

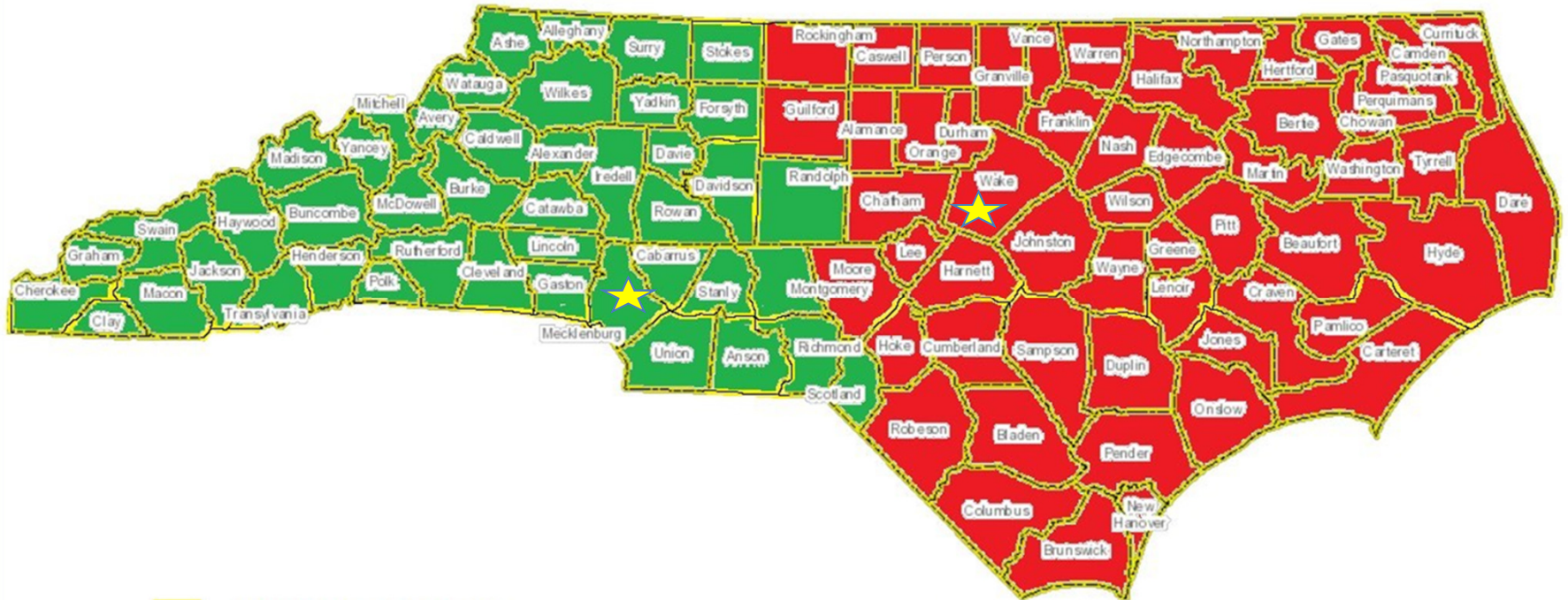
TIMS Webinar Fall & Summer Planning

Preparing Bus Routes for the First Day of School

March 2022

Fall & Summer Planning

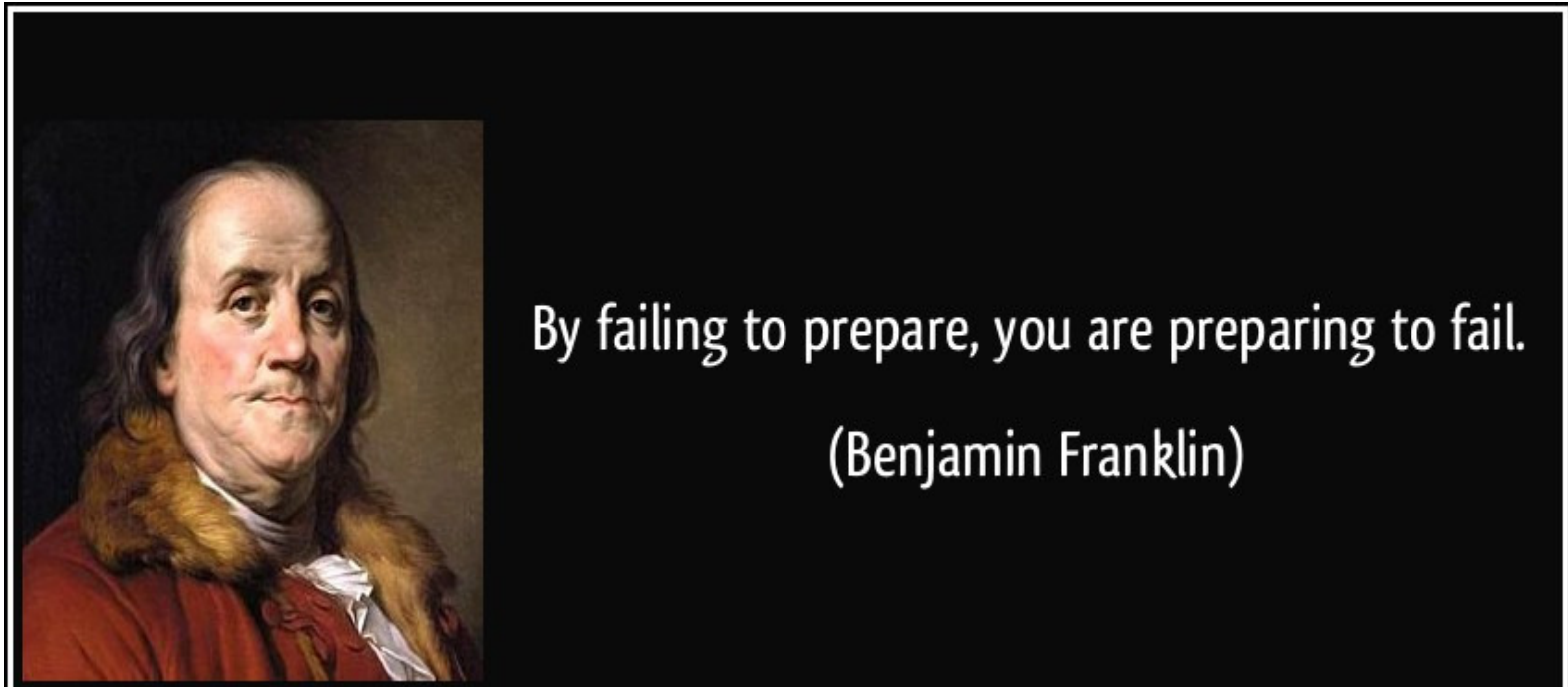
TIMS Project Leaders – Support Offices



 UNCC: Urban Institute

 NCSU: ITRE

Fall & Summer Planning



How will Bus Routes look
the first week of school?

Fall & Summer Planning

Will Bus Routes Look Great?



Fall & Summer Planning

Will Bus Routes Be ...

Overcrowded

or

Half Empty?



Fall Planning

**Will students feel like they are riding the ...
School Bus**

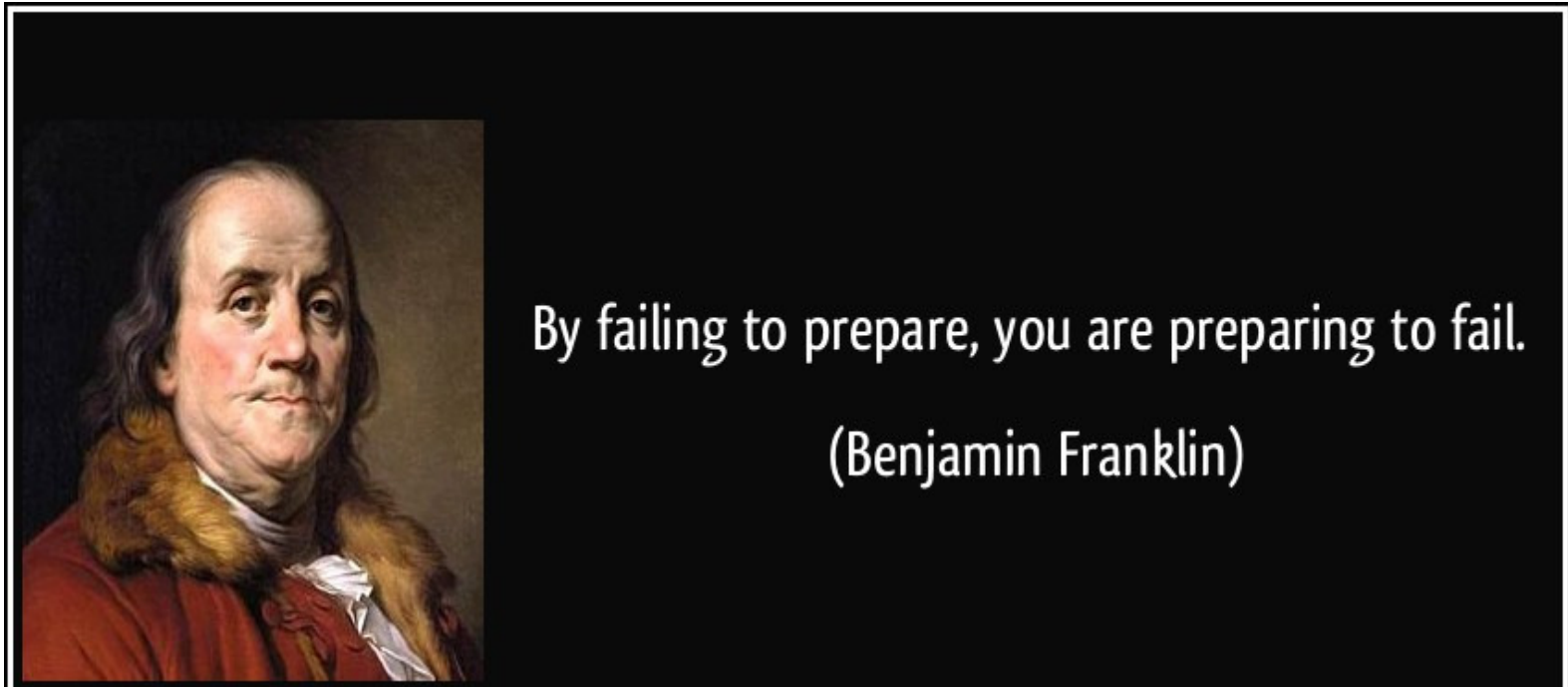


Fall Planning

Or
Will students feel like they are riding the ...
Stool Bus



Fall Planning



How will Bus Routes look
the first week of school?

Preparing for Summer School Bus Routes

March 2022



ITRE

Institute for Transportation
Research and Education



EDULOG

Summer School Planning

Preparing Bus Routes for the First Day of Summer School

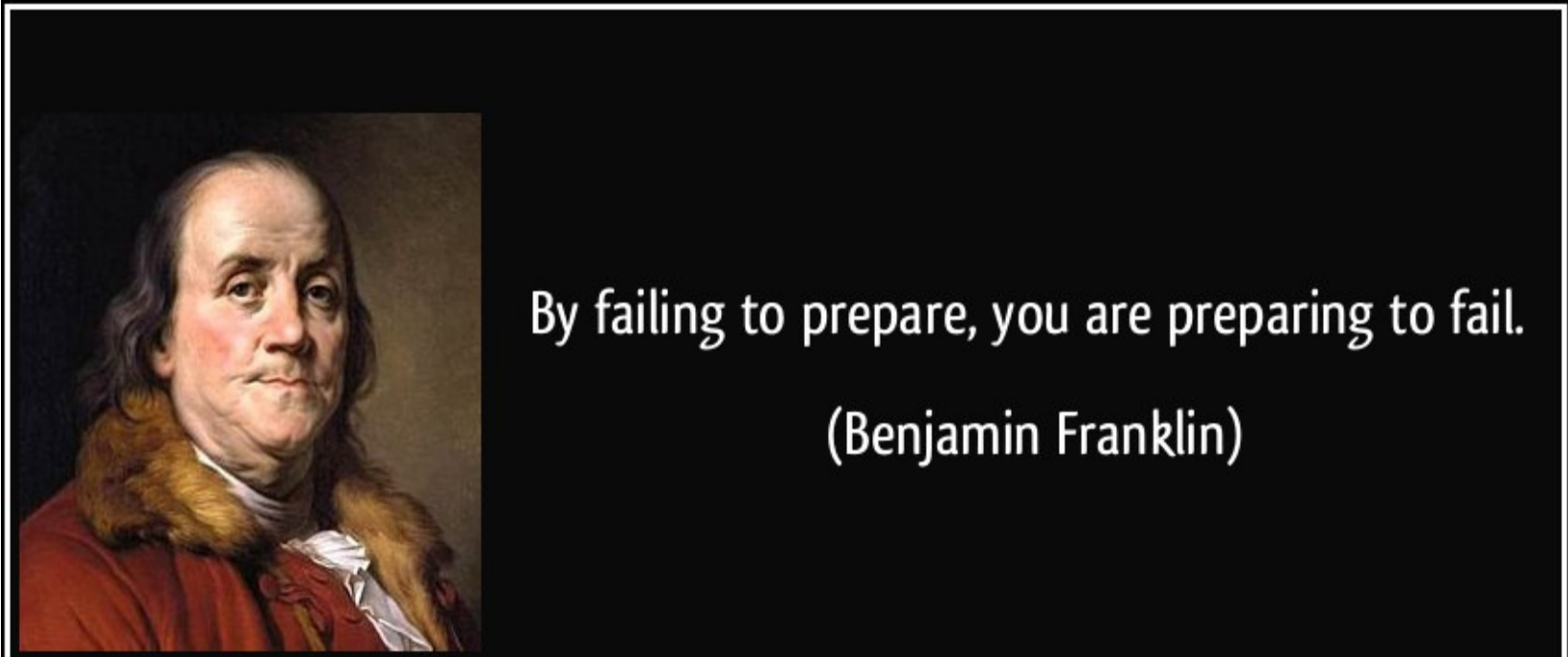
Session Outline

- Traditional Summer School Operations in NC
- Irregular School Building Assignments for Students
- Limitations of the Default PowerSchool Structure
- Historical Methods of Summer School Transportation Data

- Understanding School Building Assignments for 2022
- The importance of Bus Rider Information for Summer Programs
- Summer School Eligibility and Developing Preliminary Routes

- Collecting Final Ridership Requests
- Managing Summer School Transportation Data in PowerSchool
- Finalizing Bus Routes and Preparing for Day 1 of Summer Transportation
- Summer School Timeline of Data Needs and Data Management

Preparing for Summer School Bus Routes



How will your Bus Routes look
the first week of summer school?

Summer School Planning

Summer School Bus Routing in North Carolina

- Traditionally, not every school district in North Carolina offers Summer School Programs each year and this varies based on applicable funding and the needs of the district. For 2022 it is anticipated that every LEA will provide summer school instruction to help combat the disruptions caused by COVID.
- Summer Programs are not typically offered at every school within the district and in many cases students from several schools will be consolidated to a single school building for summer classes.
- In PowerSchool, there is not a ready-made way to establish student assignments to temporary Summer Programs and manage transportation data associated with summer school. As a result of the summer school limitations in PowerSchool, TIMS Operators have traditionally relied upon lists of summer students, both paper lists and hand typed spreadsheets, in order to begin preparing Bus Routes.

Preparing for Summer School Bus Routes

Preparing for Summer School Transportation – Questions to Ask

Summer School Location(s) and Student Assignments

- How many different programs or locations in the district?
- At which school building(s) will they be held?
- Students from which school(s) will attend these locations?
- What time do they begin and end each day?
- What time do they need students there in the morning?
- What time can buses depart in the afternoon?
- What dates do the programs begin and end?
- How many days a week will the program occur?

These are all very important questions to know and will help you set the parameters of the school operations in order to create better bus routes ... but these are not the most important questions that need answered.

Preparing for Summer School Bus Routes

Preparing for Summer School – Questions to Ask

- Summer Students vs. Bus Riders
 - You must collect information for Summer Bus Riders

Historically, the biggest issue we see over the summer, across the entire state, are that districts neglect to collect ridership requests for summer students. TIMS Staff will traditionally receive a list of all students eligible for the summer program, often just a day or two before classes, but they are not told which children need a bus ride to and from school.

- Do Not Assume they will all need transportation.
- Do Not Build Routes for all 500 Students if only 220 need transportation.
- Do Not Assume regular school ridership will be exactly the same for Summer.
- Have students Request Summer Transportation so TIMS can plan correctly.
- We must know the cargo (students) to pick up and drop off each day.

Transportation Staff must work with Summer School Coordinators and develop methods to collect the ridership status for summer school students.

Preparing for Summer School Bus Routes

Preparing for Summer School – Which Students Are Eligible?

Summer School Coordinators will tell you they do not know the final students eligible for summer school until End of Grade (EOG) Scores are received, which is typically during the last week of school in early June.

This is correct, the final list will not be known until school is over. But when summer school starts the very next week or a few days after school ends, this is why transportation staff often have to scramble and develop bus routes at the last minute.

Now imagine having to develop bus routes in 2 or 3 days when provided a list of 500 students, but not told which ones need to ride the bus.

There have been districts who develop 10 Bus Routes (50 students per bus) from this list of 500 and assign everyone... only to eventually learn that just 220 students ended up riding and they only needed 5 or 6 buses. TIMS Staff will often have to redevelop bus routes (cut stops and combine routes) as true ridership becomes available well after school begins.

Preparing for Summer School Bus Routes

Preparing for Summer School – Developing Preliminary Routes

- Some LEAs have started to develop Summer Bus Routes weeks or even months in advance by providing Transportation Staff a list of anticipated summer students based on current grades or other EOG expectations.
- TIMS Staff can then use current ridership as a proxy measure for expected ridership for Summer Programs and begin to develop **preliminary** Summer School Bus Routes.
- **Efforts must also be made to eventually collect Yes\No Bus Ridership data for all summer students** and communicate the true final ridership information to TIMS Staff.
- These methods would allow TIMS Staff to import the final list of true bus riders and more quickly adjust the pre-designed summer routes to service the final grouping of students.

Preparing for Summer School Bus Routes

Preparing for Summer School – Developing Preliminary Routes

- If possible within your LEA, these methods would make the final production of Summer School Routes much easier and less strenuous than starting from scratch at the very last minute.
- After receiving the final list of bus riders, even with preliminary routes already created, TIMS Staff will still need several days or more to develop and finalize bus routes.
- Transportation staff will then still have to secure the final number of drivers needed, distribute route descriptions, possibly allow for practice runs and also communicate summer school pickup and drop off times to parents.
- All of this is impossible to accomplish if transportation staff get information the Thursday before summer school starts on Monday.

Preparing for Summer School Bus Routes

Preparing for Summer School Transportation - Student Ridership Information

What student information is needed to help transportation?

Primary Information

1. Student PowerSchool ID Number
2. Summer School Building Assignment
3. AM Ridership from Home Address – Yes or No
4. PM Ridership from Home Address - Yes or No

Alternate Address Info

Some districts allows transportation to an alternate address and would also need to collect this information for both AM and PM

3. AM Ridership – Yes (from home), Alternate Address, or No Bus Ride
If Alternate, Enter Address _____
4. PM Ridership – Yes (to home), Alternate Address, or No Bus Ride
If Alternate, Enter Address _____

Preparing for Summer School Bus Routes

PowerSchool: Custom Student Screens for Summer School Transportation

Several years ago, while working through Summer School Logistics with Transportation Staff and their local PowerSchool Coordinator, the PS Coordinator came up with the idea to create a Custom Student Screen in PowerSchool that would allow the entry of summer school building information and the necessary AM\PM ridership info for summer students.

Dropdown Menu for Summer School Building Assignments.

Yes, No, Alternate Bus Stop selections for AM and PM Transportation Requests.

Boxes to enter and communicate alternate pickup\drop-off addresses for AM and PM (if allowed)

Start Page > Student Selection > Summer School Transportation 2021

Summer School Transportation 2021

HR: Clarke A 9 ETC

Summer School Code	310
Summer School AM Transportation	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/> A
Summer AM Address if different from Home Address - Use only if "A" shown above	<input type="text"/>
Summer School PM Transportation	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O <input checked="" type="radio"/> A
Summer PM Address if Different from Home Address - only if "A" shown above	910 Tarboro Street Washington NC

Custom Student Screen in PowerSchool for Summer School Transportation.

Preparing for Summer School Bus Routes

PowerSchool: Custom Student Screens for Summer School Transportation

With a custom student screen in place, school data managers can easily add and remove students from summer school assignments and update AM\PM Transportation Requests as ridership information is received from parents.

TIMS Staff would then be able to download a spreadsheet, directly from PowerSchool, that contains the data needed to more easily manage and maintain summer school bus routes.

If your LEA chooses to manage summer school data this way, we are hosting a Summer School Data Management Session for TIMS Staff in early May where we will showcase how to use this data for Summer School Transportation tricks.

Start Page > Student Selection > Summer School Transportation 2021

Summer School Transportation 2021

HR: Clarke A 9 ETC

Summer School Code: 310

Summer School AM Transportation: Y N O A

Summer AM Address if different from Home Address - Use only if "A" shown above: [Empty field]

Summer School PM Transportation: Y N O A

Summer PM Address if Different from Home Address - only if "A" shown above: 910 Tarboro Street Washington NC

	A	B	C	D
1	PSID	SCH	AM	PM
2	1941227	800	Y	N
3	1959789	800	N	Y
4	1961196	800	N	N
5	1967974	800	Y	Y
6	1967976	800	Y	N

Preparing for Summer School Bus Routes

PowerSchool: Custom Student Screens for Summer School Transportation

As a response to the complexity of summer routing, we developed a tool that will automatically update and replace the student school code in TIMS to the summer school building code needed for transportation. This can save days of work in reassigning students that TIMS Staff traditionally performed by hand.

In order for the new tool to work properly, LEAs should strive toward maintaining summer ridership within PowerSchool through a Custom Student Screen.

Preparing for Summer School Bus Routes

Using a shared spreadsheet for Summer Ridership

Without a custom student screen in PowerSchool, some LEAs will choose to manage and maintain summer information in an Excel file or a shared Google Spreadsheet.

This method will work just as well, but the spreadsheet must contain the student PowerSchool number so the information can be imported into TIMS. A spreadsheet maintained manually also has the potential for typos within the Student ID Number and/or other data entry errors or omissions.

	A	B	C	D
1	PSID	SCH	AM	PM
2	1941227	800 Y		N
3	1959789	800 N		Y
4	1961196	800 N		N
5	1967974	800 Y		Y
6	1967976	800 Y		N

We recommend the Custom Screen in PowerSchool as the school staff can easily perform changes and updates to ridership info, student number cannot be altered or mistyped and the format of other data will be consistent for all students and all schools.

Under no circumstances should Transportation be sent just a list of names or a box of paper forms to notify them of summer school transportation requests. The data should be available to transportation in a usable electronic format and must include the student id number.

Preparing for Summer School Bus Routes

Preparing for Summer School – Bell Times and Transportation Windows

EXAMPLE		
School Bell Times & Transportation Windows		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off
8:30 AM	8:00 AM	8:20 AM
PM BELL	PM First Load Departs	PM Last Load Departs
12:30 PM	12:40 PM	1:00 PM

It is important to confirm each of the times related to school transportation windows. The routing software requires this information to function properly and will help create bus routes that are on time and meet the needs of the school.

- **Earliest AM Drop Off** : refers to the earliest time students may be dropped off at the school with staff present for supervision.
 - When do the doors open?
- **Latest AM Drop Off**: refers to the latest time the school would like for students to arrive.
 - Typically long enough before the AM Bell to allow for breakfast, bathroom, etc.
- **PM First Load**: refers to the usual time the first wave of buses will depart from the school. Usually 5-10min after dismissal.
- **PM Last Load**: refers to the latest possible time students may remain on school grounds (with staff supervision) while they await the arrival of the bus for PM departure.

Fall Planning

May 2022							June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

The final day of school varies across the state, with most districts ending Friday June 3rd or sometime during the Week of June 6th to June 10th. **For this example, lets pretend Summer School would begin Monday June 13th.**

Bus Routes would need to be completely finished by Wednesday June 8th, in order to distribute route to drivers, perhaps allow a day for practice runs and also notify students and parents of the scheduled stop time Monday morning.

Fall Planning

May 2022							June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Under ideal circumstances, TIMS Staff would need the final list of Bus Riders at least one week earlier, by Wednesday June 1st in order to successfully develop and implement Bus Routes.

This means students would not only have to be determined as eligible for Summer School by June 1st but also have been asked about bus ridership for summer school.

Depending on the size of summer ridership numbers and complexity of school building assignments, School Staff may need additional time to collect ridership info and TIMS Staff may also need additional time to finalize bus routes.

Fall Planning

21 Working Days							16 Working Days						22 Working Days							8 Working Days							
2022 MARCH							2022 APRIL						2022 MAY							2022 JUNE							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9

After today (March 2nd) and with spring break sometime in April, there are only 67 working days until the example summer school would begin on June 13th and only 59 days until Transportation would need the final list of summer riders on June 1st.

Throw in some vacation days and a sick day or two and there are close to 50 days left until transportation would need the final list of bus riders.

Preparing for Summer School Bus Routes

Preparing for Summer School

Start meeting and talking about Summer School programs now...

- What date will each program start and end?
- How many days of the week will they run?
- What are the Bell Times and Transportation Windows for each program?
- Which students will attend each program?
- Which of these students will need transportation?
- What are their AM and PM Transportation Needs?
- Can we try the Custom Student Screen in PowerSchool?

- What can Transportation do to help gather Summer Ridership Info?
- What can the Schools do to help gather Summer Ridership Info?
- How Local IT Help with collecting Student Information?
- Should our LEA try to develop preliminary routes based on anticipated summer school eligibility? How do we get that list of students?
- When will Transportation have the final list of summer riders available for the last steps in Bus Route Preparation?

It takes time to complete all of these steps. Please Start Early!

Summer School Planning

Preparing Bus Routes for the First Day of Summer School

Summer Session Recap – Questions About Summer School?

- Traditional Summer School Operations in NC
- Irregular School Building Assignments for Students
- Limitations of the Default PowerSchool Structure
- Historical Methods of Summer School Transportation Data

- Understanding School Building Assignments for 2022
- The importance of Bus Rider Information for Summer Programs
- Summer School Eligibility and Developing Preliminary Routes

- Collecting Final Ridership Requests
- Managing Summer School Transportation Data in PowerSchool
- Finalizing Bus Routes and Preparing for Day 1 of Transportation
- Summer School Timeline of Data Needs and Data Management

Fall Planning

Preparing for Back to School Routes in August is more important, and much more work, than properly planning for Summer School.

And many of the same strategies apply to back to school routes.



Fall Planning

Regular School returns this year on August 29th. Many LEAs have early college programs that begin in early August and others have Year-Round Schools that begin in July.

The NCPTA Conference is from June 27th to July 1st, there is a 4th of July Holiday on a Monday and some staff may want to take a week vacation or more over the summer too.

Many LEAs will also switch to a 4 Day work week during June and July.

MARCH 2022							APRIL 2022							MAY 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

JUNE 2022							JULY 2022							AUGUST 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4	31					1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			

All things considered, there are approximately 105 work days until school returns August 29th.

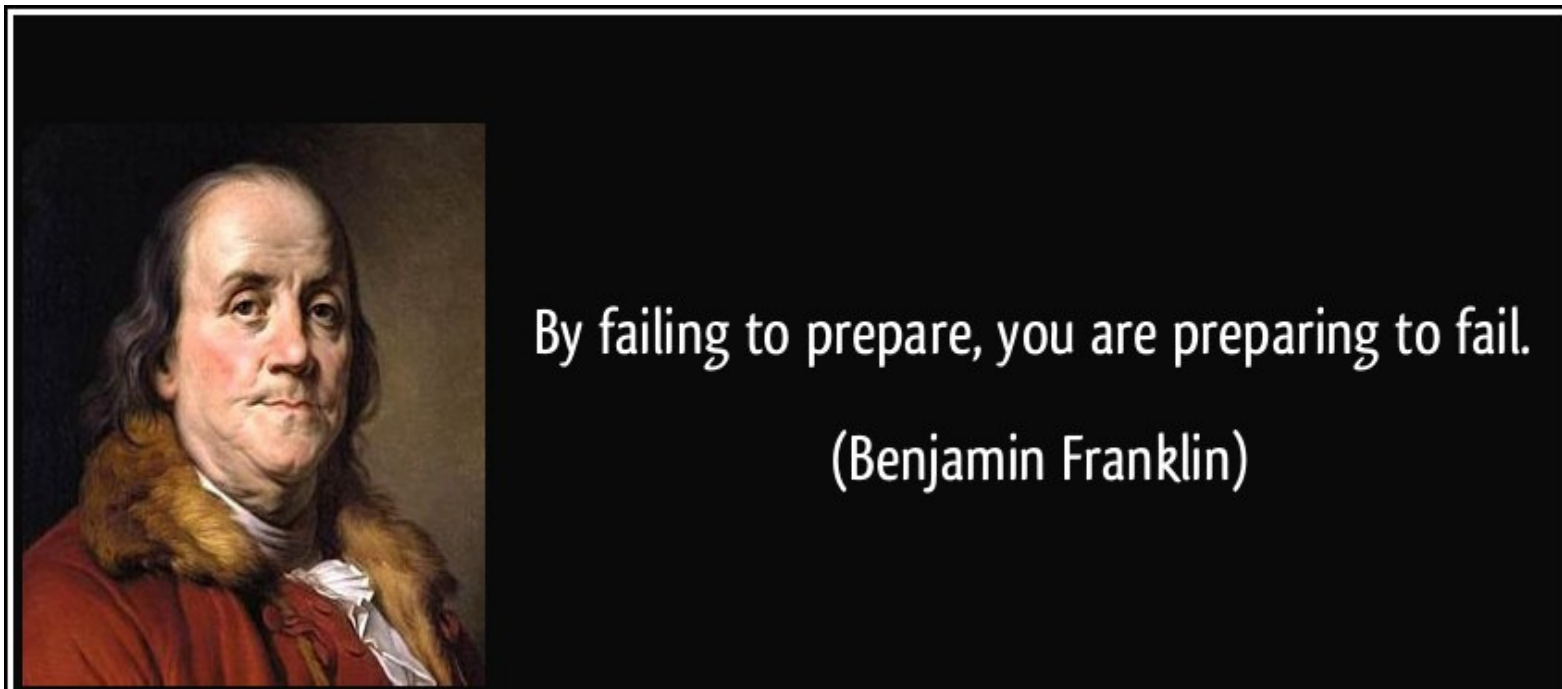
Fall Planning



**The first day of school is the
Super Bowl of School Transportation**

If Bill Belichick and Tom Brady had 105 days to prepare for the first day of school... would their bus route operation look like yours?

Fall Planning



Fall Planning

Preparing Bus Routes for the First Day of School

Session Outline

- Things we cannot control, Things we can control
- Managing Expected Ridership in August
 - Springtime Surveys and Transportation Requests
 - New Students, Promoted Students, Current Students
 - **Special Considerations for 2022 – Reassess All Ridership Requests**
- Request Deadlines, Bus Capacity Analysis & Driver Shortages
- Fall Bell Times and TIMS Transportation Arrival/Departure Windows

- Working with PowerSchool Coordinators and School Data Managers
- Preliminary Bus Routing for August
 - Pre-Transition Student Promotions
 - TIMS Rollover Promotions
 - Updated Ridership Info after YET

Fall Planning

Fall Planning - Things We Cannot Control

- **New Students Enrolling at the last minute**
- **Students who moved but did not update their address with the School**
- **Students who did not follow local procedures for requesting a bus assignment ... if procedures exist.**
 - There will always be students who enroll at the last minute
 - There will always be parents who forget to update their address
 - There will always be parents who do not follow transportation request procedures
 - These issues are much easier to manage when the rest of TIMS is kept up to date and properly maintained.
 - Updated Bus Routes and Street Path of Travel
 - Current Student Assignments
 - Current Bus Loads
 - Deadlines for Bus Requests

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August**
 - If August Bus Routes are worked on over the Spring/Summer and are thoroughly reviewed and Pre-planned, then you will have a much easier time at the start of school and throughout the year.
 - How do you know which students want to ride the bus the first day of school?
 - There are three main types of bus riders to plan for in August...
 - New Students
 - Current Students in same school
 - Current Students in different school

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – New Students**
- Incoming Kindergarten Students
 - When is Kindergarten Registration for each school?
 - Is there a Transportation Request Form or Question in the Registration Packet?
 - What info is collected on this form?
 - AM and PM Ridership Requests?
 - Will they be riding To/From their Home or To/From somewhere else (Daycare, Grandparents, Boys & Girls Club, etc.)
 - When will TIMS Staff begin receiving Transportation Data for New Students?
 - When will School Data Managers enter the new students in PowerSchool?
 - When can TIMS Staff begin Fall Planning?
 - Keep track of which schools have completed entry of new students or those with fewer than expected ridership totals.

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – New Students**
- Incoming Students: Non-Kindergarten
 - What is the registration and enrollment process in your district?
 - Are new students asked to complete a Transportation Request Form?
 - What info is collected on this form?
 - AM and PM Ridership Requests?
 - Will they be riding To/From their Home or To/From somewhere else (Daycare, Grandparents, Boys & Girls Club, etc.)
 - When will TIMS Staff begin receiving these Transportation Request Forms?
 - When will School Data Managers enter the new students in PowerSchool?
 - When can TIMS Staff begin Fall Planning?

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – Current Students**

Current Students: Same School, Same Address

- If a student rode the bus last year, has not changed addresses and will stay in the same school for the upcoming year... some districts just “assume” they will ride again and keep the student assigned to a bus stop in TIMS.
 - This is somewhat acceptable as I can understand the assumption of ridership.
 - This is much more acceptable when you know TIMS assignments are accurate.
 - Assuming Ridership will be the same next year can create problems as you may be sending buses in certain areas assuming there will be students there waiting for pickup.
- Some LEAs make all students complete Ridership Surveys and New Transportation Request Forms for August and then evaluate/redesign their Bus Routes based on a more complete and accurate list of expected riders for Fall.

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – Current Students**

Current Students: Same School, Different Address

- Anytime a student moves and the parent updates their address with the school, either over the summer and especially during the school year, the student must have their Transportation Needs reassessed from their new house.
- Are these students with an address change as about transportation changes?
 - Do they need transportation To/From the new house?
 - Will they ride the bus AM and PM?
 - Will they be going To/From their House or somewhere else? (Daycare, Grandparents, Boys & Girls Club, etc.)
 - Who decides which Bus they will ride?
 - Who decides where their new bus stop will be?
 - What is the turnover time for a new stop assignment?

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – Current Students**

Current Students: Different School and/or Address

- The largest problem districts make in “Failing to Prepare” for August is neglecting to ask about the ridership of students being promoted to a new school over the summer.
 - **Elementary to Middle (5th to 6th)**
 - **Middle to High (8th to 9th)**
- Just because a student rode the bus last year, to/from their former school building, does not mean they will ride the bus to/from their new school building. Current Non-Riders may now need transportation to their New School in August, while current Riders could now be a walker or ride with a parent, sibling or friend instead of taking the school bus.
- Assessing the Transportation Needs of these Transitioning Students is very important in preparing for the first day of school.
- Double the information to ask if a student changed schools and addresses.

Fall Planning

Special Considerations for 2022

We Recommend Reassessing Ridership for All Students

- Over the last two years of COVID, most LEAs have seen school bus ridership drop by 20% or more. This was somewhat of a blessing given the ongoing bus driver shortage across the state and entire country.
- Ridership decreases can be explained due to the increases in virtual school options around the state, general health concerns related to COVID and increased car traffic as many families may have parents working remotely and are now available to provide transportation to and from school.
- Given the continuing reductions in mask mandates, reduced social distancing measures and the lessening of other COVID related restrictions; **school districts should expect an increase in student ridership for August 2022.**

Fall Planning

Special Considerations for 2022

We Recommend Reassessing Ridership for All Students

- Ridership may not increase by 20% and fully return to Pre-COVID Levels right away, but with the driver shortage likely to continue it is more important than ever to have an accurate list of students you know will be riding the bus.
- If school districts just assume current end of year ridership rates will carry over to August, there will likely be hundreds or thousands of students who arrive at open house to discover they do not have a bus assignment for the coming school year.
- With an accurate list of bus riders available several weeks before school starts, Transportation Staff will have time to examine bus routes and exploring making the necessary changes and improvements to provide bus service with a limited number of available drivers.
- Completing Bus Routes will be impossible with thousands of last minute students requesting transportation the week before school starts. Don't set yourself up for failure or a disastrous start to the new school year. Please plan accordingly.

Fall Planning

- **Deadlines for Stop Requests, Bus Capacity Analysis, Driver Shortages**
 - Once TIMS Staff have a good list of expected riders for August, they can start the process of reviewing stop requests, creating new stops if needed, assigning students, reviewing assignments for safety concerns and then analyze anticipated bus capacities.
 - After expected riders are assigned, or as staff are working on Fall Routes, TIMS will allow you to examine the assigned loads and provide the opportunity to redesign bus routes that may be overcrowded or identify which buses are under capacity or are not meeting bell time schedules.
 - It takes time to design, analyze and perfect Bus Routes, especially when dealing with limited driver availability and an ever changing list of bus riders.
 - Ideally there would be a deadline for Day 1 Bus Requests, say August 1st, as this would give transportation staff time to experiment with bus routes and finalize a solution without having to juggle the addition of more students for the first day of school.
 - Some larger districts do not guarantee transportation for the first two weeks of school if the student does not complete the transportation request procedures by the established deadline. Establishing and enforcing such procedures can help minimize disruptions.

Fall Planning

Fall Bell Times and Transportation Arrival/Departure Windows

- Every year, at least one district calls and asks why all of their buses are late to a certain school. Typically, it turns out that the School changed Bell Times and never notified the Transportation Department.
 - These districts like to blame the schools.
- In reality, the problem is that the Transportation Department never bothered to ask/verify/confirm the Bell Times for Fall.
 - The blame actually falls on the Transportation Department.
- In TIMS, the settings for the Bell Time Arrival and Departure Windows are very important to ensure buses arrive on time and meet the needs of the school.
 - Bus should be early enough in the AM for breakfast, bathroom, etc.
 - For districts with a two or more tier bell system, there may be a need to coordinate school supervision for before and after the bell to accommodate double loads and shared buses between multiple schools.

Preparing for Back to School Routes

Preparing for Back to School Routes – Bell Times and Transportation Windows

EXAMPLE		
School Bell Times & Transportation Windows		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off
8:00 AM	7:20 AM	7:50 AM
PM BELL	PM First Load Departs	PM Last Load Departs
3:00 PM	3:05 PM	3:45 PM

It is important to confirm each of the times related to school transportation windows. The routing software requires this information to function properly and will help create bus routes that are on time and meet the needs of the school.

- **Earliest AM Drop Off** : refers to the earliest time students may be dropped off at the school with staff present for supervision.
 - When do the doors open?
- **Latest AM Drop Off**: refers to the latest time the school would like for students to arrive.
 - Typically long enough before the bell to allow for breakfast, bathroom, etc.
- **PM First Load**: refers to the usual time the first wave of buses will depart from the school. Usually 5-10min after dismissal.
- **PM Last Load**: refers to the latest possible time students may remain on school grounds (with staff supervision) while they await the arrival of the bus for PM departure.

Preparing for Back to School Routes

Managing August Ridership Data in PowerSchool

AM Transportation Provided:	
PM Transportation Provided:	Yes
Transportation Memo:	No
	Alternate Transportation
	Car Rider
	Walker
	Van
	Bike Rider
	Daycare Transportation
	Special Needs - Standard Transportation
	Special Needs - Specialized Transportati
	Contract - Specialized Transportation

New From School New To School

The best districts across the state utilize the PowerSchool Student Transportation Screen to manage student ridership requests during the school year.

The AM\PM Drop Down Boxes come into TIMS through the Student Upload Process and can be used to communicate transportation status to TIMS Staff.

Start Page > Student Selection > Summer School Transportation 2021

August 2022 - Student Transportation Info

9 1924593 HR: Clarke A 9 ETC

AM Transportation Y N O A

Summer AM Address if different from Home Address - Use only if "A" shown above

PM Transportation Y N O A

Summer PM Address if Different from Home Address - only if "A" shown above 910 Tarboro Street Washington NC

Since this data is being used until school ends in June, LEAs can create a Custom Student Screen similar to summer school to hold and manage August Information until school is over.

This data can then be moved from the custom screen into the Primary AM\PM Data Fields on the Student Transportation Screen following YET.

Preliminary Fall Routes for August 2022

Student Promotions in TIMS
using
PowerSchool Pre-Transition Data
or
TIMS Rollover Process

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

Incoming Kindergarten Students

- Some LEAs have Data Managers enter these students into PowerSchool, as Pre-Registered Students, at the time of Registration in February, March or April.
 - If this is the method within your LEA, you can begin Importing these students into TIMS as soon as Data Managers have their information entered.
- Other LEAs make sure Data Managers enter these students before their one month break in June. (This is probably too late for most LEAs)
- Other LEAs do not enter this information until after PowerSchool Promotes students in July. (This is definitely too late for All LEAs)
- The sooner the better. I suggest speaking with your PowerSchool Coordinator and establishing a realistic date for Data Entry so TIMS Staff can begin Fall Planning as soon as possible.

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

Current Students: Pre-Transition Data

- In early July, PowerSchool goes down for a few days while all students are promoted to their Next School and Next Grade during Year End Transition (YET).
- School and Grade Promotions are all based on Pre-Transition Data within PowerSchool.
 - Before July 1st, all Data Managers must go into PowerSchool and identify the Next School and Next Grade for each student.
 - The due dates for Pre-Transition Data vary by LEA.
 - Some LEAs must have it in by the end of school, while other LEAs may have a due date in early April.
 - The sooner the better as Transportation Staff can do an Early Promotion in TIMS based on the Pre-Transition Data from PowerSchool.
 - Some LEAs start Fall Planning as early as February or March each year.

Speak to your PowerSchool Coordinator and ask about the Due Date for Pre-Transition Data from All Schools.

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

Current Students: Pre-Transition Data

- In early July, PowerSchool goes down for a few days while all students are promoted to their Next School and Next Grade.
- School and Grade Promotions are all based on Pre-Transition Data within PowerSchool.

Required Settings	
Next Year Grade	9
Priority	50
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	2020
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/> 80 characters left
Next School Indicator	Asheville High School

- Speak to your PowerSchool Coordinator and ask about the Due Date for Pre-Transition Data from All Schools.

The Sooner the Better!

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

Current Students: TIMS Rollover by Address and Boundary

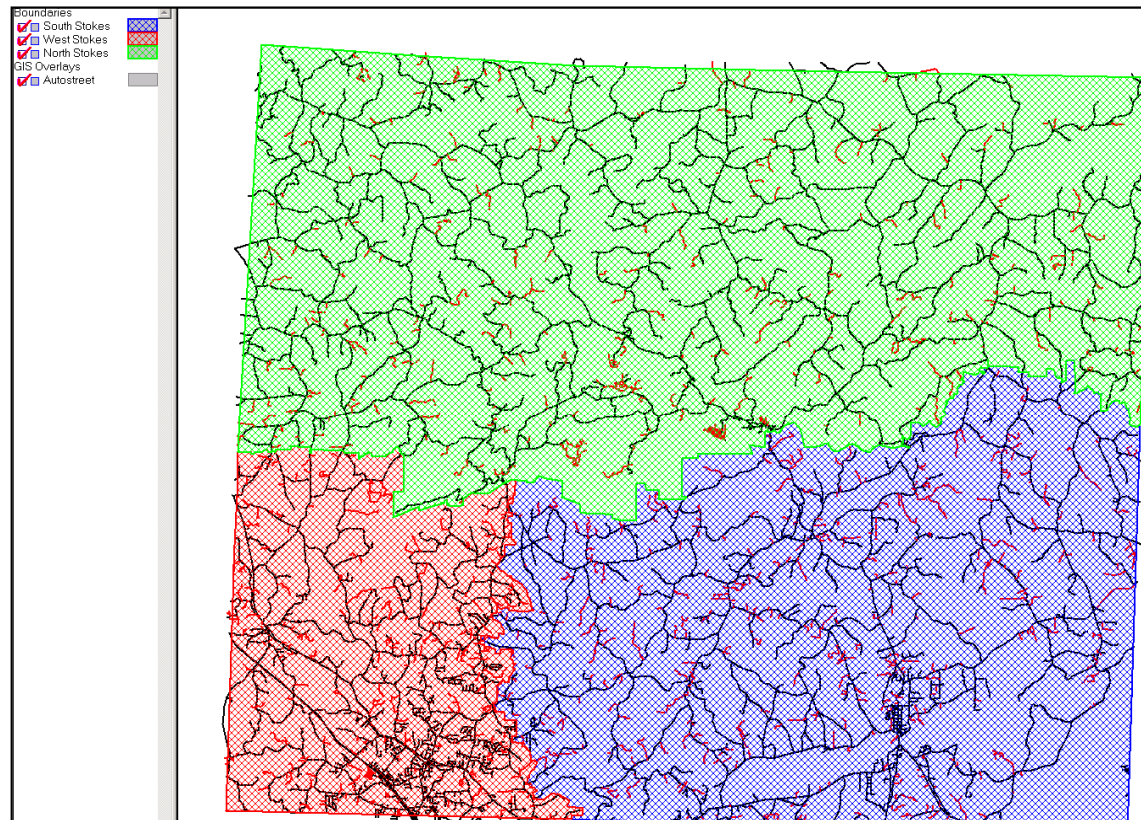
- Some LEAs choose not to wait on PowerSchool Pre-Transition Data to complete an Early Promotion and begin Fall Planning
- Transportation Staff can promote students in TIMS at any time via a process called Student Rollover.
 - There is a way instruct TIMS to promote students to their next school and grade based on their address and the school boundary lines from TIMS.
 - Some TIMS Staff actually provide this data to PowerSchool Staff so they know the correct school to enter for each promoted student.
 - This becomes important if you have split districts or irregular feeder patterns from Elementary to Middle to High School.

Fall Planning

Promoting Students via TIMS Rollover Process

Rollover File with Boundary Info

In this example, 8th grade students moving to 9th grade would be enrolled into one of the 3 High Schools based on the Boundary where they live..



Fall Planning

Rollover File with Boundary Info – Things to Think About

When performing a Rollover in TIMS, it is important you think through all of the possibilities for Student Promotion based on Boundary Lines.

Out of Boundary Students: Most LEAs have student exceptions where students live in one part of the county but are allowed to attend school in another part of the county. These are often Staff Children as well as special needs students attending a certain program at another school building.

If you use a boundary qualifier to promote students, these out of district students may be reassigned to their home school and grade based on their address. TIMS Operators should produce a list of Out of District Students prior to Rollover. Then student exceptions should be reassessed for the next school year.

Out of County Students: Students living Out of County are not addressed matched within a valid boundary and will not be promoted during the Rollover Process.

Enrollment Status and School Assignments for Out of County Students should also be reassessed for the next school year.

Fall Planning

Rollover File with Boundary Info – Things to Think About

The TIMS Rollover will correctly promote the majority of your students to their next school and grade. Students with special exceptions for Out of District Enrollment could be moved to the wrong school (based on boundary) and many of your Special Needs Students will likely be assigned to the wrong school (if their special program is out of district).

Also, Students who end up failing this year or who do not pass Summer School will need to be moved back to their old school and grade and possibly reassigned to another bus.

Most of these differences will sort themselves out after your first UPSTU in July.

At that time, Students will be assigned to the school and grade as listed in PowerSchool. So any enrollment exceptions, special needs students or those who were held back a grade will then be reassigned to their correct school and grade for August.

Using PowerSchool Pre-Transition Data is the best option and I encourage you to consult with your PowerSchool Coordinator about the data entry deadlines for this information. You may be able to early promote within a few weeks.

Fall Planning

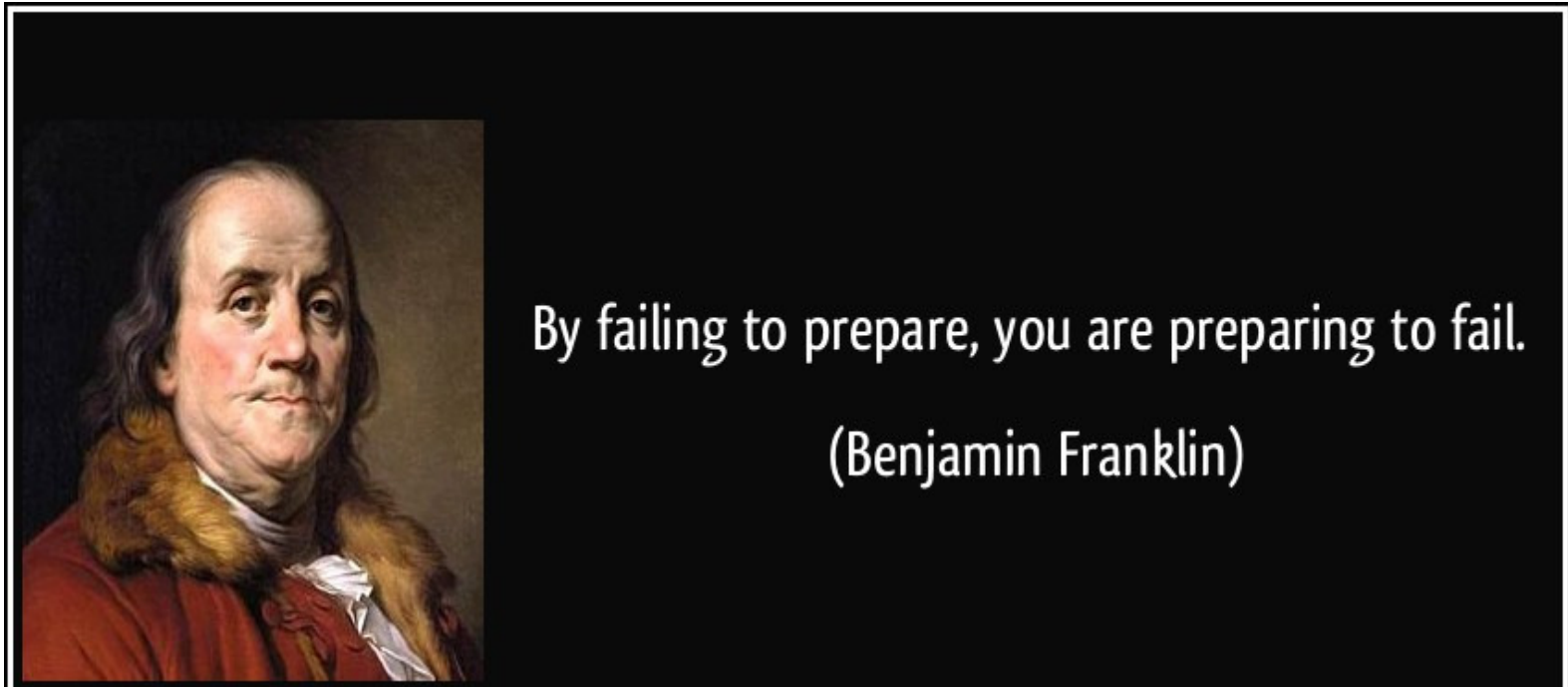
Preparing Bus Routes for the First Day of School

Session Recap - Questions About Back to School?

- Things we cannot control, Things we can control
- Managing Expected Ridership in August
 - Springtime Surveys and Transportation Requests
 - New Students, Promoted Students, Current Students
 - **Special Considerations for 2022 – Reassess All Ridership Requests**
- Request Deadlines, Bus Capacity Analysis & Driver Shortages
- Fall Bell Times and TIMS Transportation Arrival/Departure Windows

- Working with PowerSchool Coordinators and School Data Managers
- Preliminary Bus Routing for August
 - Pre-Transition Student Promotions
 - TIMS Rollover Promotions
 - Updated Ridership Info after YET and Final Request Deadline

Fall & Summer Planning



How will Bus Routes look
the first week of school?

TIMS Webinar Fall & Summer Planning

Preparing Bus Routes for the First Day of School

March 2022