

Preparing for 2024-2025 TDTIMS

Data Preparation for LEAs operating TIMS-SQL

The processes below are to be done in advance of the TDTIMS submission to help you identify and correct any issues with TIMS data.

1. Run EMU batches:

- a. Map Maintenance (to ensure all distances are properly updated)
AND
- b. Process All Run Directions * (to make sure all TIMS times and path of travel are updated)

*You may do this in Launchpad TIMS by going to Runs/Group Processes or in EMU by running BATCHRUNDIR. If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district. Review the positive and negative slack on each of your routes to ensure they are accurate. Positive slack may be correct but Negative slack should always be corrected.

2. Run and review these Diagnostic reports to help you identify and repair possible data problems.

a. Under Standard Reports:

Stops>Active Stops without Students Assigned

b. Under User Defined Reports:

- i. Schools> Diagnostic: Sch/Gr with 12:00AM Time
- ii. Stops, Runs, and Routes> Diagnostic: Route Time and Miles Summary
- iii. Stops, Runs, and Routes> Diagnostic: Route Time and Miles Detail
- iv. Stops, Runs, and Routes> Diagnostic: Neg. Times Between Runs
- v. Stops, Runs, and Routes> Diagnostic: Runs Zero Loaded Mileage
- vi. Stops, Runs, and Routes> Diagnostic: Stops Times After 5:00 PM
Note: your data is not 'wrong' if you have stops listed after 5:00 PM – your goal is to have Edulog accurately reflects what is happening with your bus fleet.
- vii. Stops, Runs, and Routes> Diagnostic: Stops Times Before 6:00 AM
Note: your data is not 'wrong' if you have stops listed before 6:00 AM – your goal is to have Edulog accurately reflect what is happening with your bus fleet.
- viii. Bus Passes> Diagnostic: Route Riders Schdst <= 0
- ix. Bus Passes> Diagnostic: Students Stop Not on Rte
- *x. **Bus Passes > Student Stop Distance > Half-Mile (New since 2022-23)**
- xi. All Student and Transportation> Workbook: Min/Max Stop/Bell Times
- **xii. All Student and Transportation>Diagnostic: Students Missing PowerSchool ID
- **xiii. All Student and Transportation>Diagnostic: Riders Missing PowerSchool ID

* The new **Student Stop Distance > Half-Mile** diagnostic is now present for all TIMS-SQL Sites. Please consult the handout that explains the purpose of the diagnostic, how to sort the file, review data and make any corrections needed to Student Assignments.

** These diagnostic reports introduced a few years ago will help you identify students and riders in TIMS who are missing a PowerSchool or Infinite Campus ID. This will occur when an LEA hand enters a student into TIMS and neglects to also enter the Student ID. LEAs should not hand enter any students into TIMS. All student records should be brought into TIMS through the completion of an UPSTU using the TIMS Extract from PowerSchool or Infinite Campus. Please review the results of each diagnostic to determine if you have any students in TIMS who are missing a PowerSchool ID.

All assigned riders need to have a Student ID in TIMS. If you have hand entered a student in TIMS and that student is assigned to a bus route, you will need to look up that student in PowerSchool or Infinite Campus and enter the missing ID into TIMS.

Students missing an ID in TIMS will not be applied to TIMS Data used to calculate annual transportation funding allotments.

3. Review your run directions for accuracy. There may be system generated turnarounds that cause the bus to travel further than it needs to, creating inaccuracies with your route time and miles. Create the proper turnarounds where needed using Maris to generate accurate run directions.
4. Make sure any checkpoints on runs are inserted correctly. Generally you should have a checkpoint at the beginning of the first AM run and at the end of the last PM run. If a bus parks at an alternate location during the day a mid-day checkpoint may be used. Also, Checkpoints can be used mid-run to steer the bus in the preferred direction of travel. Some LEAs use a “dummy stop” mid-run instead of a checkpoint to steer the bus, so these dummy stops would show no students assigned, whereas a checkpoint would not show a zero load, or any load. **DO NOT USE DUMMY STOPS!**

Call your project leader if you have any questions about how to handle checkpoints

5. Make sure all runs are on Routes. Delete all routes without runs. (This is done in EMU by running DELETEROUTES or in Edulog > Routes/Tabular)
6. For routes serving multiple runs, check your slack time between runs. *See report under Stops, Runs, and Routes>Diagnostic: Neg. Times Between Runs

Note: If you make changes to your data in response to what you see after steps 2-6, be sure to rerun the maintenance from step 1 before reviewing the diagnostics again.