

Fall & Summer Planning : Preparing Bus Routes for the First Day of School

March 2023

Fall Planning

TIMS Project Leaders – Support Offices

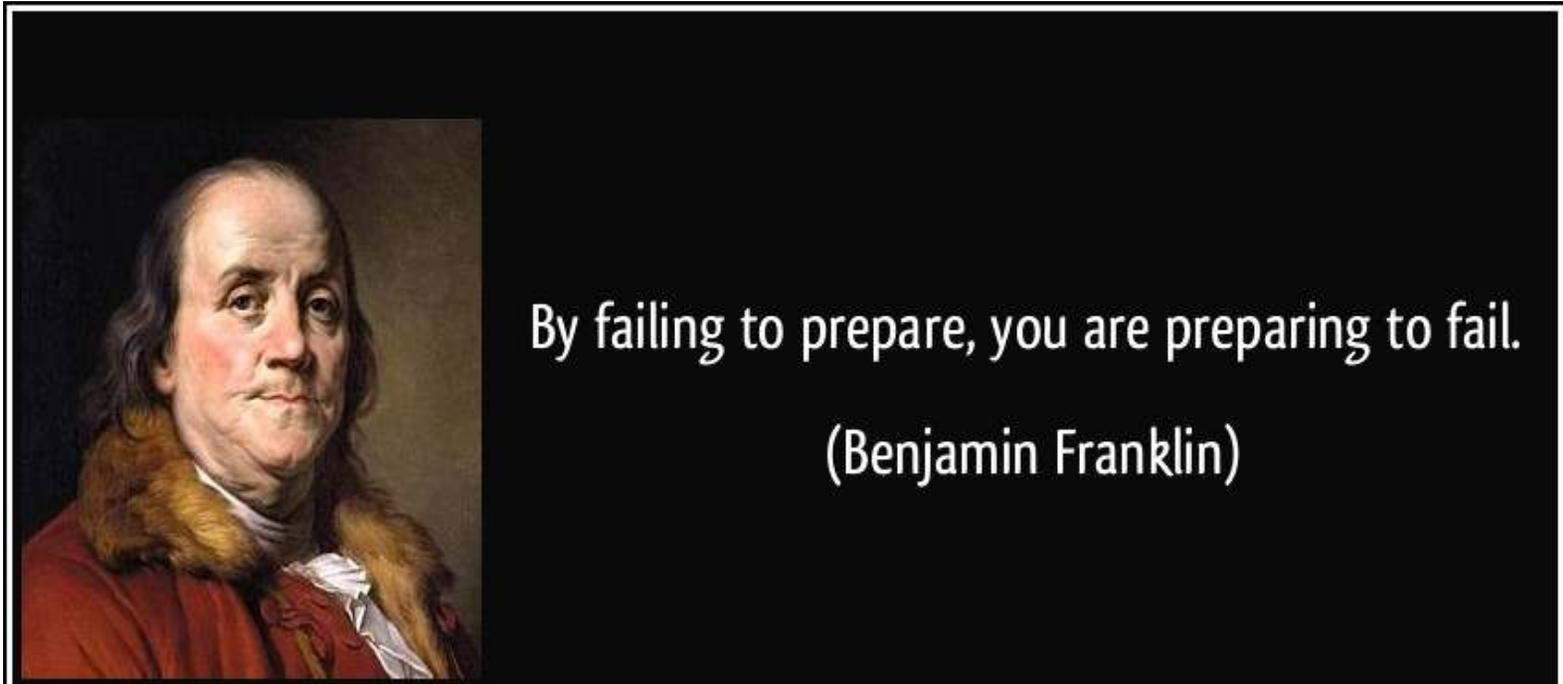


 UNCC: Urban Institute

 NCSU: ITRE



Fall Planning



How will Bus Routes look
the first week of school?

Fall Planning

Will Bus Routes Look Great?



Fall Planning

Or Will Bus Routes Be Overcrowded



Fall Planning

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

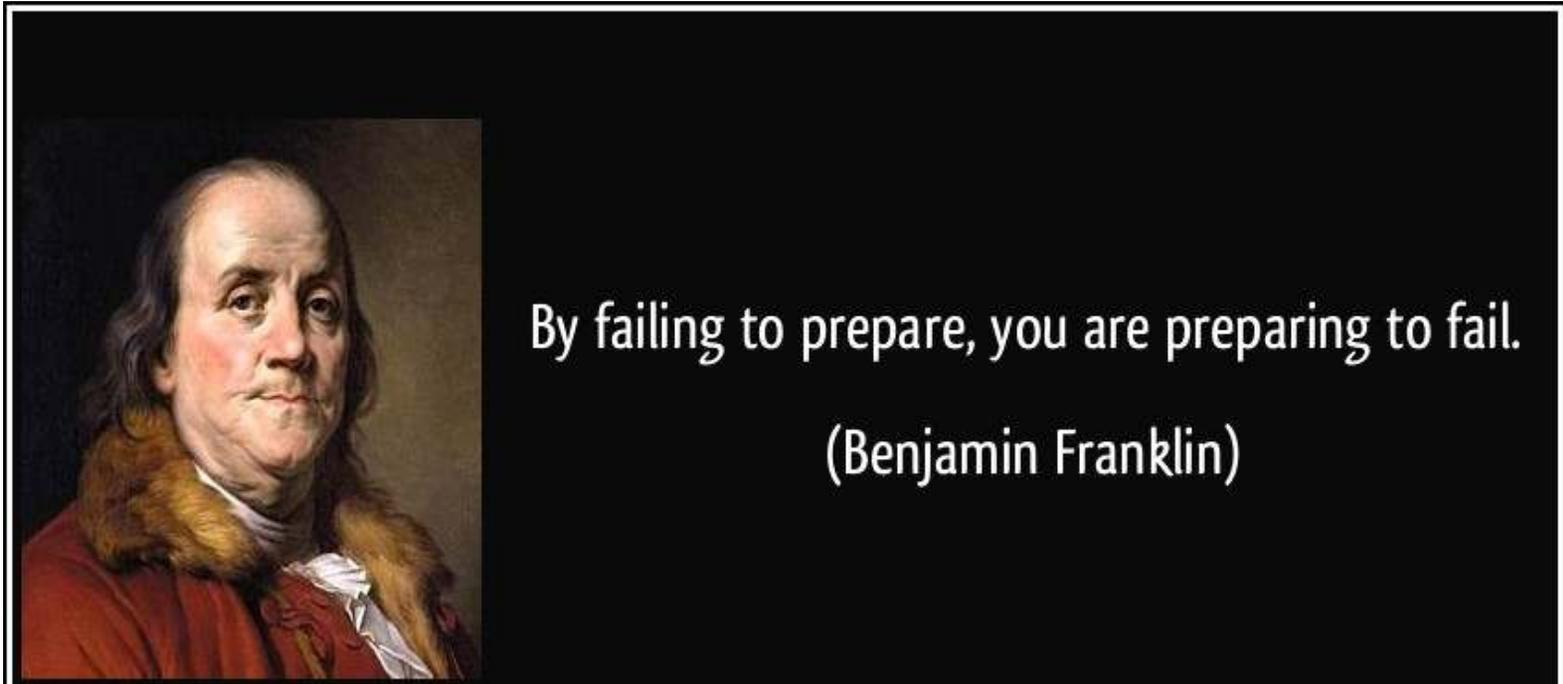


Fall Planning

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



Fall Planning



How will Bus Routes look
the first week of school?

Fall Planning

Avoid stress
and frustration
in August by
Being
Prepared for
the First Day
of School!



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
- Stop Requests, Safety Reviews, Bus Capacity Analysis
- Fall Bell Times and TIMS Transportation Arrival/Departure windows
- Working with PowerSchool Coordinators and School Data Managers

- Pre-Transition Promotion vs TIMS Rollover

- Info at Open House – Bus Passes, Letters, Assignment Slips, etc.
- PowerSchool Backloads, Parent Apps, GPS Trackers, etc.
- Dry Runs & Practice for Bus Drivers before School Starts

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 local processes and 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

Fall Planning

Fall Planning - Things We Can Control

- **Keeping TIMS Updated throughout the School Year.**
- In order to prepare for the first day of school in August, it is important that TIMS has the latest and greatest information by the end of the school year.
- Some Districts work in TIMS everyday, constantly updating stops, runs, routes and student assignments throughout the entire school year.
 - These Districts have great success in managing TIMS and maintaining efficient bus routes.
 - Fall and Summer Planning is much easier when TIMS is up to date and trustworthy.
- Other Districts TIMS Data is not well maintained or Routing is Decentralized
 - TIMS Bus Routes and Student Assignments are not always accurate and cannot always be trusted. With inaccurate information, planning routes is just a practice exercise.
 - Some Schools and Drivers often manage their own Bus Routes during the year.
 - Due to either not seeking assistance from Transportation
 - Transportation Department has historically struggled with Routing
 - No county oversight or accountability for poor routing decisions.
 - Inefficient, crisscrossed bus routes.
 - The start of school is a nightmare.

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 staying in the same school
 - Current Students changing schools
 - Lets look at typical bus ridership information needed for TIMS and how it relates to each of these types of students.

Fall & Summer Planning :

Understanding

Bus Ridership Requests

Fall Planning

AM and PM Ridership Requests

- For All Students, you need to know...
 - YES or NO on Bus Ridership
 - For both AM and PM
- YES implies a Bus Ride to/from their Home Address
 - Could be a corner stop or driveway stop assignment
 - But the Primary Destination their home address
- Some districts allow Alternate Stop requests to/from a Non-Home Address
 - Daycare, Boys & Girls Club, In-Boundary Grandparent or Relative, etc.
- If so, then you will also need to collect the Address of the Alternate Destination
 - These students may be a YES or NO from Home in the AM
 - But for PM, they show an ALTERNATE – 123 Grandma St
- Other types of Bus Ridership Information.
 - Special Needs Students & Special Transportation Requirements
 - Students with Modified Day Schedules or Special Daytime Programs
 - Early College, Alternative School and Homeless Student Assignments

Fall Planning

AM and PM Ridership Requests

- Depending on the size of your district and historical practices, we have seen the follow methods of managing ridership requests.
- Transportation Questions should be included and collected during Registration
 - Incoming Kindergarten and all New Students
 - Most districts are now using Online Registration Programs
 - InfoSnap, Scribbles, etc. and can include Bus Rider Questions
 - Other districts still use Pencil & Paper Forms, Shared Spreadsheets, Emails, etc.

We strongly encourage you to work toward electronic data management within TIMS and PowerSchool. This will cut down on manual work going through paper forms or tracking down student name and address typos or missing ID Numbers in a shared spreadsheet.

Regardless of the final methods, you will need to know Yes or No for All Students, Students with a Special Needs Bus Request and possibly Alternate Stop Address information if your district provides such busing accommodations.

Ridership Survey – Davidson County

Example Paper Form

- Incoming Kindergarten Class
- All Other Schools and Grades

During the year, School Data Managers complete this form through a shared Google Document that is electronically sent to TIMS Staff. This greatly improved turnover time for fulfilling stop requests in TIMS.

Davidson does have a deadline for Day 1 Bus Stop Requests or Changes, typically 2 or 3 weeks before the first day of school. This allows Bus Routers time to finalize bus routes, distribute to drivers and notify parents of expected pickup and drop-off times.

During the year, they fulfill all new bus requests within 3 Days, allowing time to complete student assignments, redesign bus routes if needed and communicate changes to schools and drivers.

Davidson County Schools
 2017-2018
 Transportation Request

Dear Parent or Guardian:

Please complete this form if you are requesting School Bus Transportation for your child.

Student's Name: _____ (Last) (First) (M.I.)
 Student # _____ (To be supplied by the school)
 Current Grade: _____ School Attending 2017-2018: _____
 Home Address: _____ (Number) (Street Name) (City) (Zip)

YES, my child needs bus transportation for the 2017-2018 school year.

AM PM Both (Same as "Home" address)

AM Bus Stop Location: _____
if different from "Home" address

PM Bus Stop Location: _____
if different from "Home" address

NO, my child does not need bus transportation the 2017-2018 school year.

The final day to request or change bus transportation for the 2017-2018 school year is August 4th 2017.

If parents/guardians request bus transportation after the August 4th 2017 deadline, they will have to provide transportation for their children to and from school until bus transportation arrangements can be determined — this might not occur until 10 days after school has started.

Additionally, there is a three (3) day minimum turn-around period for Bus Transportation Requests made during the regular school year.

Parents/guardians requesting bus transportation should expect a three (3) day minimum turn-around to allow the Transportation Department to receive and process the request.

Parents/guardians will have to provide transportation for their children to and from school until bus transportation arrangements can be determined.

By signing below I signify that I have read and understand the instructions on this form.
 Parent/Guardian's Signature _____
 Phone Number _____ Date _____

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AM and PM Ridership Requests within PowerSchool

- The PowerSchool Student Transportation Screen can help school staff collect and communicate this information to TIMS.

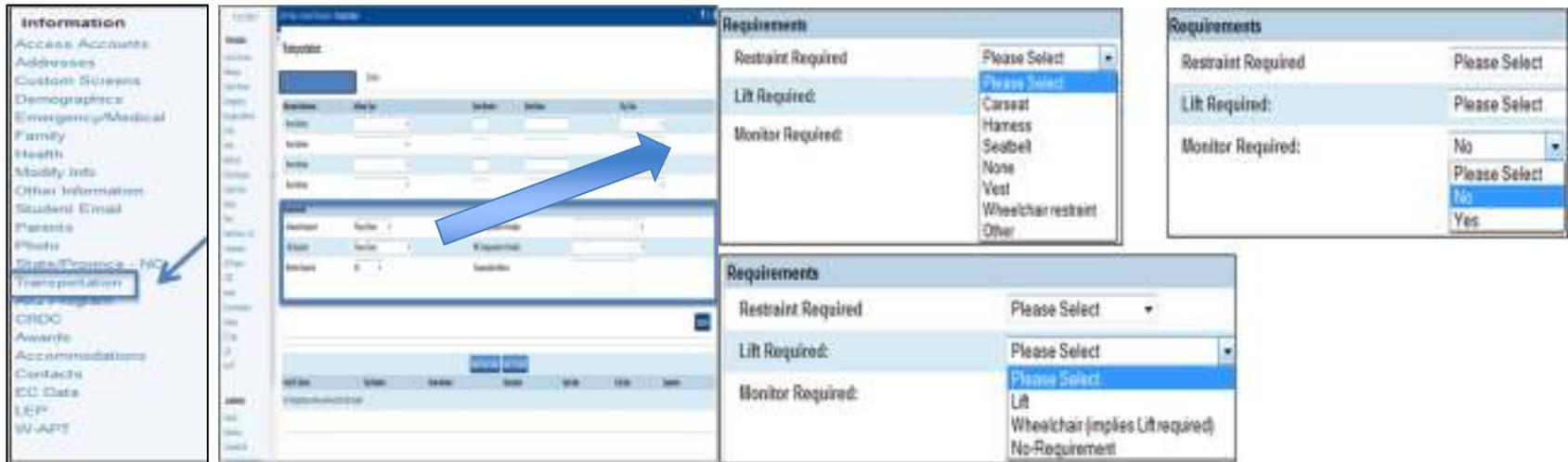
By default, these AM/PM codes automatically come into TIMS as part of the Student Upload Process (UPSTU), but not every district uses them to manage Bus Route Information. Those that do have greater success with school transportation.

- Y - Yes
- N - No
- A - Alternate
- C - Car Rider
- W - Walker
- B - Bike Rider
- D - Daycare Transportation
- S - Special Needs – Standard Transportation
- E - Special Needs – Specialized Transportation
- T - Contract Transportation

Fall Planning

Options for Special Needs Requirements within PowerSchool

- The PowerSchool Student Transportation Screen can help school staff collect and communicate this information to TIMS.



By default, these codes for Special Requirements automatically come into TIMS as part of the Student Upload Process (UPSTU) and can be used to manage special transportation requests following an IEP Meeting. Using the SN Codes are not at common as the AM/PM Codes but can be useful when also selecting Special Needs-Specialized for a particular student.

Restraint Required Codes:

- X - None (This is the default)
- C - Carseat
- H - Harness
- S - Seatbelt
- V - Vest
- W - WheelChair
- I - Integrated Harness
- O - Other

Lift Required Codes:

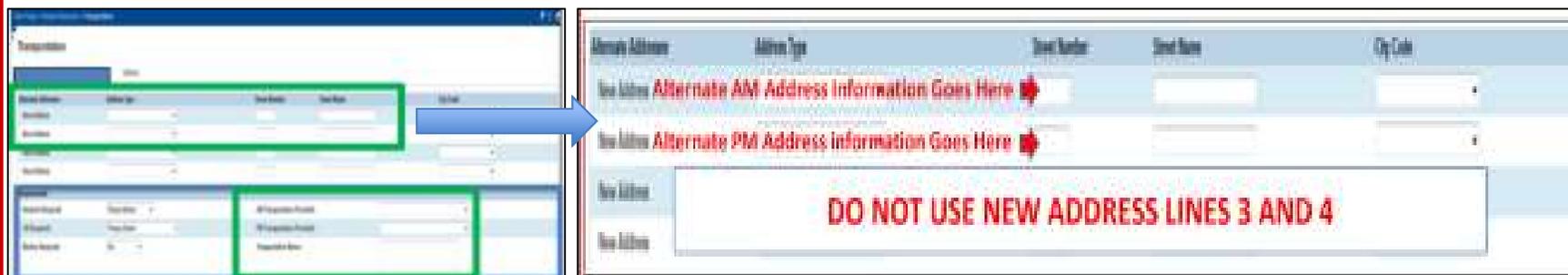
- L - Lift
- N - No-Requirement
- W- Wheelchair (implies lift required)

Monitor Codes:

- Y - Yes
- N - No

Fall Planning

Managing Alternate AM/PM Destination Addresses within PowerSchool



The image shows a screenshot of the PowerSchool Transportation screen. On the left, a green box highlights the 'Alternate AM' and 'Alternate PM' fields. A blue arrow points from this box to a larger, detailed view of the 'Alternate Address' table on the right. The table has columns for 'Alternate Address', 'Address Type', 'Street Number', 'Street Name', and 'City Code'. The first two rows are labeled 'Alternate AM Address Information Goes Here' and 'Alternate PM Address Information Goes Here' respectively, with red arrows pointing to the 'Street Number' and 'Street Name' fields. Below these rows, a red box contains the text 'DO NOT USE NEW ADDRESS LINES 3 AND 4'.

Historically, Transportation Staff have managed Alternate Stop information manually within the AM/PM Alternate Address fields on the TIMS student screen. Therefore, the Alternate AM and PM destination addresses **ARE NOT** automatically imported into TIMS during UPSTU. This would erase/overwrite any information already in TIMS, so if the student record was blank in PowerSchool, it would remove the correct bus stop assignments.

Some districts have school staff select Yes, No, Alternate for each student and also enter the Alternate Addresses into PowerSchool. But TIMS Staff then look up each student identified as Alternate and manually update the alternate information in TIMS.

For the 10 or so districts that do import Alternate Addresses, they first had to sync the correct data from TIMS back into PowerSchool before “flipping the switch” and importing Alternate AM and PM Destination Addresses for all students.

Fall Planning

Managing Alternate AM/PM Destination Addresses

Alternate Address	Address Type	Street Number	Street Name	Zip Code
New Address	Alternate AM Address Information Goes Here			
New Address	Alternate PM Address Information Goes Here			

DO NOT USE NEW ADDRESS LINES 3 AND 4

If you are interested in managing Alternate Address information in PowerSchool and/or Importing this Data into TIMS as part of UPSTU, please reach out to your TIMS Project Leaders at NCSU-ITRE or UNC Charlotte.

We can help create spreadsheets and other TIMS reports to better coordinate this process between Transportation, PowerSchool and School Data Managers.

It can be challenging and a lot of work on the front end to sort through all the data hiccups, anomalies and other issues; but once the information is correct in PowerSchool it really helps with day to day management of TIMS Data.

In the long run, it is worth the effort to switch to more modern processes of managing student ridership information.

North Carolina Student Information System

North Carolina uses PowerSchool as the statewide Student Information System (SIS)

- PowerSchool contains all student information imported into the Routing Software; including basic demographic information, school and grade of assignment, home address, parental and emergency contact information and, if utilized by local school districts, AM and PM Ridership Status as well as Special Transportation Needs information.
- PowerSchool goes offline each year during the first week of July for a process called Year End Transition (YET) in which all students are promoted to their Next School and Next Grade. PowerSchool Data Managers must have YET Information fully entered prior to the end of June. This includes data entry of all Pre-Registered Kindergarten Students as well.
- If possible, the majority of YET data can be entered prior to the June Deadline so that TIMS Operators can begin using this information much sooner for Planning August Bus Routes. Some of the larger districts in North Carolina seek to have most of this information entered by April or May.

Fall Planning

Fall Planning - Things We Can Control

- **Expected Ridership in August – New Students**
- Incoming Kindergarten Students and Non-Kindergarten Students
 - When is Kindergarten Registration for each school?
 - What are summertime registration procedures for new students?
 - Is there a Transportation Request Form 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 Request Forms?
- When will School Data Managers enter the new students in PowerSchool?
- When can TIMS Staff begin Fall Planning?
- Keep track of which schools have not turned in the transportation forms.

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 is well maintained and 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.
 - You may also think you need more or less drivers if you only “guess” at ridership
- 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 given Transportation Request Forms or the PowerSchool Transportation Screen Updated??
- 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

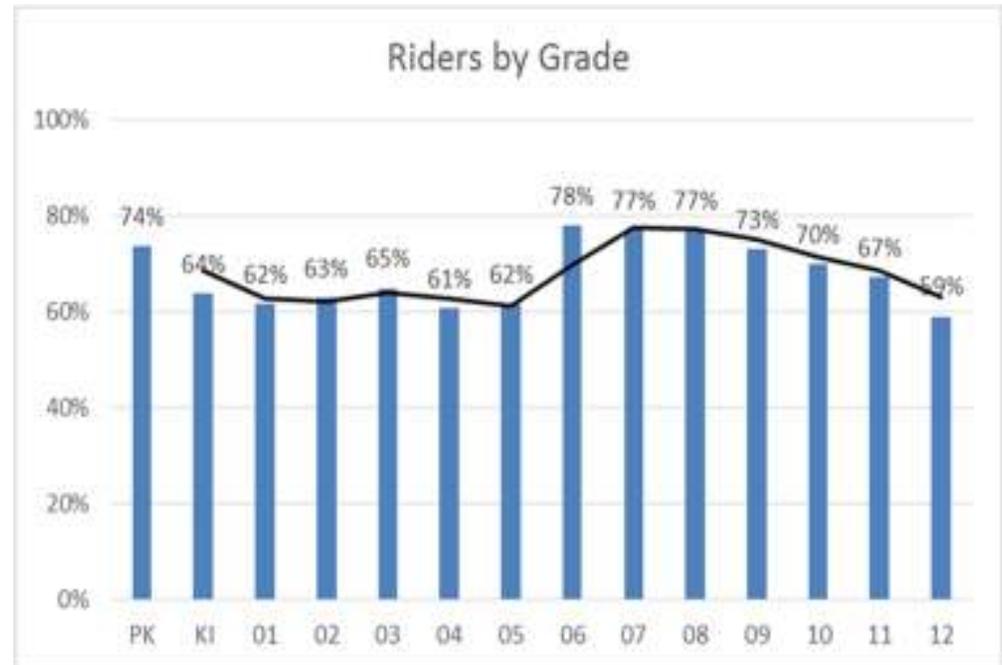
- The largest problem districts face in “Failing to Prepare” for August is neglecting to ask about the ridership of students being promoted to a new school over the summer.
 - **Elementary to Middle (5th to 6th)**
 - **Middle to High (8th to 9th)**
- Just because a student rode the bus last year, to/from 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 in a Walk Zone or ride with a parent, sibling or friend instead of taking the school bus.
- Assessing the Transportation Needs of Students transitioning to a new school is very important in preparing for the first day of school.
- Double the information if required if the student changed both schools and addresses.

Fall Planning

Fall Planning - Things We Can Control

Trends in Student Ridership – by Grade Level

- Most districts show this pattern of Ridership by Grade Level
- Consistent across Elementary Grades
- Ridership Percentage spikes for Middle School Students and then slowly drops as they progress through High School.
- As you can see, capturing the ridership status of students moving from Elementary to Middle School may be the most important group to focus on as this is when ridership increase the most.
- Failing to Prepare is Preparing to Fail.



Fall Planning

Fall Planning - Things We Can Control

- **Stop Requests, Safety Reviews, Bus Capacity Analysis**
 - 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.
 - Avoid working students one at a time as you can quickly load all Yes Requests. There are ways to easily display students by Codes from PowerSchool. TIMS Staff can then determine if there is a safe stop already in place for each group of students or if a new stop needs to be created and added to existing bus runs.
 - 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.
 - It takes time to design, analyze and perfect Bus Routes. Do not wait until the last minute to begin preparing for Day 1.

Fall & Summer Planning :

Understanding School Bell Times & Arrival/Departure Windows in TIMS

Fall Planning

Fall Planning - Things We Can Control

- **Bell Times and Transportation Arrival/Departure Windows in TIMS**
 - 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... “They didn’t tell us!”
 - 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.
 - Early enough in the AM for breakfast, bathroom, etc.
 - Needed to coordinate School supervision for double loads and shared buses.

Fall Planning

School Bell Times

- Have you verified the Fall Bell Times for each of your Schools?
 - Setting the Bell Times in TIMS
- TIMS Transportation Windows
 - Setting the Bus Early and Bus Late Windows in TIMS

When setting the Bell Times for each School in TIMS, you are asked to enter 6 pieces of information:

- **AM Bell Time**
 - **AM Bus Early**
 - **AM Bus Late**
- **PM Bell Time**
 - **PM Bus Early**
 - **PM Bus Late**

Grade	Bell Times	Bus	
		Early	Late
01	07:50 AM	07:25 AM	07:40 AM
	02:30 PM	02:35 PM	02:45 PM

Lets look at each of these variables in more detail to better understand how they are used in TIMS.

Fall Planning

School Bell Times

Setting AM Bell Times in TIMS

Grade	Bell Times	Bus	
		Early	Late
01	07:50 AM	07:25 AM	07:40 AM

AM Bell: The time classes begin.

AM Bus Early: is the earliest time buses could begin unloading students in the morning.

When will the doors to the school be open and staff present to supervise students before the morning bell? When is the earliest a Car Rider could be dropped off by a parent?

AM Bus Late: this is the preferred arrival\drop-off time for buses at this school and should typically be long enough before the AM Bell to allow time for students to eat breakfast, stop by their locker, visit the restroom, etc... before they report to class.

When you process Run Directions in TIMS, the time listed in AM Bus Late is the drop-off time all Bus Runs for that school will try to meet by default.

AM Bus Late is the Key Variable in TIMS for Morning Bus Runs.

Fall Planning

School Bell Times

Setting PM Bell Times in TIMS

PM Bell: The time classes end.

Grade	Bell Times	Bus	
		Early	Late
01			
	02:30 PM	02:35 PM	02:45 PM

PM Bus Early: is the earliest time in which buses begin departing campus with students onboard.

Most LEAs set the PM Bus Early time for 5 to 10 minutes after the PM Bell. This gives students time to exit school and board the correct bus before departure. When you process Run Directions in TIMS, the system uses PM Bus Early as the default expected departure time of all the PM Bus Runs for this school, so make sure this time is accurate.

PM Bus Early is the Key Variable in TIMS for your Afternoon Bus Routes.

PM Bus Late: this is the latest time students can remain on campus (with staff supervision) while waiting for a bus to arrive and pick them up. For Routes with double-loads from the same school or those paired with a Route from another school, you will need to set PM Bus Late based on the time the last bus leaves the school with a load of students.

Example: Bell at 2:30pm - Bus Early at 2:35pm - Bus Late at 3:10pm as some students wait 40min after school for a bus to arrive.

Fall Planning

School Bell Times for Multi-Tier School Systems

- Having a 15-30min window to come and go at the school is not that important for Single-Tier Districts, but is extremely important for Multi-Tier Schools when trying to pair 1st, 2nd and 3rd Tier runs together into a full bus route.
- Typical run lengths will vary by school and by bus. Elementary routes tend to cover smaller areas and are shorter than Middle and High School routes that cover large areas and provide transportation to more students.
- For example, imagine the times shown below are for the 1st Tier Schools. The 2nd Tier and 3rd Tier runs will have different lengths, with most being between 40-50min but some more than an hour.
- Having proper bell time windows will allow TIMS to better pair runs together across multiple tiers. Bell Time windows allow runs to be adjusted to arrive earlier within the AM window or later in the PM window so that the bus could perform a longer run on another tier.

Grade	Bell Times	Bus	
		Early	Late
01	07:50 AM	07:25 AM	07:40 AM
	02:30 PM	02:35 PM	02:45 PM

Fall Planning

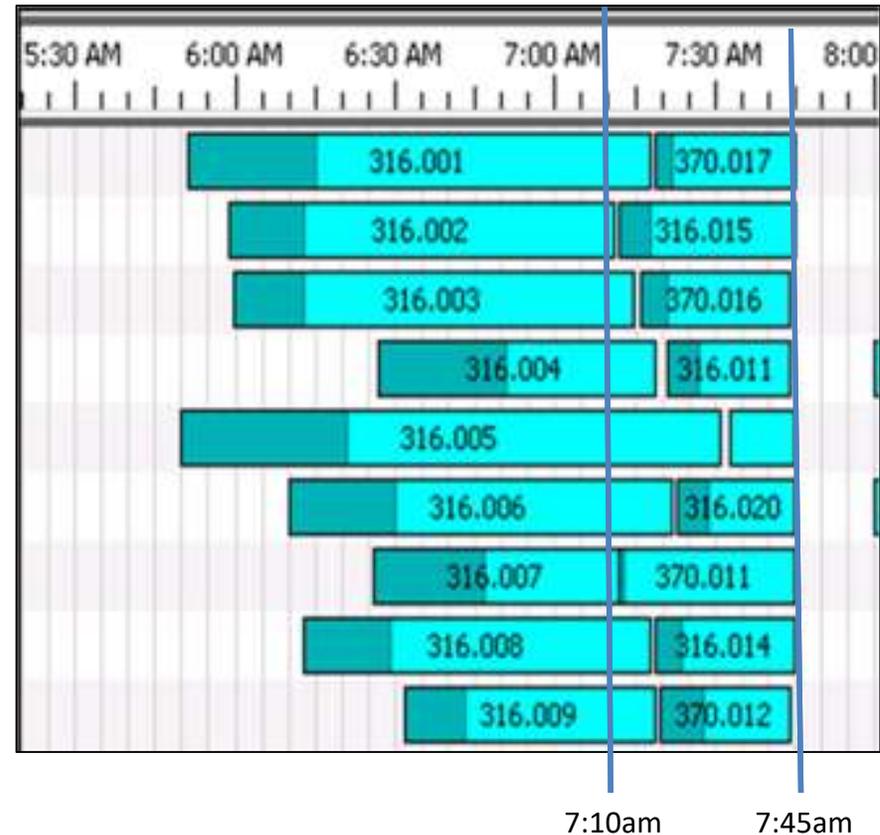
This Multi-Tier Route Timeline illustrates how bell time windows allow for routes to adjust within the window to meet the needs of runs for other schools.

School 316 has a 7:55am Bell Time and the AM Transportation Windows allow buses can come and go from 7:10-7:45am

Only two buses (316.002 and 316.007) have to arrive close to the early window of 7:10am to allow for the 2nd Tier run to arrive at the next school on time.

If you look closely, 4 of these 9 buses actually perform double-runs at School 316, dropping off the first loads between 7:10-7:20am and having enough time within the window to go back out and return by 7:45am.

The other 5 buses perform runs for other schools on the next tier.



This type of efficient two-tier bus route design would not be possible if the Bell Time window permitted buses to arrive between 7:30-7:45am

Fall Planning

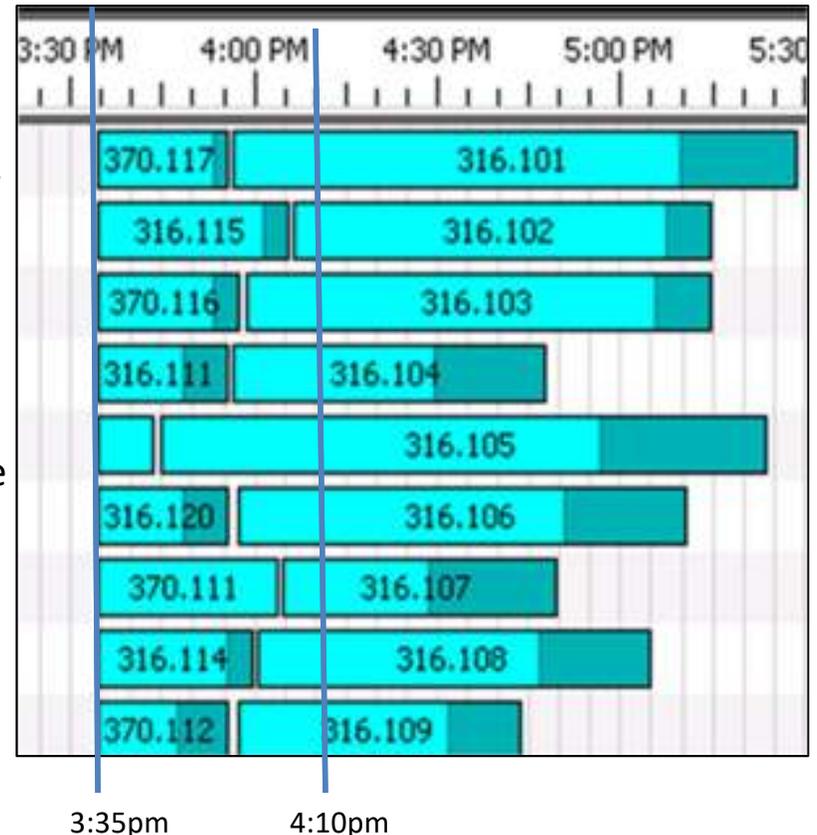
This Multi-Tier Route Timeline illustrates how bell time windows allow for routes to adjust within the window to meet the needs of runs for other schools.

School 316 has a 3:30pm Bell Time and the PM Transportation Windows allow buses can come and go from 3:35pm to 4:10pm.

Only two buses (316.102 and 316.107) have to arrive close to the late window of 4:10pm as their 1st Tier runs are slightly longer compared to others.

If you look closely, 4 of these 9 buses actually perform double-runs at School 316 in the PM, with the first loads leaving at 3:35pm and having enough time within the window to return by 4:10pm.

The other 5 buses perform runs for other schools on the first tier and arrive back at School 316 by the 4:10pm Late Window



This type of efficient two-tier bus route design would not be possible if the Bell Time window only permitted buses to depart between 3:35-3:50pm

Fall Planning

On the TIMS Website, under Documents, there is a Bell Times Worksheet to help map out the Arrival/Departure Windows for each School.

Call around and ask about Fall Bell Times right now, so you can plan for any changes caused by a new bell schedule.

**In some LEAs, the Transportation Department helps set the Bell Times at each school to ensure they can maintain their current level of transportation efficiency.*



EXAMPLE					
School Bell Times & Transportation Windows			Earliest AM Drop Off : refers to the earliest time the bus is scheduled to arrive at school		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	Latest AM Drop Off: refers to the latest time the bus is scheduled to arrive at school		
8:00 AM	7:20 AM	7:50 AM	PM First Load: refers to the usual time the bus is scheduled to arrive at school		
PM BELL	PM First Load Departs	PM Last Load Departs	PM Last Load: refers to the latest possible time the bus is scheduled to arrive at school		
3:00 PM	3:05 PM	3:45 PM			
School ###: School Name			School ###: School Name		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	AM BELL	Earliest AM Drop Off	Latest AM Drop Off
PM BELL	PM First Load Departs	PM Last Load Departs	PM BELL	PM First Load Departs	PM Last Load Departs
School ###: School Name			School ###: School Name		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	AM BELL	Earliest AM Drop Off	Latest AM Drop Off
PM BELL	PM First Load Departs	PM Last Load Departs	PM BELL	PM First Load Departs	PM Last Load Departs

Fall Planning

It is important you understand School Bell Times and the concept of Bell Time Arrival/Departure Windows for Multi-Tier School Systems.

Transportation Directors and TIMS Staff may need to explain these concepts to the Central Office and School Principals in order to get the proper bell times and windows in place to meet the need of our operation.

Schools will need to provide staff supervision to children, both before and after school during the bell time windows, while bus riders await buses coming from other schools and/or tiers.

Please confirm your Bell Times for each school next year so you don't work hard planning routes that arrive or depart at the wrong times.

EXAMPLE					
School Bell Times & Transportation Windows			Earliest AM Drop Off: refers to the earliest time a bus can arrive at school		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	Latest AM Drop Off: refers to the latest time a bus can arrive at school		
8:00 AM	7:20 AM	7:50 AM	PM First Load: refers to the usual time the first bus arrives at school		
PM BELL	PM First Load Departs	PM Last Load Departs	PM Last Load: refers to the latest possible time a bus can arrive at school		
3:00 PM	3:05 PM	3:45 PM			
School ####: School Name			School ####: School Name		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	AM BELL	Earliest AM Drop Off	Latest AM Drop Off
PM BELL	PM First Load Departs	PM Last Load Departs	PM BELL	PM First Load Departs	PM Last Load Departs
School ####: School Name			School ####: School Name		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	AM BELL	Earliest AM Drop Off	Latest AM Drop Off
PM BELL	PM First Load Departs	PM Last Load Departs	PM BELL	PM First Load Departs	PM Last Load Departs

Fall & Summer Planning :

Working with PowerSchool Coordinators and School Data Managers

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

- TIMS UpStu Process using PowerSchool Data
 - School & Grade Assignments
 - Address Errors & Corrections
- Student Transportation Page in PowerSchool
 - Options for collecting Ridership Info – Yes, No, Alt for AM\PM
 - Options for Students with Special Transportation Needs
 - Backloading TIMS Data into PowerSchool
- Using PowerSchool Pre-Transition Data for Early Promotion
 - Local Deadlines for Pre-Transition Data Entry (Next School/Grade)
 - Local Deadlines for Incoming Kindergarten Data Entry
- Using the TIMS Rollover Process for Early Promotion
 - Defined Feeder Patterns by School Boundary
 - Problems related to Out of Boundary Students

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Student Information from PowerSchool

- Current School and Grade
- Pre-Transition Data (Next School, Next Grade)
- Gender, DOB, Race/Ethnicity
- Home & Mailing Addresses
- Parental and Emergency Contact Information
- Student Transportation Data
 - Transportation Requests for All Students (if used)
 - Transportation Requirements for Student with Special Transportation Needs (if used)

The accuracy of student addresses entered into PowerSchool is vital to the Transportation Department. Incorrect Addresses can lead to hours of corrections and edits by the Transportation Staff

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

An accurate Street Address may contain each of the following pieces of information.

- **House Number**
- Street Prefix (North, South, Northwest, Southeast, etc.)
- **Street Name (Elm, Main, Pine)**
- **Street Type (Road, Lane, Avenue)**
- Street Suffix (North, South, Northwest, Southeast, etc.)
- Zip Code (if you have two streets with the same name in different cities)

- **House Number, Street Name and Street Type are the minimal requirements for all student addressing.**

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

There are a number of *common mistakes** made by data managers across the state when entering student address information into PowerSchool

- Missing or Incorrect Street Information
 - Missing or Incorrect Street Types
 - Missing or Incorrect Prefixes and Suffixes
- Simple Misspellings
- Apartment and Lot Numbers Entered Incorrectly
- Punctuation

**Most of the time, the parent has entered incorrect information in the Online or Paper Registration Forms. This information is then imported into PowerSchool (after Online Registration) or Data Managers end up typing in what was provided by the parent.*

Let's look at some common errors and ways to prevent them in the future.

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

- 356 Maple Leaf
 - Maple Leaf what? ... Road, Street, Avenue, Boulevard, etc. is missing
 - Parent may have left off the Street Type or PowerSchool Data Entry Error
- Missing Prefixes or Suffixes can match the student to the wrong street.
- Without North or South Maple St entered into PowerSchool, TIMS will match the child the Maple St, which may be in a different town or area of the county.

	MAPLE	ST
N	MAPLE	ST
S	MAPLE	ST

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Pay Attention to the official spelling and spacing of street names.

- Example:
 - Is it Pine View Lane or Pineview Lane?
 - Is it Maplewood Drive or Maple Wood Drive?

Prefix	Street	Type	Suffix
	MCKNIGHT	RD	
	MEADOW BROOK	CT	
	MEADOW CREEK	CT	
	MEADOW CREST	DR	
	MEADOW GLEN	LN	
	MEADOW RIDGE	DR	
	MEADOWLARK	LN	
	MEADOWS EDGE	DR	
	MEADOWVIEW	RD	
	MAPLE	ST	
N	MAPLE	ST	
S	MAPLE	ST	
	MAPLE CREEK	DR	
	MAPLE FALLS	WY	
	MAPLE VIEW	DR	
	MAPLEGROVE	LN	
	MAPLEHILL	CT	
	MAPLELEAF	RD	
	MAPLEWOOD	LN	

Prefix	Street	Type	Suffix	Zone
	PILGRIM CHURCH	RD		
	PILOTS	LN		
	PIN OAK	LN		
	PINE	ST		28677
	PINE	ST		28115
	PINE BARK	CT		
	PINE BLUFF	DR		
	PINE CLIFF	LN		
	PINE GROVE	LN		
	PINE HAVEN	RD		
	PINE HOLLOW	DR		
	PINE KNOLL	LN		
	PINE MEADOW	LN		
	PINE MIST	DR		
	PINE NEEDLE	LN		
	PINE STATE	RD		
	PINE TREE	RD		
	PINE VALLEY	DR		
	PINECROFT	CT		
	PINEDELL ACRES	DR		
	PINEHURST	RD		
	PINEHURST FOREST	PL		
	PINERIDGE	DR		
	PINEVIEW	CT		

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Numbered Streets can also cause problems -

- Is It...
 - 10th Street or Tenth Street?
 - 1st Avenue or First Avenue?

- You May Have Both ...
 - First Street and
 - 1st Street

Prefix	Street	Type
	10TH	ST
	11TH	ST
	12TH	ST
	1ST	AV
	1ST	ST
	2ND	AV
	2ND	ST
	3RD	ST
	4TH	ST
	5TH	ST
	7TH	ST
	8TH	ST
	9TH	ST

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Duplicate Streets in different cities or towns can also cause problems.

These are often very common street names like Main Street, Elm Street, Pine Street, etc. that are present in different cities around the county.

If this is the case, TIMS will then reference the Student Zip Code to determine which “Pine Street” is correct.

Prefix	Street	Type	Suffix	Zone
	PILGRIM CHURCH	RD		
	PILOTS	LN		
	PIN OAK	LN		
	PINE	ST		28677
	PINE	ST		28115

So make sure the Student Zip Code is correct too!

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Apartment and Lot Numbers should be entered in their own Box in PowerSchool.

The image displays four sequential screenshots of the PowerSchool address entry form, illustrating the correct placement of lot numbers. A blue arrow in the first screenshot points to an empty box for the lot number. The second and third screenshots show the lot number being entered as 'Lot #33' and '27A RIDGEWAY AVE' respectively, with arrows pointing to the corresponding input box. The fourth screenshot shows the final address '3408 Hursey St' with 'Lot 92' entered in a red-bordered box.

Home Address	Street, Apt/Suite	City, State, Zip
	2725 E Geer Street Lot #33	Durham NC 27704
	27A RIDGEWAY AVE	Durham NC 27701
	3408 Hursey St	Durham NC 27703

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Correcting Student Address Errors

If there are a number common mistakes and misspellings, it can be beneficial for Data Managers to make their own corrections. If someone has to change the same error 20 times, they will enter it correctly for the 21st student.

Maple Wood Road to Maplewood Road for twenty students, they will not make the same mistake for the next student on Maplewood Rd.

Most of the time it takes just a bit of training and coaching to understand and better manage address errors. Data Managers are often thankful for having been alerted to these mistakes.

This is the area in which TIMS Staff and PowerSchool Staff should work with each other the closest, to help identify common address errors than can be easily prevented moving forward.

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Each student has their own Transportation Page in PowerSchool, where Staff can identify their AM\PM Ridership Status. This info is imported into TIMS during normal UPSTU. There are sections to manage Alternate AM and PM destination addresses.

There are also selections related to Special Needs Requirements and could be used to help communicate with transportation following an IEP Meeting.

If managed properly at the school level, TIMS Staff can use this info for all student assignments.

The image displays three screenshots of the PowerSchool Transportation Requirements and Ridership Status forms. The first two screenshots show the 'Requirements' section with dropdown menus for 'Restraint Required', 'Lift Required', and 'Monitor Required'. The third screenshot shows the 'AM Transportation Provided' and 'PM Transportation Provided' dropdown menus, along with a 'Transportation Memo' text area and 'New From School' and 'New To School' buttons.

Requirement	Options
Restraint Required	Please Select
Lift Required	Please Select, Carseat, Harness, Seatbelt, None, Vest, Wheelchair restraint, Other
Monitor Required	No, Please Select, Yes

Requirement	Options
Restraint Required	Please Select
Lift Required	Please Select
Monitor Required	Lift, Wheelchair (implies Lift required), No Requirement

Transportation Status	Options
AM Transportation Provided	[Dropdown]
PM Transportation Provided	Yes, No, Alternate Transportation, Car Rider, Walker, Van, Bike Rider, Daycare Transportation, Special Needs - Standard Transportation, Special Needs - Specialized Transportation, Contract - Specialized Transportation

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Backloading TIMS Data into PowerSchool, Blackboard or other Systems.
TIMS can generate reports that are compatible for import into other systems.

A	B	C	D	E
Student Number	FromTo	Description	DepartureTime	BusNumber
847631	To	348 BROWNING DR	7:12 AM	171
847631	From	MT BETHEL CHURCH	3:22 PM	189
1032901	To	HERITAGE CREEK DR & SONGBIRD LN	7:23 AM	195
1032901	From	HERITAGE CREEK DR & SONGBIRD LN	4:33 PM	195
1032919	To	CEMETERY LOOP RD & DOBERMAN LN	7:05 AM	189
1032919	From	CEMETERY LOOP RD & DOBERMAN LN	3:34 PM	189
1032945	To	EMERSON CT & WITTENBURG SPRINGS DR	7:17 AM	171
1032945	From	EMERSON CT & WITTENBURG SPRINGS DR	3:59 PM	171
1033817	To	MARINERS POINT LN & SHIPWATCH DR	6:58 AM	189
1033817	From	MARINERS POINT LN & SHIPWATCH DR	3:43 PM	189

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
To	88		HIDDENWOOD LN & NC 73 HWY	0/0/0	0/0/0	06:16 AM
From	46		HIDDENWOOD LN & NC 73 HWY	0/0/0	0/0/0	04:21 PM

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
To	111		SUGAR LN & BOYDEN RD	0/0/0	0/0/0	07:22 AM
From	111		SUGAR LN & BOYDEN RD	0/0/0	0/0/0	03:24 PM

Fall & Summer Planning :

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

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Early Promotion in TIMS via Pre-Transition Data from PowerSchool

- LEA Deadlines for Pre-Transition Data and New Student Data Entry

TIMS Rollover Process

- Promotion by Address and Boundary Lines
- Errors with Out of District Students, Special Needs Assignments

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

The Transportation Department needs to have a good relationship and communication with PowerSchool Staff.

- All student information in TIMS comes from PowerSchool
 - Name, School, Grade, Home Address, Parent Information, etc.
- If there is an address error, incorrect school assignment or some other issue, TIMS Staff need to communicate with the LEA Coordinator and School Data Managers to alert them to a potential problem.
- Data Managers may need a bit of coaching or training on how to properly enter a student address so that they match the official street name in your LEA.
- PowerSchool Staff are often unaware of the problems these issues can cause in TIMS and tend to be cooperative when alerted to data entry errors they have made.
- To prepare for August, speak to your PowerSchool Coordinator about data entry dates, Pre-Transition Data and staff availability over the summer.
- Let's look at the key items to ask them about...

Fall Planning

Working with PowerSchool Coordinators and School Data Managers

Incoming Kindergarten Students

- Some LEAs have Data Managers enter or import 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 in PowerSchool.
- Other LEAs make sure these students are in PowerSchool before the end of June. (This is probably too late for most LEAs)
- Other LEAs do not enter this information until after YET when 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 or Import 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 an initial first cut of promotion data in place by February or March.
 - 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 each year.

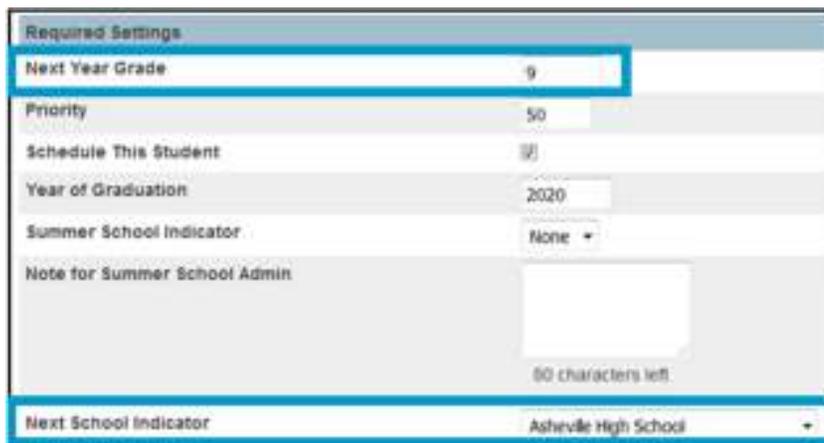
Speak to your PowerSchool Coordinator and ask about the Due Date for Pre-Transition Data from All Schools.

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.



The screenshot shows a 'Required Settings' form in PowerSchool. The fields and their values are:

Field	Value
Next Year Grade	9
Priority	50
Schedule This Student	<input type="checkbox"/>
Year of Graduation	2020
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/>
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 later in the semester and elect to complete an Early Promotion on their own 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 or from Middle to High School.

Fall Planning

Promoting Students via TIMS Rollover Process

Depending on the status and deadlines for Data Managers to enter Pre-Transition Data into PowerSchool, some LEAs choose not to wait until May, June or July to start Fall Planning.

LEAs who would like to promote students to their Next School and Next Grade before Pre-Transition Data is available in PowerSchool are able to do so through a TIMS Process called Student Rollover.

In the Server\STA Folder there is a file called ROLOVR.DAT
This file contains a set of rules and instructions for how students are to be promoted in TIMS.

The ROLOVR file contains at least one line of data for each grade and then lists the next school and next grade for each grade in your LEA.

Each command line provides instructions on how students are to be promoted.

** If they are a 1st Grader in School 314, promote them to 2nd Grade in School 314***

Fall Planning

Promoting Students via TIMS Rollover Process

Simple Rollover File

Current School & Grade		Next School & Grade		Boundary ID
ROLOVR.DAT				
310	01	310	02	0
310	02	310	03	0
310	03	310	04	0
310	04	310	05	0
310	05	310	06	0
310	06	310	07	0
310	07	310	08	0
310	08	310	09	0
310	09	310	10	0
310	10	310	11	0
310	11	310	12	0
310	12	310	-9	0
310	KI	310	01	0
310	PK	310	KI	0

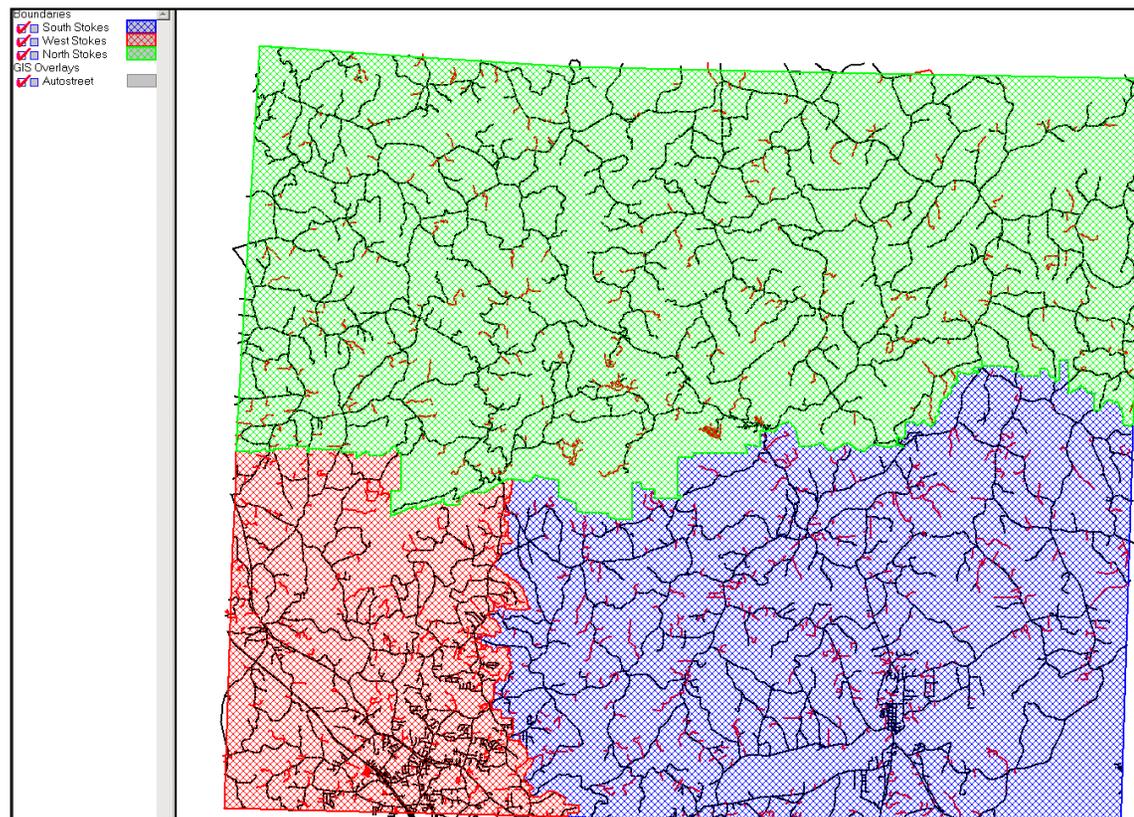
Fall Planning

Promoting Students via TIMS Rollover Process

Rollover File with Boundary Info

Take Note of the Boundary ID for each School in TIMS.

You will use the TIMS Boundary ID in the Rollover File to instruct the system on how students will be promoted to their next school and grade based on the boundary they live within.



Fall Planning

Promoting Students via TIMS Rollover Process

Rollover File with Boundary Info

Some schools will not have a pure feeder pattern for promotion, such that students from one elementary could go to two or more middle schools or students from one middle school could be split between two or more high schools.

If this is the case in your LEA, then you will need to create a rollover file with boundary qualifiers, instructing TIMS to roll students over to certain schools and grades based on their TIMS Boundary. For this to work properly, TIMS Boundaries need to be accurate and all students must be correctly addressed matched. If students are not addressed match, then TIMS will not know which boundary a student lives in and therefore the student will not be promoted at all.

The Rollover File command line would give promotion instructions like this

- Move Central Middle 8th Grade to North High 9th Grade if they live in North High Boundary
- Move Central Middle 8th Grade to South High 9th Grade if they live in South High Boundary
- Move Central Middle 8th Grade to West High 9th Grade if they live in West High Boundary

Fall Planning

Promoting Students via TIMS Rollover Process

Rollover File with Boundary Info

Current School & Grade		Next School & Grade		Boundary ID
ROLOYR.DAT				
304	06	304	07	0
304	07	304	08	0
304	08	358	09	17
304	08	352	09	16
304	08	332	09	18

Look at the last three lines for school 304, these instruct the system to promote 304 8th Grade Students to one of three High School 9th Grades

- School 304 8th Grade to School 358 9th Grade if they live in Boundary 17
- School 304 8th Grade to School 352 9th Grade if they live in Boundary 16
- School 304 8th Grade to School 332 9th Grade if they live in Boundary 18

Fall Planning

Rollover File with Boundary Info – Things to Think About

When constructing a Rollover File for 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 able to be addressed matched in TIMS. Because they do not live within a TIMS Boundary, they will not be promoted during a Boundary Rollover. 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.

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

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.

Fall & Summer Planning :

Preparing for Open House and the Start of the School Year

Fall Planning

Preparing for Open House and the Start of School

Finalizing Student Assignments and Stop Creation (Cut Off Dates)

Streamlining AM and PM Runs for Efficiency

- Crisscrossed Bus Routes
- Overcrowded Loads
- Half-Empty Buses
- Improve Multi-Tier Bus Route Pairings (for larger LEAs)

Have finalized Routes ready for Back to School Driver Meetings

- Dry Runs and Practice Time for Drivers
- Stop Lists, Passenger Lists, Turn by Turn Directions

School Bus Information Available at Open House

- Bus Assignment Slips
- Master Spreadsheets
- PowerSchool Data
- Parent Apps

Fall Planning

The last few weeks before school starts – Polish the Brass on your Stops, Runs and Routes

At this point of the summer, you should have most of your TIMS Data caught up and your Bus Routes are close to final, based upon your expected ridership the first day of school.

TIMS Staff should display the AM and PM Runs for a school and look for any overlap or crisscrossing that could be avoided.

Expected Ridership and Bus Capacity should be examined and plans made for the larger buses to run the routes with the heaviest loads. You may discover some buses that are overcapacity while others are partially full. You will want to look into fixing these issues prior to the first day of school.

Once your bus routes and student assignments in TIMS are as good as they can be, you should print updated Route Descriptions, Stop Lists and Driving Directions for each Bus Driver.

Good LEAs provide the drivers with their routes in a few days or even weeks in advance so they have time to review and practice the new routes prior to the first day of school.

If drivers review and practice the new routes, they can provide feedback about The accuracy of expected pickup times and other improvements.

Fall Planning

Transportation Data Available at Open House

Schools, Parents, Students and Drivers should have the latest and greatest Transportation Data available to them a week or so before school during Open House.

Some LEAs have great methods and information available...

- Bus Slips and Stop Assignments are included with class schedules for the semester.
- Master Spreadsheets posted on the wall where students and parents can check assignments.
- Transportation Staff attend Open House and help check/verify stop assignments in TIMS.
- Homeroom Teachers or Assistant Principals distribute Bus Assignments

Some LEAs have not so great methods...

- A Driver Table at open house where students say they need a ride and then the drivers create routes in their head and decide who gets to pick up the student.
- Have drivers do the routes they did last year and just pick up all the students waiting by the road.
- Yes, this actually happens in some LEAs

Fall Planning

Transportation Data Available at Open House

TIMS Bus Slips and Transportation Assignments

TIMS: Sample Bus Pass	
To the Parents of:	
JOHN DOE AABEN 1420 SMITH FARM RD	
Student Name: JOHN DOE AABEN	Student ID: 001234567890
2018-2019 School:	ALEXANDER CENTRAL HIGH SCHOOL
Bus Number:	188
AM Stop:	1420 SMITH FARM RD
Approximate Time:	07:07 AM
Bus Number:	188
PM Stop:	1420 SMITH FARM RD
Approximate Time:	04:23 PM

Fall Planning

Transportation Data Available at Open House

Master Spreadsheets for Each School

Last	First	GR	Address	AM Bus	AM Stop	AM Time	PM Bus	PM Stop	PM Time
ABBOTT	MAT	PK							
ADAMS	CAR	03	55 COUNTRY HOLLOW DR	158	RINK DAM RD & COUNTRY HOLLOW DR	06:30 AM	158	RINK DAM RD & COUNTRY HOLLOW DR	03:55 PM
ADKINS	PAR	01	177 CALLAWAY DR						
ALBA	ASH	PK	52 HELENS WAY						
AMBROC	ADR	PK	165 LAKE VISTA LN						
AMBROC	JAS	04	1036 LAKE VISTA LN	158	1030 LAKE VISTA LN	06:25 AM	158	1030 LAKE VISTA LN	04:05 PM
ANDERS	BAY	PK							
ANDRAS	MAC	05	1731 MAIN ST NW						
ANDRAS	TOR	02	570 FOX CT						
ARGUEL	BRE	04	1087 NC HWY 90 W						
ARGUEL	KEI	PK	106 MILSTEAD MHP LN						
ARIAS	GAL	KI	119 COUNTY HOME RD	175	119 COUNTY HOME RD	07:19 AM	175	119 COUNTY HOME RD	04:26 PM
ARIAS	MIL	01	60 JAS RANCH DR						
ARIAS	NEH	04	40 EMERSON CT						
BARLOW	ALL	KI	160 WHITTINGTON RIDGE DR				181	915 ALSPAUGH DAM RD	04:10 PM
BARLOW	EMI	02	100 MEADOWRIDGE DR						
BARLOW	MAD	02	1130 WITTENBURG RD						
BEAL	CAR	KI	486 CROUCH RD						
BEAL	KAT	05	87 SAVANNAH LN	181	CHURCH RD & SAVANNAH LN	07:25 AM	181	CHURCH RD & SAVANNAH LN	04:19 PM
BENFIE	AND	01	7630 CHURCH RD				158	7630 CHURCH RD	03:16 PM

Fall Planning

Transportation Data Available for Drivers

Driver Directions with Stops and Passengers

Run ID:	302.001	Route ID:	152	Run Frequency:	MTWUF	
Run Description:	152 AM					
Stop Time	Description	Service ID	Assign Stop Load	Assign Run Load	Miles	Acc Miles
06:36 AM	ALEXANDER CENTRAL HIGH SCHOOL	@CP.003031	0	0	0.0000	0.0000
	Proceed On SCHOOL DR Right Turn Onto LILEDOWN RD Left Turn Onto US 64 90 Right Turn Onto BOSTON RD Right Turn Onto LEE MATHESON RD					
06:44 AM	463 LEE MATHESON RD	302.025002	1	1	4.9157	4.9157
	Last Name, First Name	District ID	School	Grade		
	[REDACTED]		302	10		
	Proceed On LEE MATHESON RD Left Turn Onto TAYLORSVILLE MFG RD					
06:45 AM	930 TAYLORSVILLE MFG RD	302.149002	1	2	0.7538	5.6695
	Last Name, First Name	District ID	School	Grade		
	[REDACTED]		302	10		

Fall Planning

Transportation Data Available for Drivers

Passenger Lists, sorted ...

Alphabetically

or by

The order they get on the Bus

Run ID: 308.001	Description: BUS 163			
Last name, First name	District ID	School	Grade	
/				
/				
/				
ALEJO-G	718	308	04	
ALEJO-G	139	308	02	
ALEJO-G	972	308	01	
BELL, J	716	308	04	
BLACKMA	656	308	KI	
BLACKMO	586	308	03	
CATALAN	988	308	03	
CLARK,	581	308	02	
DAVIS,	444	308	05	
DAVIS,	840	308	04	
DINGMAN	383	308	01	
DINGMAN	553	308	04	

Run ID: 308.001	Description: BUS 163			
Last name, First name	Time at Stop	School	Grade	
/	7:23 AM			
JACKSON	7:27 AM	308	03	
CLARK,	7:28 AM	308	02	
WELLS,	7:29 AM	308	05	
WELLS,	7:29 AM	308	01	
SHOMAKE	7:29 AM	308	03	
BLACKMA	7:29 AM	308	KI	
BLACKMO	7:29 AM	308	03	
POTTS,	7:29 AM	308	03	
JAMES,	7:33 AM	308	05	
CATALAN	7:35 AM	308	03	
RUSS, K	7:35 AM	308	02	
MARTINE	7:35 AM	308	03	
JONES,	7:36 AM	308	01	

Fall Planning

Transportation Data Available at Open House

Other Technological Options

Some LEAs use Parent Apps that notify Parents when the bus is approaching their child's assigned stop in TIMS or has arrived safely at school.

Some LEAs have WebQuery, a website that identifies the closest stop to an address.

EduLog offers a Parent Portal App while Synovia has Here Comes the Bus and other vendors have similar GPS Trackers that allows parents to view TIMS Stop Assignments and follow buses.

TIMS Bus Stop Data can be also imported back into PowerSchool and Blackboard Systems, where School Staff and Administration can view planned bus assignments.

TIMS Data, if regularly updated and imported in PowerSchool or Blackboard, can then be used to populate School Messenger Systems and other types of Automated Calling Services to notify parents about bus assignments, delays, accidents or breakdowns.

If you stand by your TIMS Data, then there is no reason why you should not be taking advantage of these additional features.



Fall Planning

The clock is ticking...and we have a whole lot to do.

With around 3 months of school left this year, you need to focus on a few things...

- Maintaining Spring Route Updates in TIMS
- Collecting the Ridership Status for students in August
 - Once they leave in June, it will be impossible to collect this info from everyone
 - Try to have all of this in place and collected by May
- Bus requests for Incoming Kindergarten and other Grades
 - New requests through June and enrollment\registration procedures over the summer
- Students being promoted to a New School and Ridership Requests
- Students staying in same school
- Fall Bell Times, Arrival/Departure Windows and School Supervision before/after the bell
- Do you have a cutoff point or deadline for Day 1 Stop Requests to be fulfilled?
- Hopefully sometime in early August and not Open House the week before school.

And don't forget... Summer School typically starts a few weeks after school ends in June, so you will need to spend time working on those Bus Routes as well.

We will talk about setting up for summer school in a few slides...

Fall Planning

2023 MARCH							2023 APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	1	2	3	4	5	6

2023 MAY							2023 JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

2023 JULY							2023 AUGUST						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31	1	2
30	31	1	2	3	4	5	3	4	5	6	7	8	9

For most school systems in NC, the first day of traditional calendar schools will be Monday August 28, 2023.

Some LEAs may return earlier in August or some students (like Early College) may begin classes several weeks before traditional students.

August 28th is not the deadline for Bus Routes to be finalized. Most school systems hold annual Open House Events a week or two prior to the first day, and having Day 1 Bus Route Assignments available for students at Open House is very important.

Many NC Counties also hold a Back to School Bus Driver Meeting in early August or even late July. If at all possible, Day 1 Bus Routes should be nearly completed and ready for distribution around the time of the driver meeting, shown above as scheduled for Friday August 7th.



Fall Planning

2023 AUGUST						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11 ★	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 ★	29	30	31	1	2
3	4	5	6	7	8	9

If the Back to School Meeting for Drivers is on Friday August 11th, TIMS Staff will need a cut-off date for all new requests as week or two prior to the driver meeting. This will allow time to review and finalize bus routes prior to distributing info to drivers.

For most school systems in NC, the first day of traditional calendar schools will be Monday August 28, 2023.

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Fall Planning

May 20 Days							June 14-19 Days							July 12-18 Days							August 6-15 Days						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6					1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

Many school districts do not properly plan ahead and think through all of the various timelines, deadlines and other needs as they prepare Bus Routes for the first day of school. The majority of May and June will likely be spent preparing for and implementing Summer School Routes. Depending on the size and complexity of Summer Programs, Bus Routers may have less time available over the summer to properly prepare for August.

North Carolina holds the Annual Pupil Transportation Conference in June, so staff in attendance will not be able to work on routing for a week. Coupled with possible staff vacation, the Memorial Day break in May and the 4th of July Holiday, and there are at least 12 working days lost over the summer months due to various events. Most LEAs also go to a 4-Day workweek in June and July, so this removes another 4 to 8 days in the office.

At best, if **Bus Routers begin planning on May 1st**; there are **only 85 working days** until school on August 24th, which means **only 75 days until the driver meeting** on August 7th, or **less than 65 Days if Summer Conference is attended and personal Vacation is taken**, and around **60 days after the 4-Day calendar** begins in June. Meeting deadlines can be difficult if proper planning does not take place.

Fall Planning

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

Many school districts do not properly plan ahead and think through all of the various timelines, deadlines and other needs as they prepare Bus Routes for the first day of school. The majority of May and June will likely be spent preparing for and implementing Summer School Routes. Depending on the size and complexity of Summer Programs, Bus Routers may have less time available over the summer to properly prepare for August.

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At best, if Bus Routers begin planning on May 1st; there are **only 80 working days** until school on August 28th, which means **only 70 days until the driver meeting** on August 11th, or **less than 65 Days if Summer Conference is attended in June and personal Vacation is taken in July**, and around **60 days after the 4-Day calendar** begins in June.

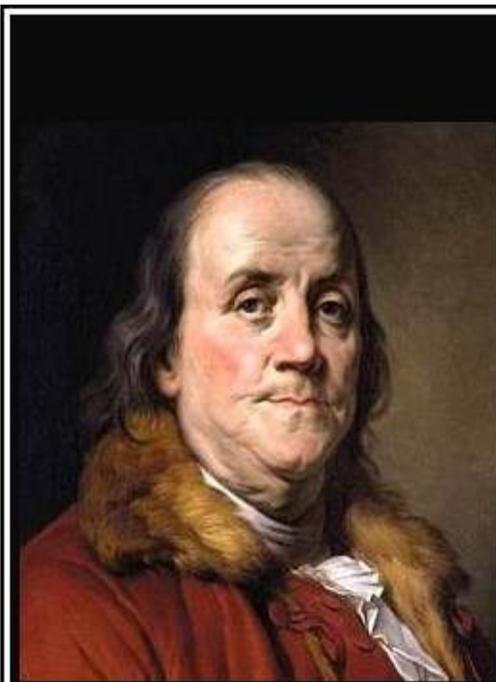
Meeting deadlines can be difficult if proper planning does not take place.

Fall & Summer Planning :

Preparing for Summer School Bus Routes

March 2022

Preparing for Summer School Bus Routes



By failing to prepare, you are preparing to fail.
(Benjamin Franklin)

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. Since 2020, most LEAs have provided 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. As a result of the summer school limitations in PowerSchool, TIMS Operators have had to traditionally rely upon lists of summer students, both paper lists and spreadsheets, in order to begin preparing Bus Routes.

Summer School Planning

Summer School Bus Routing in North Carolina

- Within the routing software, Students are assigned a school code, which is typically their home school of attendance. However, given that summer programs are not held at each building, this has caused problems within the routing software as students must be reassigned to summer school locations as well as have new stops, runs and routes created to from outside their normal school boundary. This is a lot of extra work on a very short timeline.
- Historically, some districts would create empty stops for the summer school code and include the student name only in the stop description. This workaround, however, proved problematic when more than 2 or 3 children were assigned to a stop and severely limited software capability as the system was no longer able to calculate actual Run Loads or produce proper passenger lists.
- Additionally, this type of Summer School design (empty stops with names in the description) does not permit HCTB, Edulog Parent Portal and other Student Specific Parent Apps to properly track student assignments.

Preparing for Summer School Bus Routes

Preparing for Summer School

- Summer Students vs. Summer Riders
 - Collecting the information for Summer Riders
 - To/From Home for AM and PM? (daycare, grandparent, etc.)
- Summer School Location(s) and Student Assignments
 - Which building(s) will Summer School be held?
 - Students from which school(s) will attend this summer program?
 - How many different programs or locations?
 - What time do they begin and end?
 - What time do they need students there?
 - What dates do the programs begin and end?
 - How many days a week will the program occur?
- New Summer School Database Tool for School Code Changes & Managing Ridership

Preparing for Summer School Bus Routes

Preparing for Summer School

- Summer Students vs. Summer Riders
 - Collecting the information for Summer Riders
 - To/From Home for AM and PM? (daycare, grandparent, etc.)

Historically, the biggest issue we've seen over the summer is that no one bothered to collect the ridership requests for summer students. TIMS Staff will often receive a list of all students in the summer program, but they do not know who needs summer transportation.

You should work with your Summer School Coordinator about collecting the ridership status for potential summer school students.

Do Not Assume they will all need transportation.

Do Not Assume regular school ridership will be exactly the same for Summer.

Do Not Build Routes for all 500 Students if only 275 need transportation.

Have them Request Summer Transportation.

We must know the cargo (students) to pick up and drop off each day.

Preparing for Summer School Bus Routes

Preparing for Summer School

- Summer Students vs. Summer Riders
 - Collecting the information for Summer Riders
 - To/From Home for AM and PM? (daycare, grandparent, etc.)

Summer School Coordinators will tell you they do not know the final summer school students until EOG Scores are received, which is typically during the last week of school in early June. This is correct, however... schools tend to have a good idea of 80-90% of the students who will likely qualify for summer school as their grades are so poor they will likely not pass by the end of the year

With this list of likely summer school students, the schools can help transportation by collecting the summer ridership needs before school ends. Don't wait until the last minute to ask about summer transportation.

Start Early!

Preparing for Summer School Bus Routes

Preparing for Summer School

- Some LEAs have started to develop Summer Bus Routes weeks or months in advance by providing Transportation a list of anticipated summer students based on current grades.
- TIMS Staff could 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.
- This would allow TIMS Staff to import the final list of students and adjust the pre-designed summer routes to service the proper bus riders.
- If possible within your LEA, these methods would make the production of Final Summer School Routes much easier and less strenuous than starting completely from scratch at the last minute.

Preparing for Summer School Bus Routes

Preparing for Summer School

- Summer Students vs. Summer Riders
 - Collecting the information for Summer Riders
 - To/From Home for AM and PM? (daycare, grandparent, etc.)

When assigning students in TIMS, we must know the following...

- Where the child will be in the morning for AM Pickup.
 - Home Address, Daycare or Grandparent/Relative, etc.
 - Door Stops vs Designated Pickup Points
- The school building of the summer program
- Where the child needs to be dropped off in the PM
 - Home Address, Daycare or Grandparent/Relative, etc.
 - Door Stops vs Designated Pickup Points

Student transportation needs over the summer can be very different compared to the regular school year.

Preparing for Summer School Bus Routes

Preparing for Summer School

Managing Summer School Routes in TIMS is more challenging than during the year as students must often be reassigned to a different summer school building. This has historically resulted in hours of extra work by TIMS Staff to manually reassign students to the Summer School Building Code before stop creation and route construction can even begin.

- Some LEAs used to manually reassign over 1,500 students in TIMS each summer.

Several years ago, we developed a new TIMS Tool that will automatically update and replace the student school code in TIMS to the summer school building code needed for transportation.

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

Let's look at this preferred method of maintaining summer school data in PowerSchool.

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	Y O N O A
Summer AM Address if different from Home Address - Use only if "A" shown above	
Summer School PM Transportation	O Y O N 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

Summer School Bus Routing in North Carolina

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 for students.

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.

	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

Summer School Bus Routing in North Carolina

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.

	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 student number cannot be altered and the format of other data will be consistent for all students and all schools with each download.

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

Most LEAs want cheap, efficient Bus Routes over the summer... which means the least amount of buses possible while not creating unreasonably long ride times too extremely early AM pickup times. Summer Routes will typically have to be experimented with and redesigned a few times before settling on the final routes for each program.

Things to consider...

- What time does the program start? ... 8am, 9am?
- How early is too early for AM pickup? ... 6am, 7am, 5:30am?

TIMS Staff are often asked to “try it with 6 buses” and when the times are too early, “try it with 7 buses” ... and then ... “how about 8 buses?”

It can be a lot of work to design and redesign bus routes under these constraints. It is important that TIMS Staff have several weeks to appropriately plan for efficient Summer School Routes.

Preparing for Summer School Bus Routes

Preparing for Summer School

When does Summer School Begin?

If school ends on Thursday June 8th, it is unrealistic for Summer to begin that following Monday June 12th... unless the summer school rider info has been available to TIMS Staff for several weeks.

Please speak to your Summer Coordinator about the number of summer programs this year and the start date for each program. Explain to them the importance of having accurate transportation requests for summer students several weeks in advance so TIMS Staff have time to plan efficient bus routes and secure enough drivers.

Once Routes are created in TIMS, students and parents will also need to be notified about their expected stop time and bus number for summer school.

You will also want the drivers to review (and maybe practice) the routes prior to the first day of summer school.

Preparing for Summer School Bus Routes

Preparing for Summer School

- What time does the Summer Program begin and end?
- What time do they need students there?
- Breakfast or Lunch before/after the Bell?
- Summer School Bell Times and TIMS Transportation Windows must be set up the same way as they are during the school year.
- You will need to know those same 6 pieces of information for the summer program.

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

Preparing for Summer School Bus Routes

Preparing for Summer School

Start asking about Summer School programs now...

- What date does each program start and end?
- How many days of the week will they run?
- What are the Bell Times for each program?
- Which students will attend each program?
- Which of these students will need transportation?
- What are their AM and PM Transportation Needs?

- What can Transportation do to help gather Summer Ridership Info?
- What can the Schools do to help gather Summer Ridership Info?
- When will Transportation have the final list of riders?

- It takes time to complete all of these steps.

START EARLY!

Questions or Comments?

Questions or Comments?

Fall and Summer Planning : Preparing Bus Routes for the First Day of School

Questions or Comments?

Questions or Comments?

March
2023



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