Transportation Information Management System
Best Practices

With 115 school districts in NC, each district operates a little differently. This document outlines some Best Practices for regularly managing North Carolina TIMS databases. For more specifics, contact a TIMS project leader.

- Regular (daily/weekly) UPSTU's
    - Contact your project leader for information on how to schedule this process to run at night

- Daily backups locally

- Weekly transfer of backup to Core FTP

- GIS or MARIS (add/edit new streets and/or addresses) updates as necessary to keep your map up to date
    - Request updated mapping information from your local mapping agency quarterly or as needed

- Daily EMU maintenance (when you are working in your data)
    - 01. REBUILD ALL KEYS
    - 02. GEO – MAP MAINTENANCE
    - 03. GEO – BADSTPS & SCHDST
    - 05. DUMPALL – Update Reports

- EMU: General Housekeeping- Run as needed
    - Run Kilstp – run this occasionally to keep databases clean of stops not in use
    - Run BatchRunDir and BatchRteDir

- Check Badstu and Badstp after each MARIS edit and UPSTU and make corrections or edits as necessary

- Verify the Max Load on runs

- Self-Auditing of Bus Routes
    - Compare TIMS Miles to Odometer (compare planned to actual route), use real time GPS, downloaded GPS data or ride the bus periodically to document actual run times
    - Compare TIMS Times to Driver Payroll to ensure drivers are not being over- or under-paid
    - Compare TIMS Passengers to Actual Passengers

- Use TIMS for pre-planning purposes prior to school starting; not Just updates for annual audit requirements
    - Promote students as soon as pre-transition data is available to begin planning for the next school year
    - Routes need to be planned by transportation or in partnership with schools, drivers and principals

For more information on NC Case Studies on Routing Efficiencies see http://www.ncbussafety.org/TIMS/index.html