TIMS Routing Concepts

A bus “Route” is everything a bus does for the entire day, from where is pulls out in the morning to where it parks for the evening.

The route is made up of “Runs” … a trip To or From School for a group of students.

* The AM Run is the To-School Run that picks children up at bus stops near their home and unloads them at the school.
* The PM Run is the From-School Run that picks up a load of students at the school and takes them to bus stops near their home.

While the stops are often the same, AM and PM, the order of the stops may change depending on what is best as the bus goes To\From School and In\Out of neighborhoods.

Each Run, AM and PM, could have additional Bus Stops for students that only ride AM or PM.

Recap:

Students are Assigned to a Stop

Stop can be created at an Address or an Intersection of Two Streets.

A group of Stops and the order of the stops create a single Bus Run

Buses have AM Runs (To-School), PM Runs (From-School) and Mid-Day Runs (mostly Special Needs)

All of the different Runs a bus does throughout the day, make up the full Bus Route in TIMS

Students are assigned to Stops (AM and\or PM)

Stops are assigned to Runs (AM and\or PM)

Runs are assigned to Routes

Before you Assign a Student to a Stop...

Make sure there is a Safe Stop at the best location for AM and PM

If a Safe Stop is already in place on AM/PM Runs– Quick Assign Student, Enter Stop ID to Assign or Drag and Drop to Assign the Student Graphically in Display Mode.

If no stop exists, Create a New Stop as needed and Insert on AM and/or PM Runs

Can create a New Stop (Tabular or Graphical) …

* From Students Tabular (Info View vs Map View)
* From Stops Tabular (Info View vs Map View)
* From Runs Tabular (Map View Only)
* Can Create Stops Graphically on Main Map

After New Stop has been created…

Can Insert a Stop Manually (Tabular or Graphical) …

* from Stops Tabular (Info View vs Map View)
* from Runs Tabular (Info View vs Map View)
* Can Insert Stops Graphically on Main Map

After creating a new stop and inserting it on the AM/PM Run, circle back to the Student and Assign them to the Stop.

* Quick Assign Student
* Enter Stop ID
* Drag and Drop Tabular Map View
* Drag and Drop from Main Map

**Type of Bus Riders and Best Approach to Assignments**

1. Complete the Yes\Yes Group on Main Map – assign to PM Runs initially
2. Complete the AM\PM Only or Alternate Stop Requests on Student Tabular Screens
3. Use the Load Data Tab to search for Inactive Stops w/ Loads and then Assign to Runs
	1. Display Inactive AM Stops w/ Loads, Display AM Runs and Insert the Stops
	2. Display Inactive PM Stops w/ Loads, Display PM Runs and Insert the Stops
4. **Yes\Yes – for AM and PM**
* Student Rides to\from home address.
* Could be a door\driveway stop or could be a corner\community stop
* Easiest to assign and work with in TIMS on the Main Map
* Suggest starting by displaying PM Runs as they have more stops and students
* Can assign new students to existing stops, if safe, or make a new stop
* Go ahead and assign the student to the stop and stop to the PM Run right away.
* After completing all new requests, will need to add all new stops to AM Runs in Step 3
1. **AM or PM Only Bus Riders or Students with Alternate Stop Requests**
* These students are best worked from their individual Student Tabular Screen so you can focus on only the AM or PM or Alternate Stop Info.
* The MapView of the student tabular screen can quickly display available stops nearby for AM or PM. The system will use their home address by default or use their alternate address if present in TIMS
* Students can then be assigned to existing stops, if safe, or you can make new stops right on this screen and assign the student to only AM, PM or Alternate Address as needed.
* After completing all new requests for AM, PM or Alternate, proceed to Step 3
1. **Clean-Up Work – Assigning Stops with Loads to AM\PM Runs**
* After completing the Yes\Yes assignments on the main map and the AM\PM\Alt Assignments in Student Tabular, return to Main Map and complete the missing stop insertions.
* Use Load Data Tab to Display Inactive Stops with Loads
* Go School by School as needed, searching AM and PM separately
* If Inactive Stops w/ Loads are found, Display the AM\PM Runs and the stop insertions.