



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iPass

Bus System

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Bus System

The iPASS Bus System is probably more elaborate and complicated than you may need in order to define, assign and report on your school buses and the students assigned to them. These directions suggest options to simplify the process.

Keep in mind that Students are assigned to ten (10) Bus Routes, with or without Bus Stops, one each day of the week coming to School and one each day of the week leaving school. The assignments can be the same for all ten (10) options or they can all be different or in any combination.

I. Define your Buses, Bus Stops and Routes –

There is a specific order to the setup of the Bus System, since the tables are dependent upon each other. Buses, Route Types and Bus Stops must be defined before you start defining Bus Routes.

Buses:

<Bus System folder><Bus Maintenance><Setup Buses> Tab

Bus No:

⇒ Define a Bus Number for each of the buses in the District.

NOTE: Bus Numbers are integers. You can define a single bus or as many buses as your district uses. These are buses and not Routes. Any one Bus can have an unlimited number of Routes.

Bus Driver:

⇒ Define the Bus Driver for each Bus.

Suggestion: If you don't care to record all of the Buses and the names of Bus Drivers, then create one bus for each school and fill the name of the Bus Driver with the name of the school and create one more bus and fill the name of the Bus Driver with the word "Other".

⇒ Click the  button.

Bus Stops:

<Bus System folder><Bus Maintenance><Setup Bus Stops> Tab

This is a list of all Stops available for any bus, on any route, for any school in the District.

Bus Stop No:

⇒ Define a Bus Stop Number for each of the stops within the District.

NOTE: This is an alpha-numeric field.

Intersection:

⇒ Define the Intersection or location of this Bus Stop.

Suggestion: Define Stop 1 as “School” and Stop 2 as “Home”. Define additional stops to indicate that a student is not assigned to a Bus or not expected to be on their regular Bus for one of more trips. (Walker, Car, Driver, Drop-off, Pick-up, Day Care, Dad Pick-up, etc.)

⇒ Click the  button.

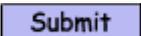
Route Types:

<Bus System folder><Bus Maintenance><Setup Route Types> Tab

Bus Route Types:

⇒ Define each of the different types of Routes. (AM, PM, AM-K-Home, PM-K-In, Late, etc.)

Suggestion: “AM” and “PM” may be sufficient. The only reference to these types, at this time, is in the definition of the Routes. You may want to add a Route Type “AM/PM” to indicate that it is the same Route morning and

⇒ Click the  button.

Bus Route:

<Bus System folder><Bus Maintenance><Setup Bus Routes> Tab

NOTE: Buses, Route Types and Bus Stops must be defined before you start defining Bus Routes.

Bus Route Id:

⇒ Enter the Id that you want for this route.

NOTE: The Routes are school specific, but the Ids are not. You cannot simply number them (1,2,3, etc.) in each school, they need addition characters (numbers or letters) to make them unique with the District (Example: 1-HS, 2-HS, etc. for the High School and 1-MS, 2-MS, etc for the Middle School).

The Route ID is the value that will appear on reports, on the student Profile tab where it will be view only. A new Transportation tab will also display both the Route and the Bus Stop information and will be the location for adding or modifying bus assignments for individual students. Assignments can also be add using the Mass Update program.

Because of space restrictions, only the first four (4) characters will appear on the Bus List report. The key information needs to be within the first four (4) characters, hence it is suggested that you put a Bus/Route number first before indicating a school.

Suggestion: Create a separate Route "W-HS" for Walkers and a Route "X-HS" for exceptions and use the Bus Stop field to define the exceptions.

Bus Type:

⇒ Select the appropriate Bus Route Type from the pull-down list.

Start Time:

⇒ Enter the start time for this route or ignore this field and leave the default shown. Other than a print-screen option, there is not report, at this time, that shows this information.

End Time:

⇒ Enter the end time for this route or ignore this field and leave the default shown. Other than a print-screen option, there is not report, at this time, that shows this information.

Buses: Mon, Tues, Wed, Thur, Fri

⇒ Select the appropriate Bus for each day of the week from the pull-down list.

Stop No:

⇒ Enter "1" for the first.

Stop:

⇒ Select the appropriate Stop from the pull-down list.

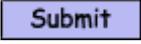
Arrival Time:

⇒ Select the time that the bus arrives at this stop or ignore this field and leave the default shown.

Departure Time:

- ⇒ Select the time that the bus leaves this stop or ignore this field and leave the default shown.

Continue and repeat the steps to define additional Stop numbers, Stops, Arrival Times and Departure Times.

- ⇒ Click the  button.

II. Assigning Students to Bus Routes and Bus Stops –

A. Quick Add Buses

<Bus System><Quick Add Buses>

Use the Quick add Buses tab to update Student's Bus.

ID:

- ⇒ Enter a Student ID

Bus:

- ⇒ Enter a Student ID

- ⇒ Click the  button.

B. Mass Assign Buses to Students –

<Biographical System><Mass Update Students><Mass Update Students>
Tab

Use the Mass update tab to update Student's Bus.

Bus to School:

- ⇒ Click on the Bus you want to assign.
- ⇒ Check the Days of the week the Students will ride the Bus to School.
- ⇒ Use "Check All" or "Clear All" options to facilitate your selection/de-selection process.

Bus to Home:

- ⇒ Click on the Bus you want to assign.

- ⇒ Check the Days of the week the Students will ride the Bus to Home.
- ⇒ Use “Check All” or “Clear All” options to facilitate your selection/de-selection process.

The screenshot shows a web form titled "Student Search Criteria". It contains the following fields and options:

- Year:** A dropdown menu currently set to "2004-2005".
- ID:** A text input field.
- Last Name:** A text input field.
- Home Room:** A list box with options 1205, 1209, and 1211.
- Grade Level:** A list box with options 15, 09, and 10.
- Gender:** A dropdown menu set to "Both".
- Shop:** A list box with options A, B, and zzz.
- Shop Week / Cluster:** A list box with options A Team, B Team, and Both.
- Status:** A dropdown menu set to "Enrolled".
- Sort:** A dropdown menu set to "Name".
- Course ID#:** A text input field with a search icon.
- Section #:** A text input field with a search icon.
- Clear Search:** A link at the bottom left.

Year:

- ⇒ Select the Academic Year that you want to search in.

Student ID:

- ⇒ Enter the student ID Numbers separated by a comma you wish to search for.

Last Name:

- ⇒ Enter a list of student Last Names separated by a comma, list a range of names; Abits-Barnfield or enter a range of letters that begin the last names; A-M.

Homeroom:

- ⇒ Select the Homeroom that you wish to search for.

Grade Level:

- ⇒ Select the grade level that you wish to search for.

Gender:

- ⇒ Select Male, Female or Both.

Shop:

- ⇒ Click on the Shop you want to use in your search.

Shop Week/Cluster:

- ⇒ Click on the Shop Week/Cluster you want to use in your search.

Status:

- ⇒ Click on Enrolled or Incoming.

Sort:

- ⇒ Select the sort order you want the students displayed in.
 - Name
 - Homeroom/Name
 - Grade Level/Name

Course ID:

- ⇒ Click on the magnifying glass to select the course ID.

Course Section:

- ⇒ Click on the magnifying glass to select the course section.

Clear Search:

- ⇒ Click on this to clear all the search fields.

- ⇒ *Click* *to filter records*

<input type="button" value="Check All"/> <input type="button" value="Clear All"/>		Students Selected To Update					
<input type="checkbox"/>	Update	ID	Name	M/F	Grade	Room	Student Locker
<input checked="" type="checkbox"/>		2178	Adams, Jennifer	F	11	GHS-1203	1-100
<input checked="" type="checkbox"/>		1206	Adams, William	F	12	GHS-1203	No Locker
<input type="button" value="Check All"/> <input type="button" value="Clear All"/>		<input type="button" value="Submit"/>					

Update:

- ⇒ A check in this box indicates that the student record will be updated.

Check All:

- ⇒ Click this to place a check mark in the box in front of each student's record.

Clear All:

- ⇒ Click this to remove all check marks.

- ⇒ *Click* *to update the student's records*

C. Transportation Tab

<Biographical System><Add/Modify Students><Transportation> Tab

This tab is used to Add/Modify or display Bus information for the student. Information for the drop downs in this screen are found in the <Bus System><Bus Maintenance>.

- ⇒ Enter the bus used each day of the week to arrive at school and return home. You can set up the system to enter walkers, Parent Pick-ups and students who attend after school activities.

Bus Report

The Bus Report provides student Bus information.

Selection Criteria: Year, Grade Level, Bus Route, Street Home Rooms, Towns, Enrollment Status, Include Incoming, Page Break, Group/Activity.

Sample Output:

ID	Name	Address	Phone	HR	YOG	M/F	GL	Town	Bus:	Mon	Tue	Wed	Thu	Fri
1831	ABaxter, Cambridge	7912 Church Street	508-875-6792	1209	2007	M	10	100						
School	4	4	4	4	4									
Home	4	4	4	4	4									