

# Transportation (Delaware)


Last Modified on 09/19/2024 9:32 am CDT

[Today's Busing](#) | [Routes](#) | [Requests](#) | [Parking](#) | [Edit and Delete Transportation Information](#) | [Documents](#) | [Transportation Ad hoc Reporting](#)


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** - 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** -

<b>Days:</b> Mon Tue Wed Thur Fri	<b>Route Type:</b> TS:To School	<b>Bus:</b> 12	<b>Pick-up Time:</b> 7:15 AM	<b>Drop-off Time:</b> 7:30 AM	<input type="button" value="Edit"/>
<b>Days:</b> Mon Tue Wed Thur Fri	<b>Route Type:</b> FS:From School	<b>Bus:</b> 12	<b>Pick-up Time:</b> 3:15 PM	<b>Drop-off Time:</b> 3:30 PM	<input type="button" value="Edit"/>

**Future** +

**Inactive** +

# 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.

The screenshot shows the 'Route Details' form for a student named Abegg, Dylan V. The form includes the following fields and options:

- 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 (selected); Saturday, Sunday (unselected)
- Route Name:** Text input field
- Start Date (Required):** Date input field (format: month/day/year)
- End Date:** Date input field (format: month/day/year)
- Comments:** Text area
- Route Type:** Dropdown menu
- Either a Pick-up Location or Drop-off Location is required.**
  - Pick-up Location:** Text input field
  - Pick-up Time:** Time input field (format: hour:minute AM)
  - Drop-off Location:** Text input field
  - Drop-off Time:** Time input field (format: hour:minute AM)
- Bus (Required):** Text input field
- Stop Number:** Text input field
- Miles Transported:** Text input field
- Buttons:** 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.

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

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.

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 Status: Open

TS: To

O: Other Start Date (Required): 06/27/2024 End Date: month/day/year Due Date: month/day/year

O: Other Comments

FS: From

Route:

Request Accommodations

Restraint Required: Select all that apply

Monitor Required: [Dropdown]

Lift Required: [Dropdown]

Routes

Route Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Route Time

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.

**Parking**

<b>Start Date:</b>	<b>End Date:</b>	<b>Permit:</b>	<b>Plate Number:</b>	<b>Make:</b>	
06/26/2023		250	123ABC	Chev	<input type="button" value="Edit"/>

## 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**

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

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

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** ☆

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

Student Information

**Today's Busing**

ROUTE TYPE	BUS NUMBER	PIK
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

Transportation Fields in Filter Designer