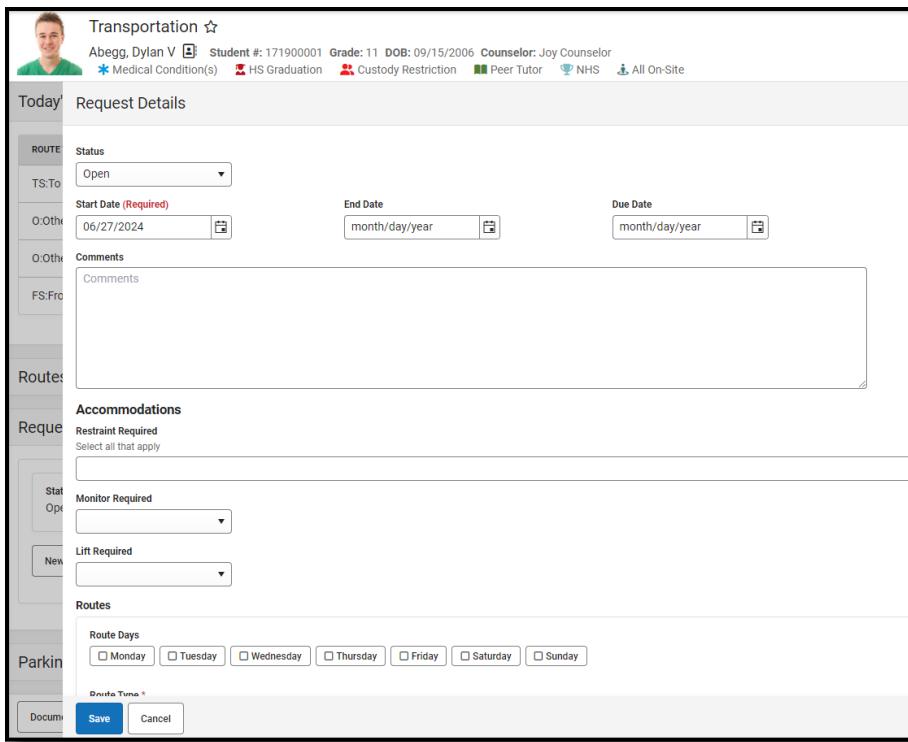


Status:	Due Date:	Start Date:	End Date:	Actions
Open	08/09/2024	08/26/2024		<input type="button" value="Edit"/>
Open	06/28/2024	07/01/2024	08/02/2024	<input type="button" value="Edit"/>
<input type="button" value="New"/>				

## Add Requests

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

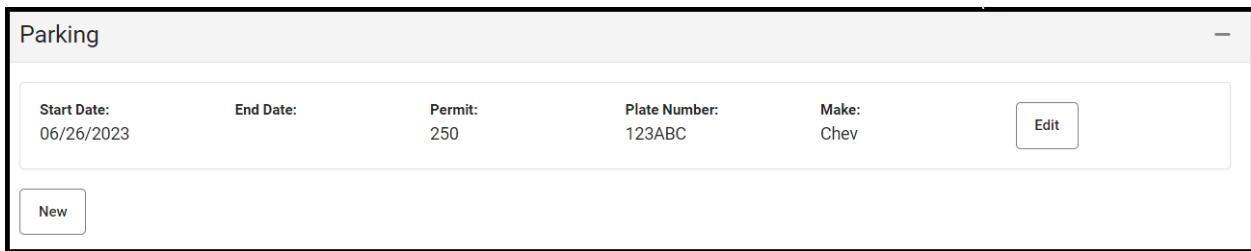
1. Under the Requests section, click **New**. The Request Details panel will appear.



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 <b>(Required)</b>	End Date
06/25/2024	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

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

Active

Days:	Route Type:	Bus:	Pick-up Time:	Drop-off Time:	Edit
Mon Tue Wed Thur Fri	TS/FS:To/From School	030	7:06 AM	4:18 PM	

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

Parking Details

Start Date <b>(Required)</b>	End Date
06/25/2024 <input type="button" value="Calendar"/>	month/day/year <input type="button" value="Calendar"/>
Plate Number	
ABC123	
Parking Permit	
309	
Make	
Toyota	
Model	
Corolla	
Color	
Silver	

**Save** **Cancel** **Delete**

## 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 must be turned on under **Enable document attachment within Person by module**.

The screenshot shows the Infinite Campus Transportation module. At the top, a student profile is displayed: Garcia-Lopez, Olive, Student #: 231900003, Grade: 09, DOB: 11/11/2008. The main area is divided into two sections: "Today's Busing" and "Document List". The "Today's Busing" section shows two routes: TS:To School (Bus 12, 7:15 AM) and FS:From School (Bus 12, 3:15 PM). The "Document List" section shows a table with columns for Sort (Newest/Oldest), Documents, Records, and Date (06/25/2024). A red box highlights the "Documents" button at the bottom left. A red arrow points to the "Upload" button at the bottom right. The bottom of the screen shows a navigation bar with "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.

Select categories & fields

Filter By  Search

All Fields

- + -   Student
  - + -   Learner
  - + -   Learner Planning
  - + -   Medicaid
  - + -   Transportation
  - + -   Transportation 2.0
    - + -   Transportation Route
      - + -   Bus Info
    - + -   Transportation Request
      - + -   Request Info
      - + -   Custom TransportationRequest
  - + -   Student Parking
- + -   Activities
- + -   Meetings

Selected Fields

<---

Add Function

Edit Function

Transportation 2.0 Fields in Filter Designer