



## Suggested Activities to Keep Good TIMS Data

### **What is Good Data?**

EXPECTATIONS: The System Reflects Reality

- ◆ A good Map (no travel streets, forbidden turn, speeds and current streets are included in the Map)
- ◆ Students/Stops/Runs/Routes (run directions) can be used to accurately reflect what is happening on a daily basis in your district
- ◆ Stop and Run times are accurate
- ◆ Mileage is accurate
- ◆ You run System Maintenance processes on a daily basis
- ◆ Refer to the “Routing Guidance” for Routing and TIMS as mandated by the NC Legislature



# Spring & Summer



## Begin Planning for Fall

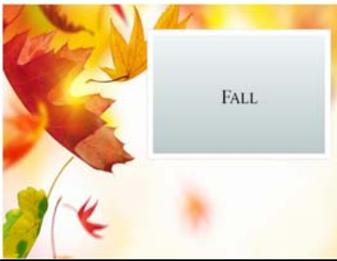
- ◆ Most districts begin planning for fall in March or April
- ◆ Use the Fall dataset for working on a plan for the opening of school
- ◆ Keep your data updated; students, stops, runs and routes still need your attention on a daily basis to keep accurate data
- ◆ Be involved in any opening/closing of schools or boundary line changes; these decisions will affect your students, stops, runs and routes
- ◆ Promote students within TIMS to aid in the terminal grade work of assigning 5th grade to 6th grade stops/runs and 8th grade to 9th grade stops/runs
- ◆ Work on Kindergarten students after the promotion of students in PowerSchool is completed around July 4 with a fresh data extract as soon as possible so you can avoid the rush in working those, along with other new students into your transportation plan

## Summer School

- ◆ Use the Summer School database to generate summer school stops and runs; it is a good idea to clear out any stops, runs and route assignments after copying down a dataset to the summer school dataset; your Project Leader can assist you
- ◆ It is well known that you are given very little time to create stops/runs as students are not identified until the last minute as to who will attend summer school
- ◆ If feasible, develop a plan to provide pick-up points on for students; work with your transportation director and summer school staff to see if this is an option

## Early College/Special Situations

- ◆ Early College students in your district typically start a week earlier than regular students; be prepared to provide separate temporary transportation for those students, incorporating them into regular runs for the rest of the school year
- ◆ Special Needs, special custody situations and McKinney Vento students can be particularly challenging issues for the opening of school; ask for those students and their transportation needs be shared with you as soon as possible so they can be incorporated into current stops and runs



## School Has Started!

- ◆ The start of school can bring on hundreds of changes and requests—be prepared and have a plan in place to be able to handle the changes in a timely manner
- ◆ Parent requests, custody arrangements, day care options, sports activities along with the special need requests will demand your attention. Have a plan/process in place to give you time to get the service started and parents know when the service can start. Recognize any request could affect current students assigned to the run stop time; let parents know this fact as they don't always think about how their request could affect other schedules
- ◆ Keeping your TIMS data updated on a daily basis will help. If your district has Parent Portal products in place, know that more than ever before you will need to keep the data clean and accurate
- ◆ Have a plan to distribute new runs/routes for the beginning of the school year for drivers and schools; allow time for drivers to become familiar with new stops and travel directions if they have changed
- ◆ Drivers should document any changes in riders/stops/runs/routes and turn them in as quickly as possible. A plan should be in place for a timely update—your runs should always reflect what is actually happening on the bus.

## TDTIMS Data Audit

- ◆ The TDTIMS data audit is due November 1 or date closest to if it falls on a weekend
- ◆ The TD<sub>2</sub>/TD<sub>2</sub>R reports are due October 15
- ◆ Keep your students, stops, runs and routes updated on a daily basis your TDTIMS data audit process will be a breeze
- ◆ The reports required to run the TDTIMS data audits are installed by TIMS Project Leader staff in mid October
- ◆ The TDTIMS data is a very important part of the funding process for transportation and each county's data is represented in the annual TIMS Service Indicator report published each year



## Winter Tasks

- ◆ Keeping the TIMS databases updated are one of the most important tasks and required to keep a good data system in place
- ◆ Many of the planning issues and changes to take place for the next school year are often discussed in the early winter months among school administrators/board members
- ◆ Your Transportation Director and TIMS Data manager should be a part of the discussion in order to determine the direct impact any changes may affect the efficiency and cost of transportation
- ◆ Use the “What If” database for different scenarios and provide information to administrative staff with the necessary statistics that will show the impact of the proposed changes
- ◆ Continue to keep the data clean by updating students, stops and runs on a daily basis
- ◆ Continue to audit what is happening on the road as it compares to TIMS—does Transportation, the bus driver or school administrator have control over runs and routes?

## Good Data, Bad Data

- ◆ Bad data creates incorrect mileage and stop times in TIMS
- ◆ Bad data makes unfair comparisons between LEAs in funding
- ◆ Bad data makes it impossible to create proper run directions and stop times
- ◆ Bad data will show bad times for those sites using the Parent Portal products—you will definitely hear about your bad data from this angle!
- ◆ Winter is a good time to get a plan in place if there isn't one to know who wants a ride as well as get a process in place to tackle your bad data situation
- ◆ Call your TIMS Project Leader for help they will be happy to guide you from BAD data to GOOD