# **TRANSFER STOPS**

Definition: a stop used specifically for transferring students from one run to another.

What it does: acts as a stop at which students can transfer from one bus to a second bus that will complete that particular student trip.

#### Creation, Insertion, and Assignment of Transfer Stops

The transfer stop is located at the physical location where the student physically transfers from one bus to another. The transfer stop needs to be created in the tabular mode and it will have two services for each destination time, one for the drop-off run and one for the pick-up run. (The first run *drops-off* the student at the transfer location, and the second bus *picks-up* the student at the transfer location to deliver him to his home school) A transfer stop is identified by the system by specifying a T as the fourth numeric character in the Stop ID (364.T01)

You may only Create and Insert Transfer Stops in the **Stops>Tabular** mode.

- You can locate the transfer stop at the school node number, or an address. Use the description field to tell where the transfer is taking place.
- Add services to the stop for the AM and PM.
- Then insert the drop-off run and the pick-up run to the transfer stop

Cgrine Pregious Negt Renage Delete Cancel											
Stop ID: 364 TD1 Location: Stop ID:											
Description: TRANSFER AT HIGH SCHOOL						Nd1: 11541 Nd2:0					
Bight Side 🕅 Avvilable 🗖 SpEd Stop 🗖 Hone Stop						1: 0	D2: 0				
Dread-Date 07-07-2011 EndDate Modified 07-07-2011 User ID: BOSE											
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Jrcont Service ID 64.101001 64.101002	Assign Bell Time 7:15 AM 2:18 PM	Dearrig	n <u>He</u> Sta. 24 25	ed Count Colugors Stop Time 7:16 AM 2:23 PM	RuniD 320.001 320.102	RoutelD 23 31	Plun Description BHH5/RB - BU5 #29 BHH5/RB - BU5 #31	Time at 5 7:15.AM 218 PM			
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• Finally assign your student to their *initial* stop. In this example you would assign the student to the stop at Ole Country Ln and Ole Country Ct and then the system will automatically see that the student needs the transfer and assign that part for you.

Student da	ta entry form								
Last Name S	LUDER	<u>S</u> chool	364	• Distri	or ID 🔟	123496789	Elg	0 U 99	
First Name B	ONNE	<u>E</u> rade	08	▼ Eduk	ogID	5049	Gob		
Date of Bith	17	Program		▼ Sch	Distance	7.87 mi		Copy Fields	
Location	3370 OLE C0	UNTRY LN		19	8	krea Stop		forne Stop	
Bex Adda	adda 3370 OLE COUNTRY LN Capy Special Needs								
AM Shutter									
EM Transport L	ocalion				- D	Copy PN	Shuth		]
Other Fields	Att <u>B</u> rdy	Lips	PjcA	10	Print	nt School P		Quick Assign	
Conlim	Dancel	Delete	Pie_é	000	Negt	Walk P	wh	Discipline	
L. P/U 1 +H0 1 #115 2 +SD 2 #115 *	Location S NE O 541 T HOOL - 364 T 541 O	top Description LE COUNTRY RANSFER AT RANSFER AT LE COUNTRY	/UNILOLE HIGHISD- HIGHISD- HIGHISD- /UNILOLE	COUNTR IOOL IOOL COUNTR	WCT WCT	Time@Stop 6:07 AM 7:16 AM 2:23 PM 2:38 PM	5 top 2 0 2 2	DL. But 29 31 31 29 29	
AM TmD >				AN Tri 1					
PM TmD >				PM Tin T					
Race:				Diy Code	x 🔽				
City:				Sex:					
Zip Code:				Home PI	k 🗌				
Date readified	07-07-2011					Date cre	nted	07-07-2011	

### QRG – NT 18 2 July 2011

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@CP.029015	5:38 AM	MTWUF00	BUNKER HILL HIGH SCHOOL					
364.176001	5:54 AM	MTWUF00	E NC 10 HWY & MCDOWELL CIR		364.105001	5:23 AM	MTWUF00	BUNKER HILL HIGH SCHOOL
320.168001	5:54 AM	MTWUF00	E NC 10 HWY & MCDOWELL CIR		320.322001	5:40 AM	MTWUF00	JUDEA DR & EMMANUEL CHURCH RD
364.061001	6:02 AM	MTWUF00	BETHANY CHURCH RD & MOREHEAD ST		364.170001	5:40 AM	MTWUF00	JUDEA DR & EMMANUEL CHURCH RD
320.042001	6:02 AM	MTWUF00	BETHANY CHURCH RD & MOREHEAD ST		364 241001	5-40 AM	MTW/UE00	2636 EMMANUEL CHUBCH BD
320.293001	6:02 AM	MTWUF00	BETHANY CHURCH RD & LOVE RD		220.010001	5:40 AM	MTWUE-00	2636 EMMANUEL CHURCH RD
364.141001	6:02 AM	MTWUF00	BETHANY CHURCH RD & LOVE RD		320.010001	5.40 AM	MTWOF 00	CARRAGE CT & CEDAR WALLEY DR
364.476001	6:03 AM	MTWUF00	BETHANY CHURCH RD & BALLARD ST		364.233001	5:41 AM	MTW0F00	CARRAS ST & CEDAR VALLET DR
320.467001	6:03 AM	MTWUF00	BETHANY CHURCH RD & BALLARD ST		320.063001	5:41 AM	MTW0F00	CARRAS ST & CEDAR VALLEY DR
320.036001	6:03 AM	MTWUF00	1344 SHADY VALLEY LN		320.327001	5:43 AM	MTWUF00	2455 EMMANUEL CHURCH RD
364.041001	6:03 AM	MTWUF00	1344 SHADY VALLEY LN		364.200001	5:43 AM	MTWUF00	2455 EMMANUEL CHURCH RD
364.006001	6:04 AM	MTWUF00	SHADY VALLEY LN & WOODHAVEN LN		364.206001	5:44 AM	MTWUF00	RYAN DR & BUSH DR
320.006001	6:04 AM	MTWUF00	SHADY VALLEY LN & WOODHAVEN LN		320 192001	5 44 AM	MTWHE00	BYAN DB & BUSH DB
320.043001	5:U4 AM	MTWUF00	1185 SHADY VALLEY LN		320.005001	5-48 AM	MTW/UE00	BUSH DB & BUTHE ST
364.031001	5:U4 AM	MTWUF00	1185 SHADY VALLEY LN		264 196001	5:49 AM	MTWUE 00	
364.008001	6:05 AM	MTWUF00	ULE CUUNTRY LN & HANUVER LN		304.130001	5.40 AM		EVMANUEL CUUDOU DD & VALLEY ODDINGO DD OF
320.008001	5:05 AM	MTWUF00	ULE COUNTRY EN & HANUVER EN		320.134001	5.50 AM	MTW0F00	EMMANUEL CHURCH RD & VALLEY SPRINGS DR SE
320.044001	6:07 AM	MTW0F00	OLE COUNTRY EN & OLE COUNTRY CT		364.197001	5:50 AM	MTW0F00	EMMANUEL CHURCH RD & VALLEY SPRINGS DR SE
364.038001	6:07 AM	MTW0F00	OLE COUNTRY EN & OLE COUNTRY CT		320.065001	5:50 AM	MTWUF00	2300 EMMANUEL CHURCH RD
364.013001	6:09 AM	MTW0F00	OLE COUNTRY EN & SANDIWOOD CT		364.064001	5:50 AM	MTWUF00	2300 EMMANUEL CHURCH RD
320.013001	6:09 AM	MTWUFUU	DEE LUUNTRY EN & SANDIWUUD LT		320.196001	5:50 AM	MTWUF00	2246 EMMANUEL CHURCH RD
364.300001	6:TUAM	MTWUF00	DETHANY CHURCH RD & TOLLEY OT		364.199001	5:50 AM	MTWUF00	2246 EMMANUEL CHURCH RD
320.283001	6:10 AM	MTWUF00	DETHANT CHURCH RD & TULLET ST		320 461001	5:51 AM	MTWHE00	2103 EMMANUEL CHURCH BD
220 207001	6.12 AM	MTWUF00	DETHANT CHURCH DD & HAMLETT DD		364 469001	5:51 AM	MT\//UE00	2103 EMMANUEL CHURCH BD
364 211001	6.12 AM	MTWUF00	2650 RETUANY CHURCH PD		204.403001	7.10 AM	MTWUE 00	
304.211001	6.12 AM	MTWUF00	2650 BETHANY CHURCH PD		304.101301	7.10 AM	MTWOF00	SCHOOL PUNKER UNL MICH SCHOOL
364 T01001	7.15 AM	MTWUE 00	TRANSEER AT HIGH SCHOOL		320.000001	7:16 AM	MTW0F00	SCHOOL: BUNNER HILL HIGH SCHOOL
320.000001	7:16 AM	MTW/UE-00	SCHOOL: BUNKER HILL HIGH SCHOOL		364.000001	7:20 AM	MIWUF00	SCHUUL: HIVER BEND MIDDLE SCHOOL
320.000001 7.10 AM MI WOR MINING SCHUUL: BUNKEN HILL HIGH SCHUUL								
A. Drop-Off Run					B. Pick-Up Run			
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Illustration A. represents the Drop-Off run; the students transfer point is located at the High School.

Illustration B. represents the Pick-Up run; the students board this bus at the High School to continue to their home school (Middle School).

# **Deletion**

You must make sure the transfer stop is no longer attached to any run; then you may delete the transfer stop.

• Stops-Tabular-pull up stop and choose the Delete button

## **Troubleshooting**

You may receive the message "Run does not service stop's school"

• Make sure that the transfer stop is already inserted on the pair of runs correctly before attempting to insert an initial stop.

## You may receive the message "Transfer insertion position illegal"

- This may mean you have essentially switched your run1 and run2.
- This could also mean you have attempted to place a transfer stop, either: Before your *initial* stop in the morning or after your initial stop in the afternoon.