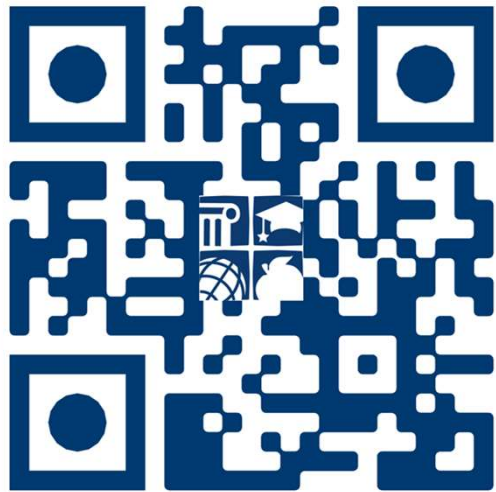


The logo features a stylized graphic of interconnected purple circles of varying sizes on the left. To the right, the text "NCED" is in a smaller blue font, "CONNECT" is in a large, bold blue font, and "2025 SYMPOSIUM" is in a smaller blue font below it. The background is light blue with faint circular patterns and larger, soft-edged light blue shapes on the right side.

**NCED**  
**CONNECT**  
2025 SYMPOSIUM

# Interactions between TIMS & Infinite Campus

TIMS Project Leaders - Kevin R. Hart and Drew McGomery  
(NCSU) (UNCC)



*If you are not registered for this course in  
Sched we respectfully ask you to sign up for  
another time to attend this session or wait  
outside the door to see if there is available  
seating.*

<https://go.ncdpi.gov/bcmqv>

# TIMS & Infinite Campus

## Session Outline:

- What is TIMS?
- How is Infinite Campus Data used in TIMS?
  - Understanding Student Addresses
- Student Transportation Page
  - AM\PM Bus Stop Requests
  - Special Transportation Requirements
- TIMS Data Extracts (DEU)
- TIMS Data Imports (DIW)
- Working with the Transportation Department

# What is TIMS?

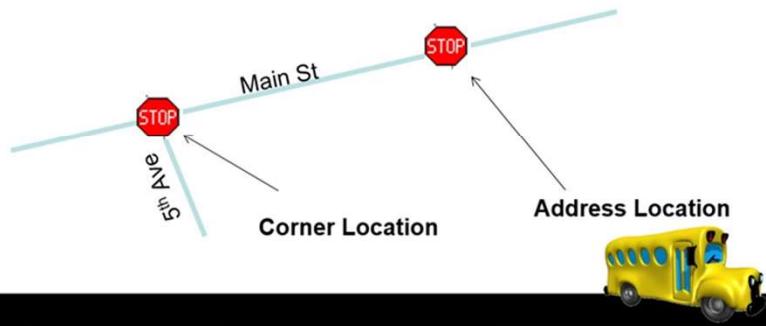
## Transportation Information Management System

- TIMS is essentially the use of School Bus Routing Software to pre-plan bus routes, track buses, stop locations, student assignments, driver hours, bus mileage, travel times, and more!
- TIMS offers the ability to examine and track current school bus routes and analyze potential improvements before implementing them on the road.
- North Carolina is one of the only states where each county or school district has the same school bus routing software.

# THE TIMS System

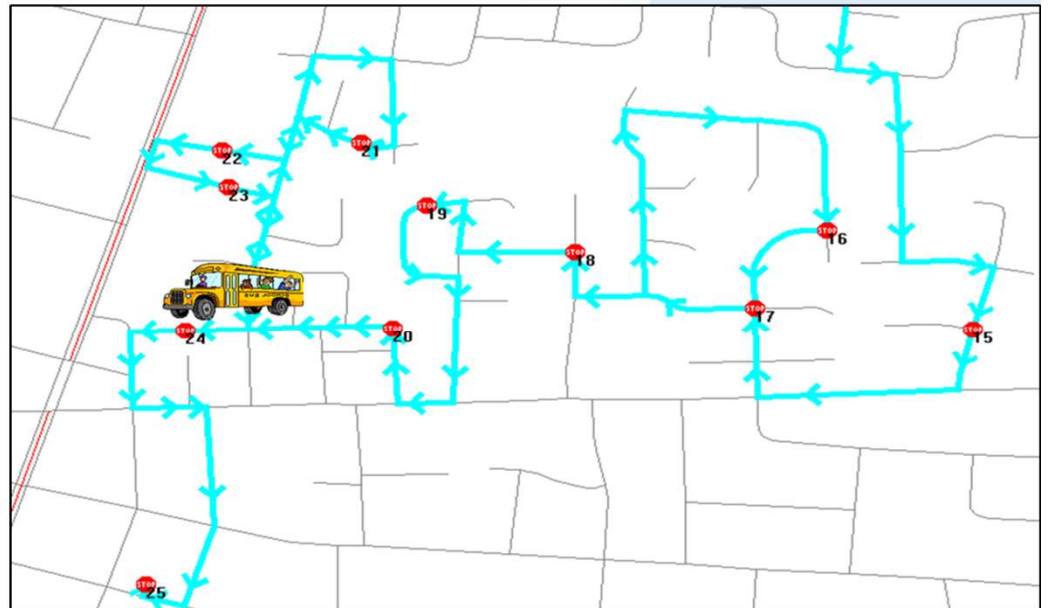
- Fulfills Legislative Mandate
- Promotes Efficiency Improvements
- Offers Safety Enhancements
  - Documents Student Ridership Information
  - Documents Railroads and other Route Hazards
- Contingency Planning
  - Snow Routes
  - Flood\Hurricane Routes
- District Wide Enrollment Analysis
- School Boundary Planning

Stops can be located at a specific address or at a street corner.

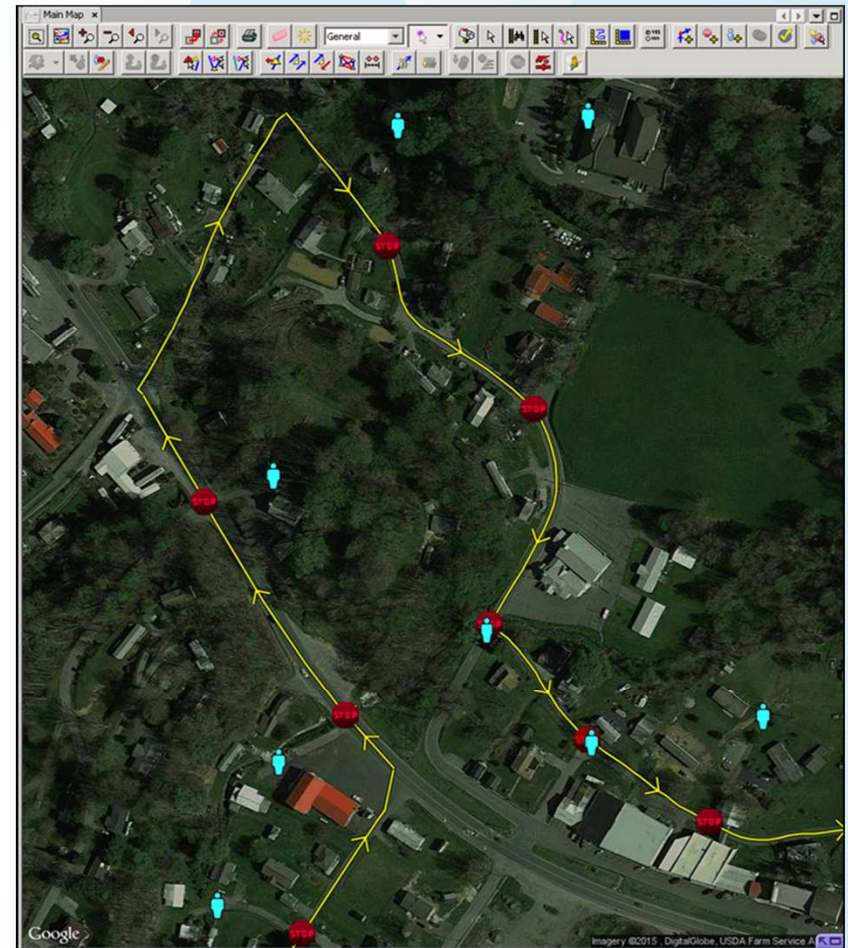


Transportation Staff review stop requests, student locations and bus capacity as they design bus routes for your LEA.

TIMS allows transportation staff to analyze stop requests and create safe bus stops for each student riding the bus.

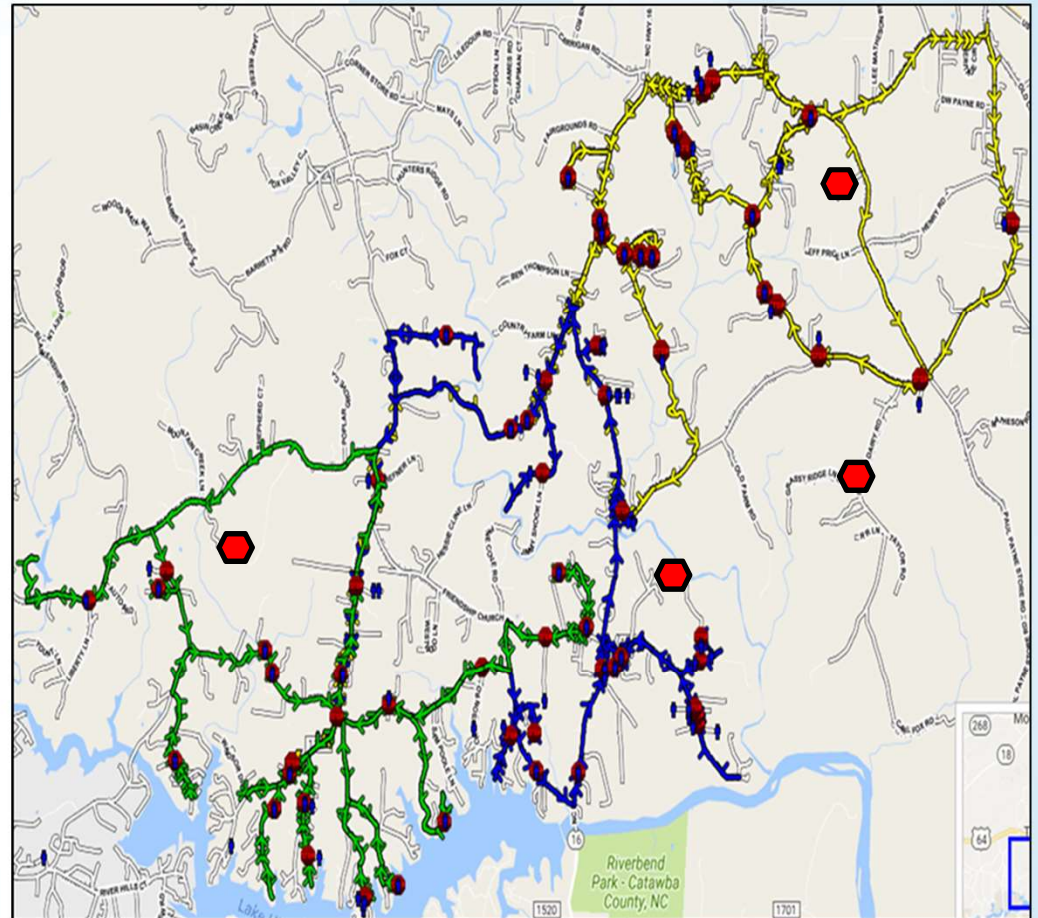


TIMS interacts with Google Maps so staff can view satellite images and street views when creating stops, assigning students and working on bus routes.





TIMS provides the Transportation Department the ability to view multiple routes at once to help find solutions for over/under crowded buses, or the best fit for a new stop request.



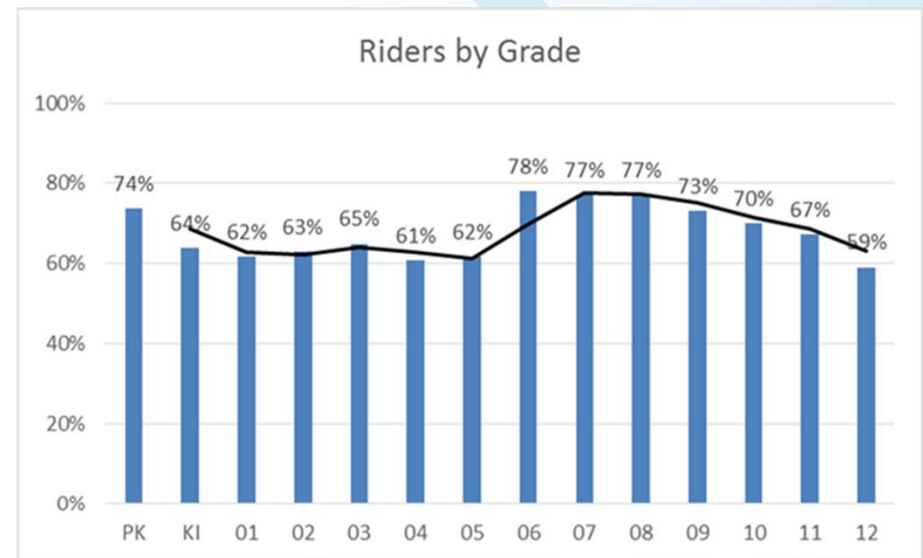
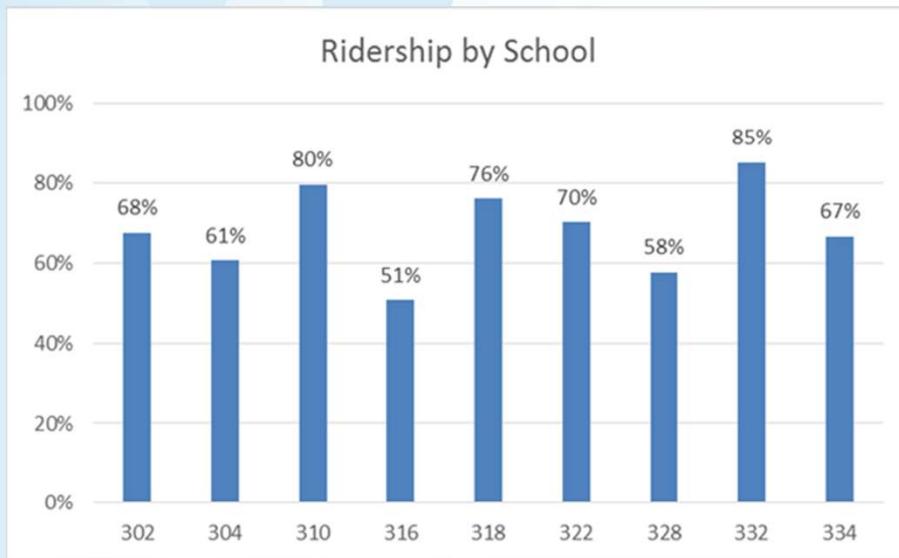


# TIMS Reports & Other Data

- Passenger Lists and dozens of other reports can be printed directly from TIMS.
  - Route Directions for Substitute Drivers
  - Passenger Lists and Bus Accident Reports
  - Driver Time and Payroll Hour Estimates
  - Student Bus Passes and Assignment Slips
  - Bus Rider Spreadsheets for Open House

Passenger Lists by Run						
Run ID:	WPI.001		Description:	WPI RUN 370		
Last name, First name	Address	Home Phone #	School	Grade		
ABC, KAMREN	915 ALLEN RD	5154433222	406	01		
AXS, HEAVEN	915 ALLEN ROAD	1112226666	406	01		
BER, DEVONRICK	919 ALLEN RD	2223334444	404	05		
CCV, JASON	960 SPRING FOREST ROAD	5556667777	406	01		
CLL, TYHEIM	510 SPRING FOREST RD	0009990000	404	03		
D&G, RÆGENE	940 SPRING FOREST ROAD	0009990000	406	01		
DEF, TINYA	510 SPRING FOREST RD	1231234567	404	04		
DLL, TIFFANY	913 ALLEN ROAD	3332227777	406	02		
EEH, UZZIAH	520 SPRING FOREST ROAD	4445554444	406	01		

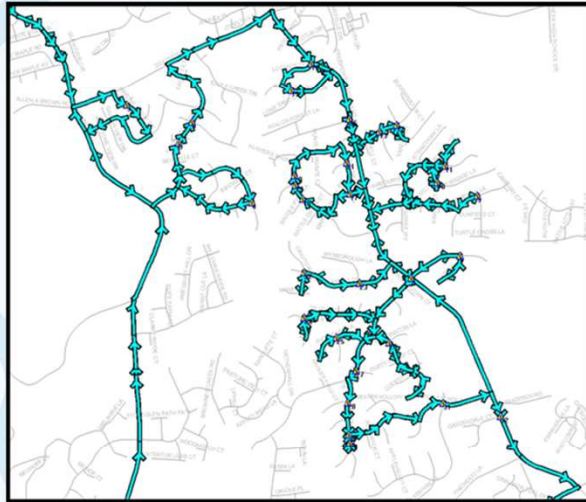
# Ridership Analysis by School & Grade



# Cost Analysis of Routing Changes

(Less Door Stops and More Corner Stops)

**Before**



Cost: 31 miles one way  
62 miles per day  
 $62 \times \$2.00 = 124.00$   
 $\$124.00 \times 180 \text{ days} = \$22,320$

**After**



Cost: 18 miles one way  
36 miles per day  
 $36 \times \$2.00 = 72.00$   
 $\$72.00 \times 180 \text{ days} = \$12,960$

**\$9,360 savings for 1 bus**

# Boundary Planning & School Capacity

TIMS also offers school enrollment analysis and allows staff to look at how school capacity would change by shifting school boundary lines.

Here's your tally ....

	01	02	03	04	05	Total
304	3	4	2	2	1	12
310	1	0	0	1	1	3
320	1	0	0	0	0	1
330	90	79	98	88	71	426
332	1	0	0	2	0	3
334	6	2	3	2	0	13
336	2	0	1	1	1	5
338	0	0	0	1	2	3
358	1	0	0	0	0	1
360	0	1	0	0	0	1
376	1	0	0	0	0	1
379	181	106	119	104	109	619
380	153	117	93	118	105	586
382	1	3	5	5	3	17
390	1	0	1	1	1	4
396	0	0	0	1	0	1
400	1	5	2	1	0	9
404	0	0	37	34	26	97
406	49	23	0	0	0	72
<b>Total</b>	<b>492</b>	<b>340</b>	<b>361</b>	<b>361</b>	<b>320</b>	<b>1874</b>

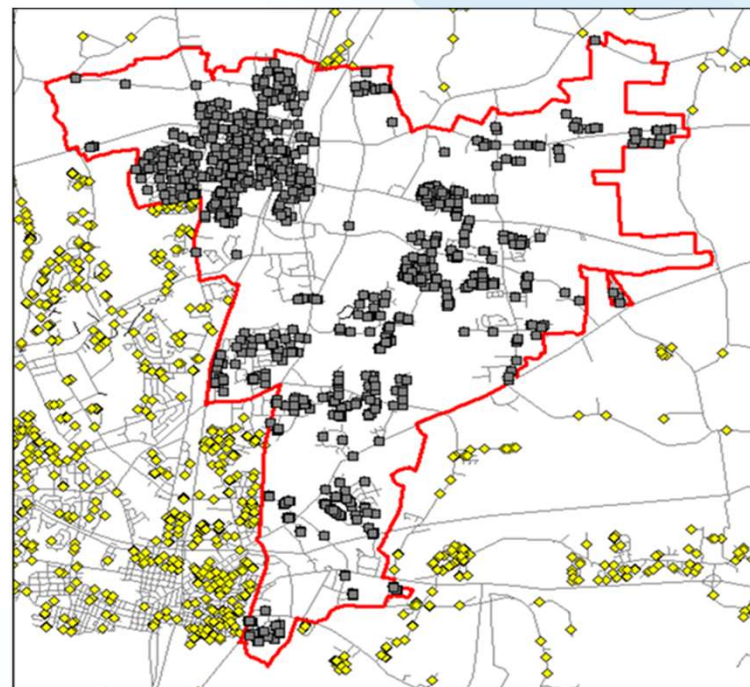
Tally view  
Down the side  
FIRSTNAME  
GRADE  
LAST NAME  
RACE  
RES ADDR  
SCHOOL  
ccv

Along the top  
FIRSTNAME  
GRADE  
LAST NAME  
RACE  
RES ADDR  
SCHOOL  
ccv

Switch side and top

Show %'s  
 Show Totals  
Colors...

Print    Export    Close



# Annual TIMS Service Indicators

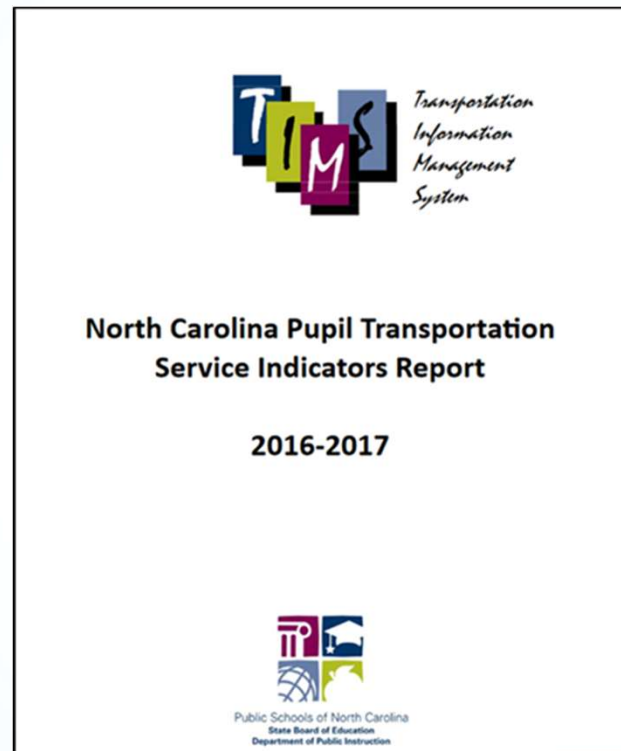
The Annual TIMS School Bus Audit takes place every November and all LEAs are required to submit a copy of their most current bus routes and student assignments for review and analysis, as well as for funding purposes.

Each year we tally the data from all LEAs to produce the North Carolina Pupil Transportation Service Indicators Report.

This reports contains data for each LEA as well as the statewide tallies, totals and averages for public school bus services.

# Annual TIMS Service Indicators

This annual report, dating back to 2006, can be found on the NC Bus Safety Website.

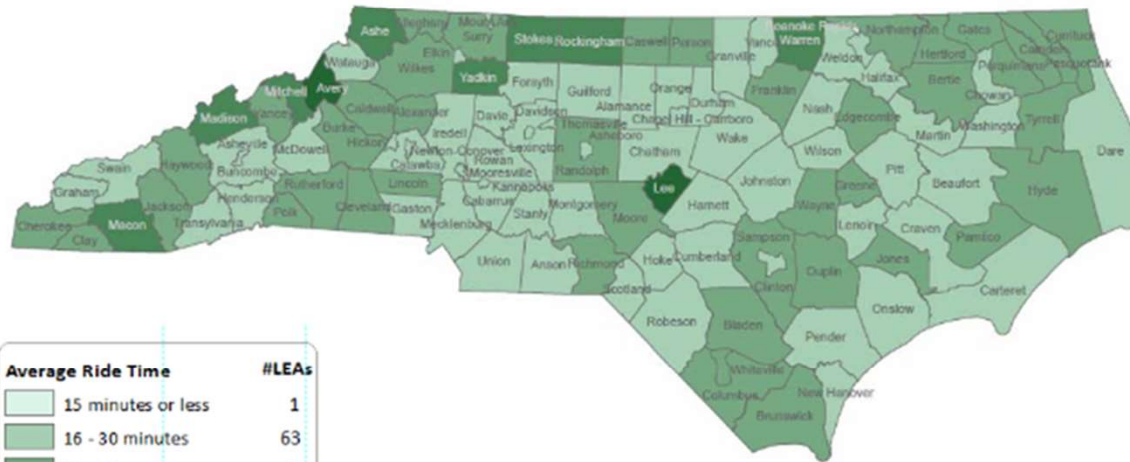


TIMS Service Indicators Table of Contents		
Page	Service Indicator	State Average
2-3	Average Student Ride Time, AM	24 minutes
2-3	Average Distance to School, Riders	4.27 miles
2-3	Average Distance to School, All Students	4.31 miles
4-5	Average of Longest 5% of Student Ride Times	83 minutes
4-5	Average Distance to School for Longest 5% of Ride Times	8.81 miles
6-7	Average of Student-to-Stop Distances < 1 Mile	432 feet
6-7	% of Stop Distances > .5 & < 1 Mile	.67
6-7	% of Stop Distances < 1 Mile = 0	33.6
8-9	Earliest Morning Pickup Time*	5:27 AM
10-11	Percent of Routes with Multiple Runs from the Same School	2.38



# Annual TIMS Service Indicators

Average Student Ride Time, A.M.



Average Ride Time	#LEAs
15 minutes or less	1
16 - 30 minutes	63
31 - 45 minutes	42
46 - 60 minutes	8
Over 1 hour	1

Source: North Carolina LEAs, 2016-2017

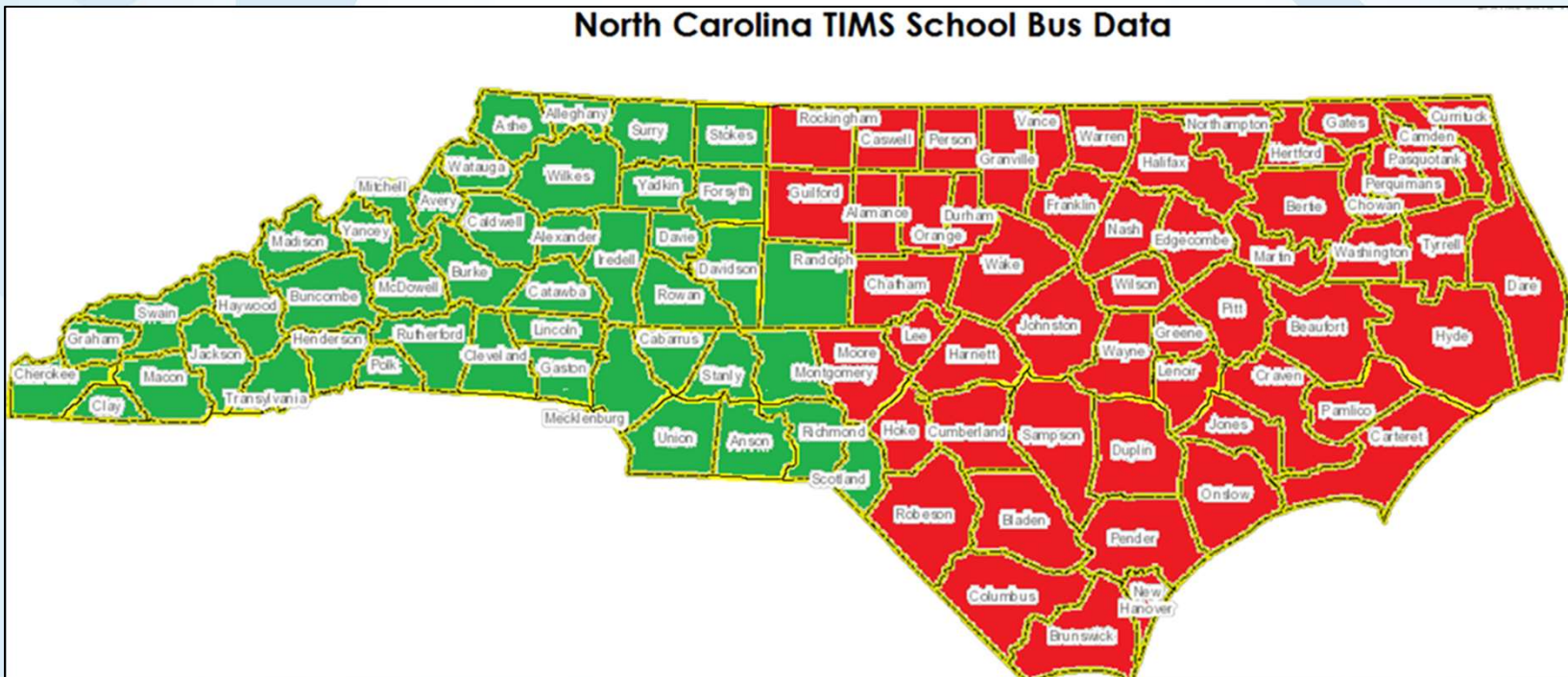
TIMS Service Indicators, 2016-2017: Student Ride Times, AM

LEA	Average Distance to School			LEA	Average Distance to School			LEA	Average Distance to School		
	Avg Ride Time	Riders Only	All Stu.		Avg Ride Time	Riders Only	All Stu.		Avg Ride Time	Riders Only	All Stu.
Alamance-Burlington	25-	3.45-	3.54-	Edgecombe	34+	5.36-	5.22-	Chapel Hill-Carrboro	29+	2.61+	2.38-
Alexander	37+	5.07=	5.07-	W-S/Forsyth	20=	3.72+	3.85+	Pamlico	33-	7.3-	7.22-
Alleghany	39+	4.7-	5.04+	Franklin	37+	5.8+	5.84+	Pasquotank	31=	4.26-	4.22=
Anson	28-	5.58-	5.89-	Gaston	28+	2.88+	3.09+	Pender	29+	5.47-	5.47-
Ashe	48-	7.79-	7.55-	Gates	44+	7.34+	7.28+	Perquimans	40=	6.9-	6.89+
Avery	60+	6.09+	5.89+	Graham	22-	5.88-	5.58-	Person	30=	5.24+	5.45+
Beaufort	25+	6.13-	5.99-	Granville	29+	5.86-	5.87-	Pitt	19-	3.84-	3.99-
Bertie	35+	9.08-	8.95-	Greene	36+	7.63-	7.26-	Polk	43=	6.48-	6.43+
Bladen	38+	7.42+	7.45+	Guilford	23+	3.91+	3.83+	Randolph	41+	5.33+	5.31+
Brunswick	33=	6.78-	6.98-	Halifax	27+	7.42+	7.55+	Asheboro	20=	2.3+	2.33+
Buncombe	27=	4.18+	4.36+	Roanoke Rapids	12=	1.81+	1.33-	Richmond	40+	4.11+	4.38-
Asheville	16=	2.94-	3.42+	Weldon	22+	3.92-	4.73-	Robeson	24=	4.32+	4.53+
Burke	32-	4.0=	4.29+	Harnett	27+	5.25+	5.21-	Rockingham	49+	4.89+	5.06+
Cabarrus	18+	3.73+	3.82+	Haywood	43+	4.35-	4.56+	Rowan-Salisbury	24+	3.96-	3.99-
Kannapolis	17=	2.00=	1.94+	Henderson	30+	4.14-	4.22-	Rutherford	30=	4.5=	4.82-
Caldwell	33+	3.92+	4.19+	Hertford	31-	6.48-	6.43-	Sampson	34+	7.11+	6.97+
Camden	42+	8.56-	8.21-	Hoke	18-	5.33-	5.17-	Clinton	27-	3.4-	3.76-
Carteret	29+	5.53-	6.69+	Hyde	33-	12.93-	8.73-	Scotland	26-	5-	4.91-

# TIMS Project Support Offices

Classroom Training, Routing Consultation & TIMS Software Support

North Carolina TIMS School Bus Data



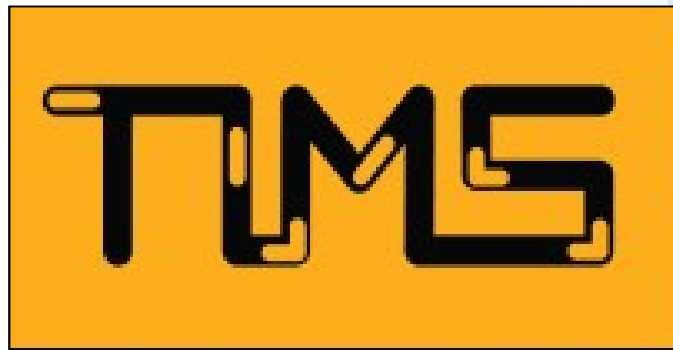
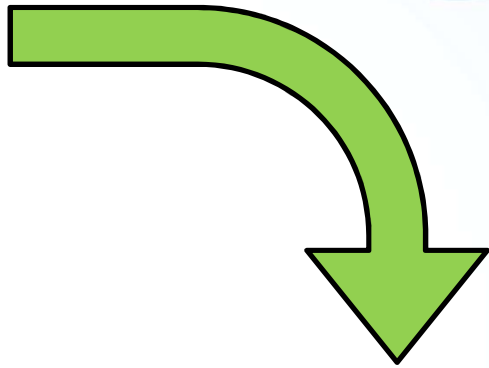
# What is TIMS?

TIMS is a complex computer program that allows for preplanning and analysis of bus routes before implementing them on the road.

Tracks student ridership, driver hours, bus miles, bus loads, bus capacity and offers advanced Optimization features to help improve the efficiency of school bus routes... and plenty more too!

TIMS is so much more than just  
“Putting Kids on a Bus”

# Infinite Campus Data In TIMS



# Infinite Campus Data in TIMS

## Student Information from Campus

- 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 (if used)
  - Transportation Requests for Bus Riders
  - Special Transportation Requirements for Students with IEP



# Infinite Campus Data in TIMS

TIMS Maps typically come from County GIS or Tax Dept.

- Contains official street names and address information for your county.
- Allows TIMS to Calculate Valid Time and Distances
  - Student Distance to School and Walk Distance to Bus Stop
  - Student Pick-Up and Drop-Off Times
  - Daily Bus Miles, Path of Travel, Driver Payroll Hours
  - Optimization Features for Bus Route Efficiency

# Student Records in TIMS

TIMS contains a record of all students enrolled in each LEA. An extract is obtained by the Transportation Department and the Student Data from Campus is imported into TIMS as needed.

The accuracy of student addresses entered into Campus is vital to the Transportation Department.

Within Infinite Campus, each Address must first be established as a “Household” and then Students are Connected to Households.

# Student Records in TIMS

**Students Must Be Connected to Household**, otherwise the student address given to TIMS will be Empty.

This is the most common error seen across the state among LEAs who converted to Campus in July 2024.

All Students and Contacts must be connected to a Household Address within Campus.

Many data managers enrolling new students failed to complete this step, causing dozens, hundreds and even thousands of empty addresses to be received by TIMS across the state.

# Student Records in TIMS

The world of student addresses can be very nuanced and require precision depending on the complexity of street names within your county.

We recommend data managers become familiar with the Local County GIS Website and how to search and find valid addresses within your county and neighboring counties.

The rules and abbreviations used for addressing can change from county to county, so it is important to verify the correct spelling and format for each address.

# Student Address Information

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 but in different cities)
  
- **House Number, Street Name and Street Type are the minimal requirements for most student addressing.**

# Student Address Information

- It is important that student addressing is parsed correctly in order for the Student Upload to work properly and Address Match each Student.
- Pay attention not only to Prefix and Suffix information but also to the official spelling and spacing of street names throughout your district.
- Example:
  - Is it Pine View Lane or Pineview Lane?
  - Is it Maplewood Drive or Maple Wood Drive?



# Simple Misspellings and Spacing

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		

# Number Streets

Pay Attention to the correct spelling for street names that contain numbers

- 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

# Duplicate Street Names & Zip Codes

Sometimes there will be two or more streets with the same official street name scattered throughout the county.

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!

# Student Address Information

Student Addressing can be nuanced and require more precision than expected.

Do not trust parents and guardians to always provide perfect address information. Make it a habit to check and verify addresses against local county GIS information.

First time addresses in Infinite Campus must be established as a Household. Students and student contacts are then connected to the household address.

Work with your School Transportation Department if you have questions about the proper format or source for correct addressing.

# Infinite Campus Student Transportation Page

# Student Transportation Page

As the state prepared for conversion to Infinite Campus, it was important for Transportation Departments to not lose any of the functionality that was present in PowerSchool.

- School Districts are still able to share and communicate AM\PM Bus Stop Requests, Alternate Addresses and Special Needs Transportation Requirements.
- School Districts are still able to import TIMS Bus Stop Information (Stop Time and Location, Bus Number, etc.) into Campus for each student.

**Please work with the School Transportation Department to coordinate the desired use of this information at the local level.**



The student transportation page in Campus contains the following sections for all students.

- Today's Busing
  - If imported into Campus from TIMS, this section shows the Planned Stop Time and Bus Number for the student
- Routes
  - If imported into Campus from TIMS, this section shows the Planned Stop Location, Run\RTE Description and School Distance
- Requests
  - If managed in Campus and used by your LEA, this section is where Data Managers would indicate AM\PM Ridership Requests and enter Alternate Address Information
- Parking – this section is not used by TIMS

### Today's Busing

ROUTE TYPE	PICK-UP TIME	DROP-OFF TIME	BUS NUMBER
Routes			+
Requests			+
Parking			+

### Today's Busing

ROUTE TYPE	PICK-UP TIME	DROP-OFF TIME	BUS NUMBER
AM:AM	7:16 AM		0063
PM:PM		3:09 PM	0063

Today's Busing is a Quick Reference for Planned Stop Time and Bus Number.

Users can open the Routes Menu to view more details about Stop Assignments.

Click Edit to View the AM and PM Details of the Student Trip

Today's Busing			
ROUTE TYPE	PICK-UP TIME	DROP-OFF TIME	BUS NUMBER
AM:AM	7:16 AM		0063
PM:PM		3:09 PM	0063

Routes	+
--------	---

Routes					
Active					
Days: Mon Tue Wed Thur Fri	Route Type: AM:AM	Bus: 0052	Pick-up Time: 7:16 AM	Drop-off Time:	Edit
Days: Mon Tue Wed Thur Fri	Route Type: PM:PM	Bus: 0052	Pick-up Time:	Drop-off Time: 3:08 PM	Edit

## TIMS Route Details

## Run\Route Description

## Trip Type

## Stop Description & Time

## Bus Number

## Home to School Distance

Route Details

Route Name: 47 SMITHFIELD SELMA HS - AM

Start Date: (Required) 06/01/2024

End Date: month/day/year

**TIMS Run Description**

**TIMS Trip Type**

Route Type \*: AM: AM

Either a Pick-up Location or Drop-off Location is required.

Pick-up Location: N ONEIL ST & GEORGETOWNE DR (RIGHT HAND STOP)

Drop-off Location:

**TIMS Stop Description**

**TIMS Stop Times**

Pick-up Time: 5:53 AM

Drop-off Time: hour:minute AM

Bus (Required): 47

Stop Number:

Miles Transported: 14.05

**TIMS Route ID**

**TIMS Student Distance to School**

Once TIMS Information is being regularly managed and updated within Campus, the Bus Stop Information can be viewed and used by school staff.

This information can also be pulled by Data Managers and used for School Messenger Systems to alert parents about a Bus Delay, Bus Accident or a daily change to the Bus Number for a student.

Please work with your Transportation Department to discuss the use of this information within Campus and how best to manage regular updates to Bus Assignments at the local level.

AM\PM Bus Requests are now entered, updated and communicated to TIMS via the Requests Section of the Student Transportation Page.

If No Requests Exist, Click New to Enter the Bus Request Information

The top screenshot shows a table with the following columns: Status, Due Date, Start Date, and End Date. Below the table, there is a 'New' button highlighted with a red box. A red arrow points from the 'New' button towards the table.

The bottom screenshot shows the same table with one row of data: Status: Open, Due Date: (empty), Start Date: 07/10/2024, End Date: (empty). Below the table, there is a 'New' button and an 'Edit' button highlighted with a red box. A red arrow points from the 'Edit' button towards the table.

If Requests already Exist, Click Edit to Update, Change or Remove the Existing Request.

Do Not Enter a New Request if one already exists.



If used in your school district, the Student Request Screen contains a list of Transportation Related Variables used to communicate the desired transportation for each student to TIMS.

- AM\PM Transportation Codes
- Alternate AM\PM Stop Address
- Special Needs Transportation Requirements

Each of these options are the same as they were in PowerSchool, so LEAs already using these codes will not experience any disruption to normal processes.

For LEAs interested using the Transportation Page to communicate Bus Requests, please work with the Transportation Department to begin this process.

At the top of the Student Request Screen, make sure the Request is Set as OPEN and today's date is entered.

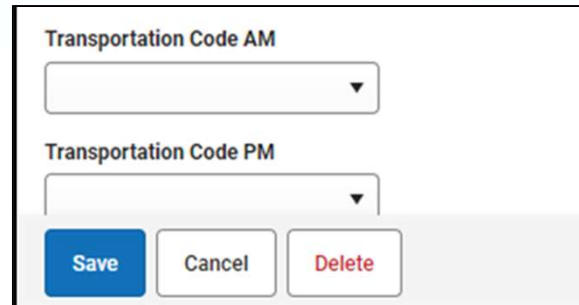
Under the Accommodations Section is where you will find the Special Needs Variables that some districts update following an IEP Meeting.

The screenshot displays the 'Student Request Screen' with several sections. The 'Transportation Request' section includes a 'Status' dropdown set to 'Open', a 'Start Date (Required)' field with the date '07/10/2024', and a 'Comments' text area. The 'Accommodations' section, highlighted with a red box, contains 'Restraint Required' (with a 'Select all that apply' instruction), 'Monitor Required', and 'Lift Required', each with a dropdown menu. Below these are 'Transportation Code AM' and 'Transportation Code PM' dropdowns, and 'Save', 'Cancel', and 'Delete' buttons. The 'Restraint Required' dropdown, also highlighted with a red box, shows a list of options: C: Carseat, H: Harness, I: Integrated Harness, O: Other, S: Seatbelt, and V: Vest. The 'Lift Required' dropdown, highlighted with a red box, shows 'N: No' and 'Y: Yes' options. The 'Monitor Required' dropdown, also highlighted with a red box, shows 'N: No' and 'Y: Yes' options.

Below the Special Needs Variables is where you find the primary options used around the state to communicate Student Bus Requests to TIMS.

Transportation Code AM

Transportation Code PM

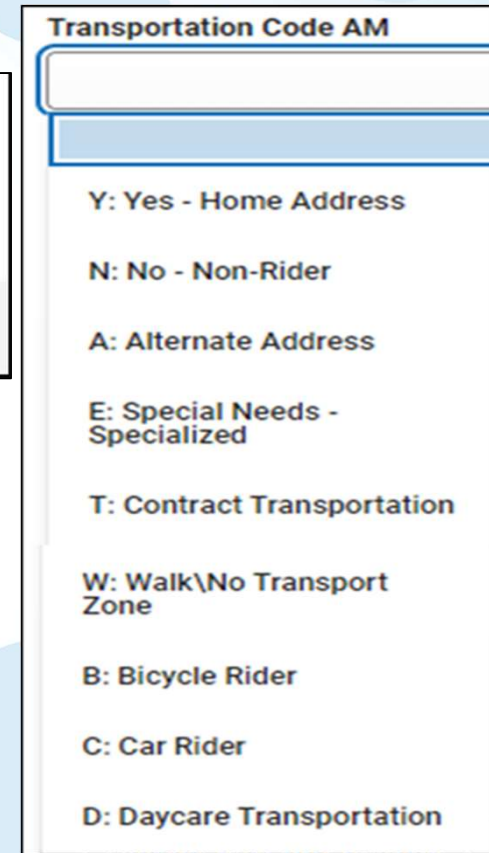


The screenshot shows a form with two dropdown menus. The first is labeled "Transportation Code AM" and the second is labeled "Transportation Code PM". Below the dropdowns are three buttons: "Save" (blue), "Cancel" (white), and "Delete" (white with red text).

If managed in Campus, the Transportation Code associated with each selection will be received in TIMS during the Student Update Process.

The Codes can then used in TIMS to manage AM\PM Bus Requests for Students.

Please work with the Transportation Department about the preferred use of these codes at the local level.



The screenshot shows a dropdown menu titled "Transportation Code AM". The menu is open, showing a list of options:

- Y: Yes - Home Address
- N: No - Non-Rider
- A: Alternate Address
- E: Special Needs - Specialized
- T: Contract Transportation
- W: Walk\No Transport Zone
- B: Bicycle Rider
- C: Car Rider
- D: Daycare Transportation

Routes

Route Type \*

\*REQUEST: \*\*REQUES...

Address

Primary: 351 Adams Point Drive, Garner, NC 27529

Pick-up Location

Pickup Location

Drop-off Location

Dropoff Location

*Only Enter an Address if Different from the Primary Address.*

*Leave empty if normal to/from Home Transportation*

## Managing Transportation Requests and Alternate Addresses in Infinite Campus

When setting up or editing a New Request

**REQUEST** must be selected under the Route Type for this information to be included in the TIMS File.

And if used by your LEA, Alternate Address Requests for AM and PM can be entered as well.

- AM Alternate Address - "Pick-Up Location"
- PM Alternate Address - "Drop-off Location"

**Be Sure to Click Save to Update any changes to a Transportation Request.**

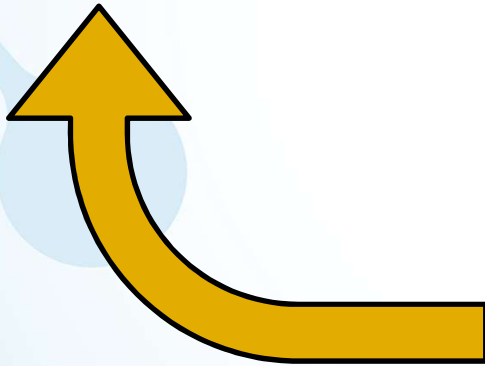
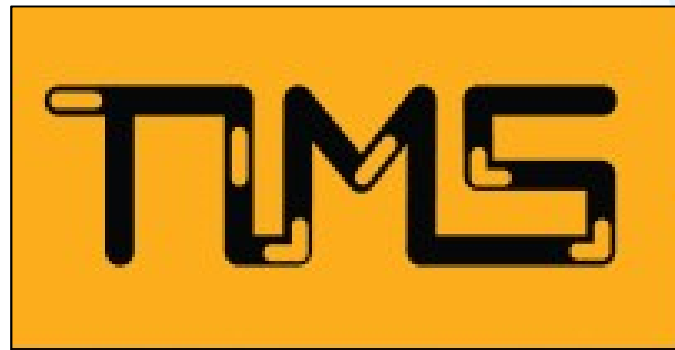
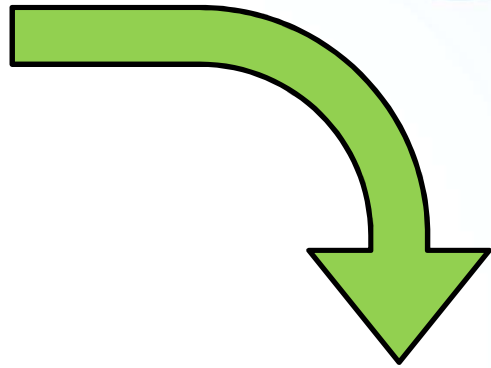
LEAs that were using the PowerSchool Transportation Page to communicate information with TIMS will still have the same capabilities within Infinite Campus.

We suggest you work with the Transportation Department to develop local training documents for school data managers and other staff who will need to manage information on the Campus Transportation Page.

For LEAs still managing bus requests via shared spreadsheets and paper forms, please work with the Transportation Department and discuss an eventual switch to using the Transportation Page within Infinite Campus.

# TIMS Data Exports & Imports



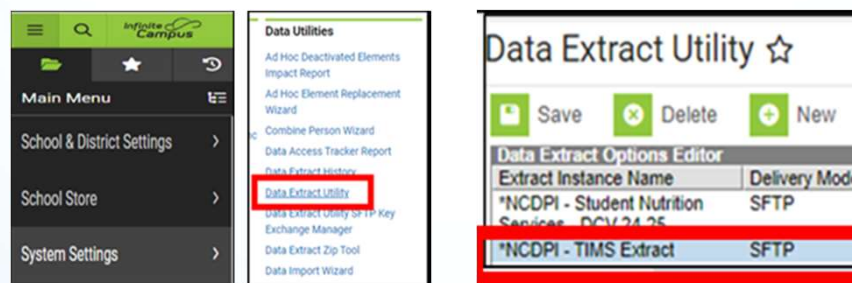


TIMS receives all student information via a Download File (the TIMS Extract) pulled from Infinite Campus. School Transportation Staff, typically the Lead TIMS Coordinator, will need access to the Data Extract Utility (DEU) within Infinite Campus.

Campus Coordinators will need to enable the proper Tool Rights for TIMS Staff to download and obtain the TIMS Extract from the DEU.

If desired, you can work with Local IT Staff as there are ways to schedule the TIMS Extract to be created daily and shared with the Transportation Department.

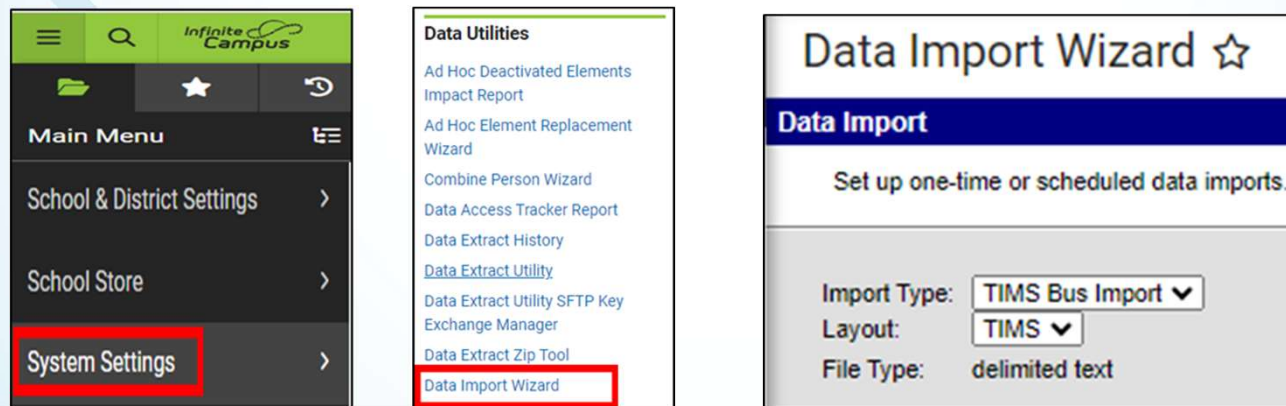
*There are training documents and instructions available for TIMS Operators and Campus Coordinators.*



As shown earlier under Today's Busing and the Route Details Screen, TIMS Bus Assignment Information can be Imported into Campus and made available to School Staff and Data Managers.

The TIMS Bus Import is performed in the Data Import Wizard (DIW) section of Infinite Campus. Campus Coordinators will need to enable the proper Tool Rights for TIMS Staff to import\update Bus Information via the DIW.

*There are training documents and instructions available for TIMS Operators and Campus Coordinators.*



## **COMING SOON** – How to Import\Update TIMS Transportation Requests

Similar to updating\importing TIMS Bus Assignments, there is also a need to perform mass updates and changes to the Student Transportation Request Codes present in Infinite Campus.

- Regular Route Updates and Student Changes during the School Year.
- End of Year & Back to School Updates
- Summer School Transportation

TIMS Project Leaders are currently working with Campus Programmers to develop the TIMS Requests Import through the Data Import Wizard (DIW).

*School Transportation Staff will be notified when this function is available later this semester. TIMS Project Leaders will provide Training and Instructions on how to perform this task in Campus.*

# Final Thoughts, Tasks & Takeaways

## Interactions between TIMS & Infinite Campus

With the change to Infinite Campus, TIMS Operations can remain the same as they were with PowerSchool.

- Student Transportation Requests can still be managed on the Campus Transportation Screen.
- Student Bus Assignment Info from TIMS can still be regularly imported and updated throughout the year.

LEAs should develop their own internal training documents for how Transportation Requests are to be managed at the local level by School Staff and Data Managers.

Please work with the Local Transportation Department and coordinate the best approach for your LEA. There should always be an ongoing dialogue between TIMS Operators and Data Managers.

Campus Coordinators will need to place special emphasis on Student Address Errors, especially during entry of brand new students.

Coordinators and Data Managers will need to consult local county GIS Websites to ensure proper address formats have been provided by parents.

Once a new address is established as a valid household in Campus, the **Student Must Be Connected to the Household.**

This has been the most common student address error committed by LEAs converted in July 2024.

Following an update in TIMS, Transportation Staff can provide a list of students with address errors to help coordinate cleanup in Campus.



Campus Coordinators will need to provide the proper Tool Rights to Transportation Staff and various School Staff who will manage information on the Student Transportation Page.

The school data manager or principal might need Edit Capabilities while teachers may only need Viewing Rights.

While the Lead TIMS Coordinator for your LEA will need proper Tool Rights not only to the Student Transportation Pages but also to access the Data Extract Utility (DEU) and Data Import Wizard (DIW) within Infinite Campus System Settings.

For LEAs who have never used the Student Transportation Page (in either PowerSchool or Infinite Campus) but are interested in moving away from shared spreadsheets and paper forms...

Please work with the Local Transportation Department and coordinate the best approach for your LEA.

Reach out to TIMS Project Leaders at NCSU and UNC Charlotte for any Questions or Concerns about TIMS and Infinite Campus

We are happy to speak one on one about the unique circumstances of your LEA and work through any special solutions that may be required.

The most important thing is making sure someone from Transportation is involved and has a seat at the table with Infinite Campus.

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## Interactions between TIMS & Infinite Campus

**After each session we ask that you please provide feedback in SCHED.**

