

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

March 2020



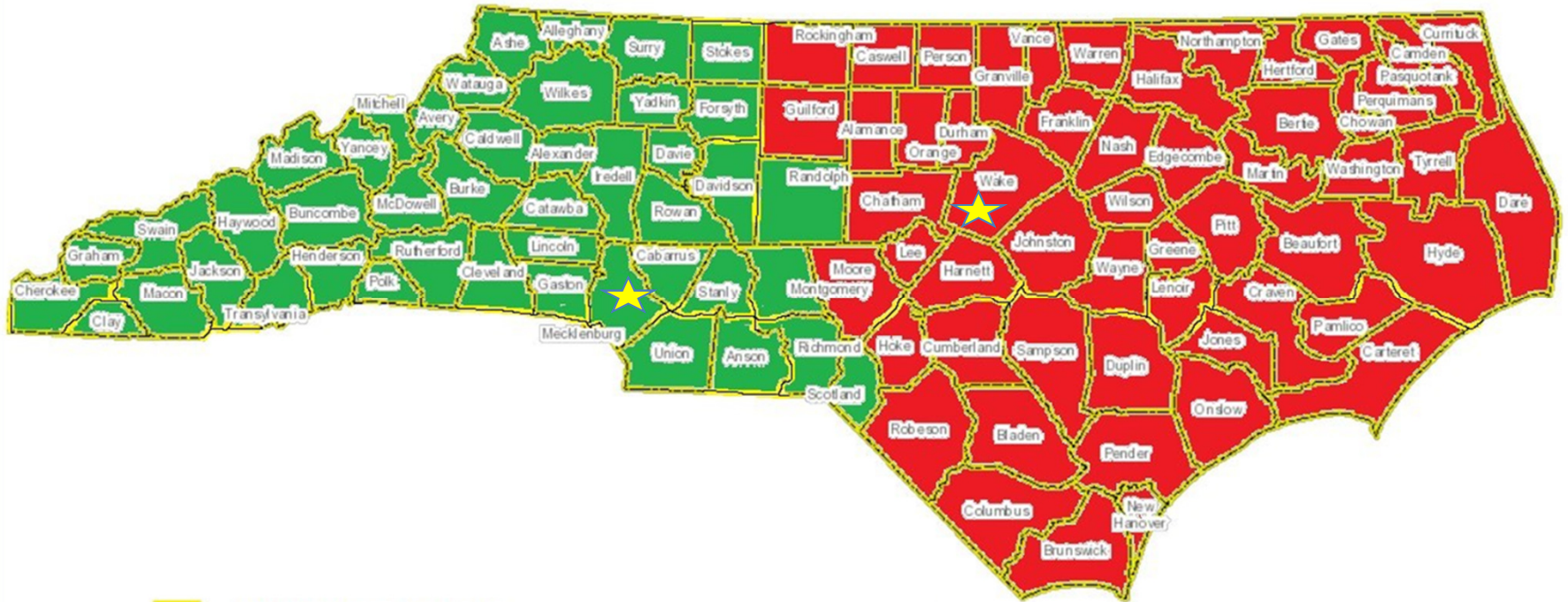
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Fall Planning

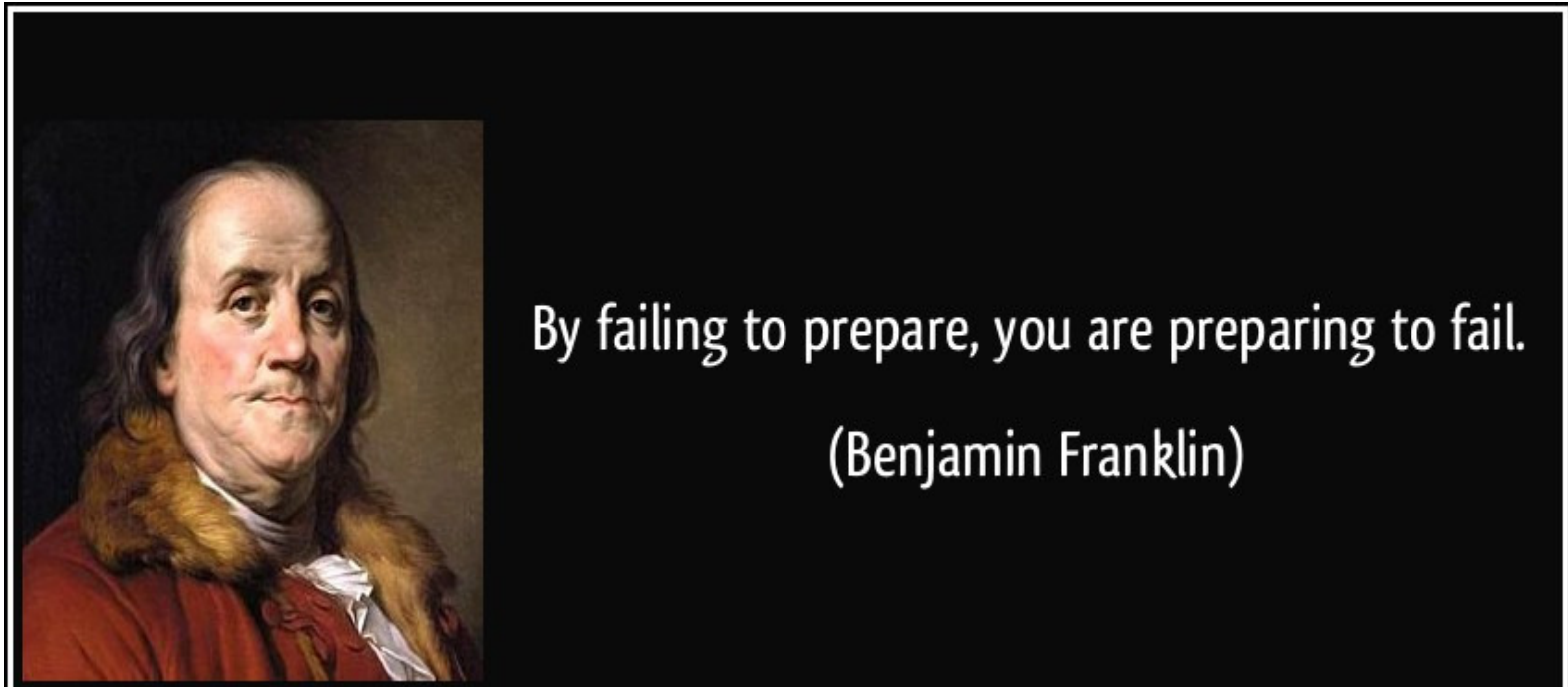
TIMS Project Leaders – Support Offices



 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**

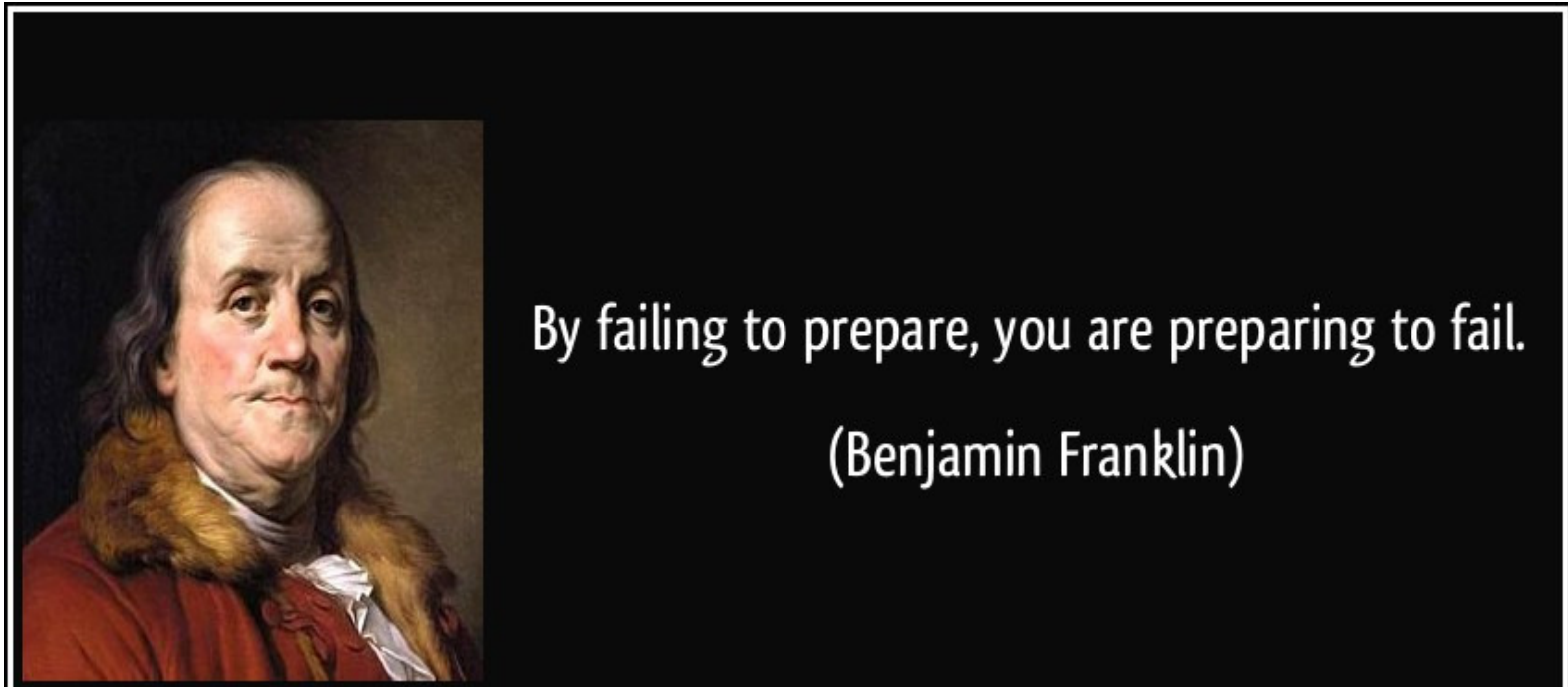


Fall Planning

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 Request Forms
- 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, Here Comes the Bus, Parent Portal Data
- 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 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 caught up.
- 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.
 - 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 in same school
 - Current Students in different school
 - Lets look at some Sample Reports from Davidson County and then examine the issues associated with each of these types of students.

Spring Ridership Survey – Davidson County

Spring Ridership Survey – Davidson County

- After having annual troubles with tracking expected ridership in the Fall, Davidson County started conducting a Spring Ridership Survey for All Students.
- The Survey is distributed by Homeroom and every student or parent is required to complete the survey by early May so that TIMS Staff can begin working on August Routes.
- For students who do not turn in a form or new students who enroll over the summer, there is an early August deadline if they want to be guaranteed a seat the first day of school. During the school year there is a Three Day turnover time for all new rider requests. At the start of the year, there may be up to 10 days before new rider requests and changes can be fulfilled.
- It takes time to complete the requests, update the AM/PM Routes, Notify the Schools, Drivers and Parents of the final stop assignment, bus number and expected times.
- Updated Passenger Lists and Driving Directions also need to be distributed to school and drivers

Spring Ridership Survey – Davidson County

Top of Ridership Survey

This is a template created in Microsoft Word.

All of the student specific information is from a spreadsheet created in TIMS.

Microsoft Word allows you to complete a “Mail Merge” and auto-populate the student information from a spreadsheet.

They generate hundreds of these at a time for each school and sort them alphabetically by homeroom for easy distribution.

Davidson County Schools 2018-2019 Transportation Ridership Survey Form		332 04 LLOYD
Dear Parent or Guardian of: DAVE SAMPLE		
In order to prepare for the 2018-2019 school year, <u>we require all parents and/or guardians to confirm their transportation plans even if your child currently rides the bus this school year.</u>		
Student's Name: SAMPLE, DAVE		
Student ID #, last 3-4 digits: 3149 <small>(Office Use Only)</small>		TIMS ID #: 7788 <small>(Office Use Only)</small>
School: HASTY ELEMENTARY	Current Grade: 04	
Home Address: 22 STONEY POINT CT, THOMASVILLE, NC 27360		
<input type="checkbox"/> The home address above is incorrect, please use the following: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
School Attending 2018-2019: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Please note the following bus stop location information. This is the current information the Transportation Department has on file for your child and it will be used for the upcoming 2018-2019 school year. Please answer the following questions.		
Current AM Bus Stop Location: 22 STONEY POINT CT		
AM Bus Stop ID #: 332.050 <small>(Office Use Only)</small>		
1a. <input type="checkbox"/> YES , this is the correct AM Bus Stop Location for my child to be used for the 2018-2019 school year.		
1b. <input type="checkbox"/> No , this is not the correct AM Bus Stop Location for my child. Please use the following address location for the AM Bus Stop: _____		
1c. <input type="checkbox"/> My child <u>does not</u> need AM (morning) bus transportation for the 2018-2019 school year.		

Spring Ridership Survey – Davidson County

Bottom of Ridership Survey

This is a template created in Microsoft Word.

All of the student specific information is from a spreadsheet created in TIMS.

Microsoft Word allows you to complete a “Mail Merge” and auto-populate the student information from a spreadsheet.

They generate hundreds of these at a time for each school and sort them alphabetically by homeroom for easy distribution.

Current <u>PM</u> Bus Stop Location: <input type="text" value="22 STONEY POINT CT"/>
PM Bus Stop ID #: 332.050 <small>(Office Use Only)</small>
2a. <input type="checkbox"/> YES, this is the correct PM Bus Stop Location for my child to be used for the 2018-2019 school year.
2b. <input type="checkbox"/> No, this is not the correct PM Bus Stop Location for my child. Please use the following address location for the PM Bus Stop: _____
2c. <input type="checkbox"/> My child <u>does not</u> need bus PM (afternoon) bus transportation for the 2018-2019 school year.

IMPORTANT: This information **MUST** be completed and be returned to your child’s school by Friday May 4th 2018.

Bus stop information will be provided by the school in August, approximately one week before the first day of school.

The final day to request or change bus transportation for the 2018-2019 school year is August 3rd 2018.

Parents/guardians who fail to request school bus transportation for their children in advance of the August 3rd 2018 deadline may not have bus transportation provided for their children for up to 10 days after the first day of school in August.

If parents/guardians request bus transportation after the August 3rd 2018 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.**

By signing below I signify that I have read and understand the instructions on this form. I also understand that if this form is not returned to the school by the May 4th 2018 deadline, my child may not be provided bus transportation for up to 10 days after the first day of school in August of 2018.

Parent/Guardian’s Signature _____

Phone Number _____ Date _____

Spring Ridership Survey – Davidson County

This Transportation Request Form is included in the Registration Packet for all New Students.

- 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 has greatly improved turnover time for fulfilling stop requests and keeping TIMS updated.

After student assignments are completed, TIMS Staff save updated route descriptions and passenger lists in a folder they share with each school.



Davidson County Schools 2017-2018 Transportation Request	
<p>Dear Parent or Guardian:</p> <p>Please complete this form if you are requesting School Bus Transportation for your child.</p>	
<p>Student's Name: _____ <small>(Last) (First) (M.I.)</small></p>	
<p>Student # _____ <small>(To be supplied by the school)</small></p>	
<p>Current Grade: _____ School Attending 2017-2018: _____</p>	
<p>Home Address: _____ <small>(Number) (Street Name) (City) (Zip)</small></p>	
<p><input type="checkbox"/> YES, my child needs bus transportation for the 2017-2018 school year.</p> <p style="margin-left: 40px;"> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Both (Same as "Home" address) </p> <p>AM Bus Stop Location: _____ <small style="margin-left: 100px;">If different from "Home" address</small></p> <p>PM Bus Stop Location: _____ <small style="margin-left: 100px;">If different from "Home" address</small></p>	
<p><input type="checkbox"/> NO, my child does not need bus transportation the 2017-2018 school year.</p>	
<p>The <u>final day</u> to request or change bus transportation for the 2017-2018 school year is August 4th 2017.</p> <p>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.</p> <p>Additionally, there is a three (3) day minimum turn-around period for Bus Transportation Requests made during the regular school year.</p> <p>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.</p> <p>Parents/guardians will have to provide transportation for their children to and from school until bus transportation arrangements can be determined.</p>	
<p>By signing below I signify that I have read and understand the instructions on this form:</p> <p>Parent/Guardian's Signature _____</p> <p>Phone Number _____ Date _____</p>	



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
 - When is Kindergarten Registration for each school?
 - 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 – New Students**
- Incoming Students: Non-Kindergarten
 - What is the registration and enrollment process in your district?
 - Are new students asked to complete a Transportation Request Form?
 - 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 these Transportation Request Forms?
 - When will School Data Managers enter the new students in PowerSchool?
 - When can TIMS Staff begin Fall Planning?

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 assignments are 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.
- 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?
 - 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

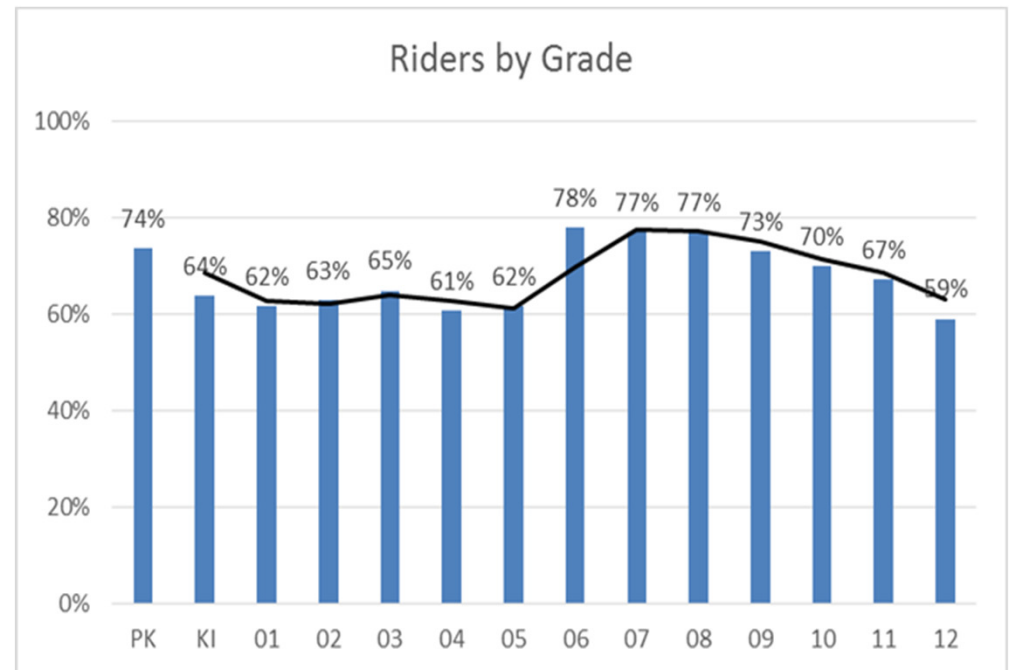
- The largest problem districts make in “Failing to Prepare” for August is neglecting to ask about the ridership of students being promoted to a new school over the summer.
 - **Elementary to Middle (5th to 6th)**
 - **Middle to High (8th to 9th)**
- Just because a student rode the bus last year, to/from 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 a walker or ride with a parent, sibling or friend instead of taking the school bus.
- Assessing the Transportation Needs of these Transitioning Students is very important in preparing for the first day of school.
- Double the information to ask if a student changed 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.
- 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.
 - There are ways to code or flag students so they can be easily displayed for assignment purposes alongside the current Stops, Runs and Routes in TIMS.
 - TIMS Staff can then determine if there is a safe stop already in place for each student or if a new stop needs to be created and added to an existing bus run.
 - 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 Bell Times in TIMS



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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.
 - 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.
 - Need 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 of your Bus Runs for that school will try to meet.

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 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

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 a bus can drop off		
AM BELL	Earliest AM Drop Off	Latest AM Drop Off	Latest AM Drop Off: refers to the latest time a bus can drop off		
8:00 AM	7:20 AM	7:50 AM	PM First Load: refers to the usual time the first bus loads		
PM BELL	PM First Load Departs	PM Last Load Departs	PM Last Load: refers to the latest possible time a bus can load		
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



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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 or No for AM\PM
 - Options for Students with Special Transportation Needs
 - Backloading TIMS Data into PowerSchool
- Using PowerSchool Pre-Transition Data for Early Promotion
 - Deadlines for Pre-Transition Data
 - Deadlines for Kindergarten Data Entry
- Using the TIMS Rollover Process for Early Promotion
 - Defined Feeder Patterns
 - 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 of Incorrect Prefixes and Suffixes
- Simple Misspellings
- Apartment and Lot Numbers Entered Incorrectly

**Most of the time, the parent has written down the wrong information and Data Managers just type in what was provided. 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.

	MAPLE	ST
N	MAPLE	ST
S	MAPLE	ST

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Pay Attention to 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.

Home Address	
Street, Apt/Suite	<input type="text"/>
City, State, Zip	<input type="text"/> <input type="text"/> <input type="text"/>

Home Address	
Street, Apt/Suite	2725 E Geer Street <input type="text" value="Lot#33"/> <input type="text"/>
City, State, Zip	Durham NC 27704

Home Address	
Street, Apt/Suite	27A RIDGEWAY AVE <input type="text"/>
City, State, Zip	Durham NC 27701

Home Address	
Street, Apt/Suite	3408 Hursey St <input type="text" value="Lot 92"/>
City, State, Zip	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.

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.

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Ridership Info on the Student Transportation Page in PowerSchool

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.

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

AM Transportation Provided:	
PM Transportation Provided:	Yes
Transportation Memo:	No
	Alternate Transportation
	Car Rider
	Walker
	Van
	Bike Rider
	Daycare Transportation
	Special Needs - Standard Transportation
	Special Needs - Specialized Transportati
	Contract - Specialized Transportation
<input type="button" value="New From School"/> <input type="button" value="New To School"/>	

Fall Planning

Working with PowerSchool Coordinators & School Data Managers

Info for Students with Special Transportation Needs

Each of these pieces of data are imported into TIMS and can provide the Transportation Department additional information about student transportation.

These fields could be used to help communicate any special requirements following an IEP Meeting. However, most LEAs already have a process in place to communicate special transportation needs.

Requirements	
Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	Carseat
	Harness
	Seatbelt
	None
	Vest
	Wheelchair restraint
	Other

Requirements	
Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	No
	Please Select
	No
	Yes

Requirements	
Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	Please Select
	Lift
	Wheelchair (implies Lift required)
	No-Requirement

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 Deadline 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 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 entered.
- Other LEAs make sure Data Managers enter these students before their one month break in June. (This is probably too late for most LEAs)
- Other LEAs do not enter this information until after 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 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 a due date in April.
 - 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 or March 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.

Required Settings	
Next Year Grade	9
Priority	50
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	2020
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/> 80 characters left
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 to complete an Early Promotion 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 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
ROLOYR.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

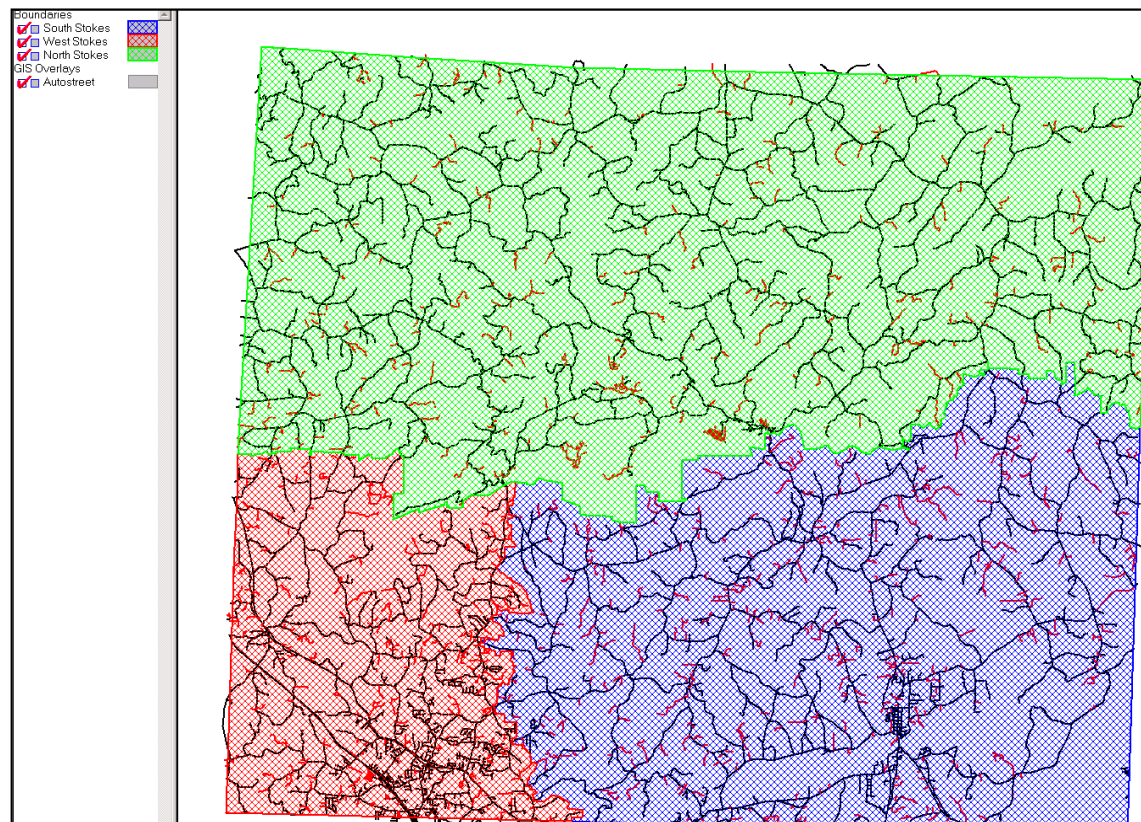
Fall Planning

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.

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

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

Student Letters from TIMS or a Mail Merge on Official School Letterhead

YOUR SCHOOL DISTRICT
123 ANYWHERE ST.
BOB, CA 12345

To the Parents of:
JOHN DOE AABEN
1420 SMITH FARM RD

02/20/2018

Dear parent/guardian of JOHN DOE AABEN,

Please note the following stop location and stop time information for your child. This information is what the transportation department has on record for your student. Please note that the stop time is an estimate and subject to change.

If you feel there is an error in the provided information, please contact us immediately at 406-555-1212. If the information is accurate please sign and date the bottom portion of this letter. Tear at the dotted line and have your child present it to the bus driver when boarding the bus. Please have your student to the bus stop 10 minutes prior to the bus arriving.

Sincerely,

Bob Smith
Transportation Director
Any Public Schools

PLEASE BE AT BUS STOP 10 MINUTES PRIOR TO ARRIVAL TIME

Student Name: JOHN DOE AABEN
School: ALEXANDER CENTRAL HIGH SCHOOL
Grade: 09

AM Stop: 1420 SMITH FARM RD
07:07 AM

PM Stop: 1420 SMITH FARM RD
04:23 PM

Parent Signature: _____

Date: _____

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 “Here Comes The Bus” that notifies Parents when the bus is approaching their child’s assigned stop in TIMS.

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

EduLog offers a Parent Portal App that allows parents to view TIMS Stop Assignments.

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
- Bus requests for Incoming Kindergarten and other Grades
 - Now through June and procedures over the summer
- Students being promoted to a New School
- Students staying in same school
- Fall Bell Times and School Supervision before/after the bell
- Do you have a cutoff point or deadline for Day 1 Stop Requests to be fulfilled?

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

2020

January							February							March							April						
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						1	1	2	3	4	5	6	7				1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30							

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	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	30	31										

For most school systems in NC, the first day of traditional calendar schools will be August 24, 2020; with some LEAs returning on August 10th. These are not the deadline for Bus Routes to be finalized. Many 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 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

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 & Summer Planning :

Preparing for Summer School Bus Routes

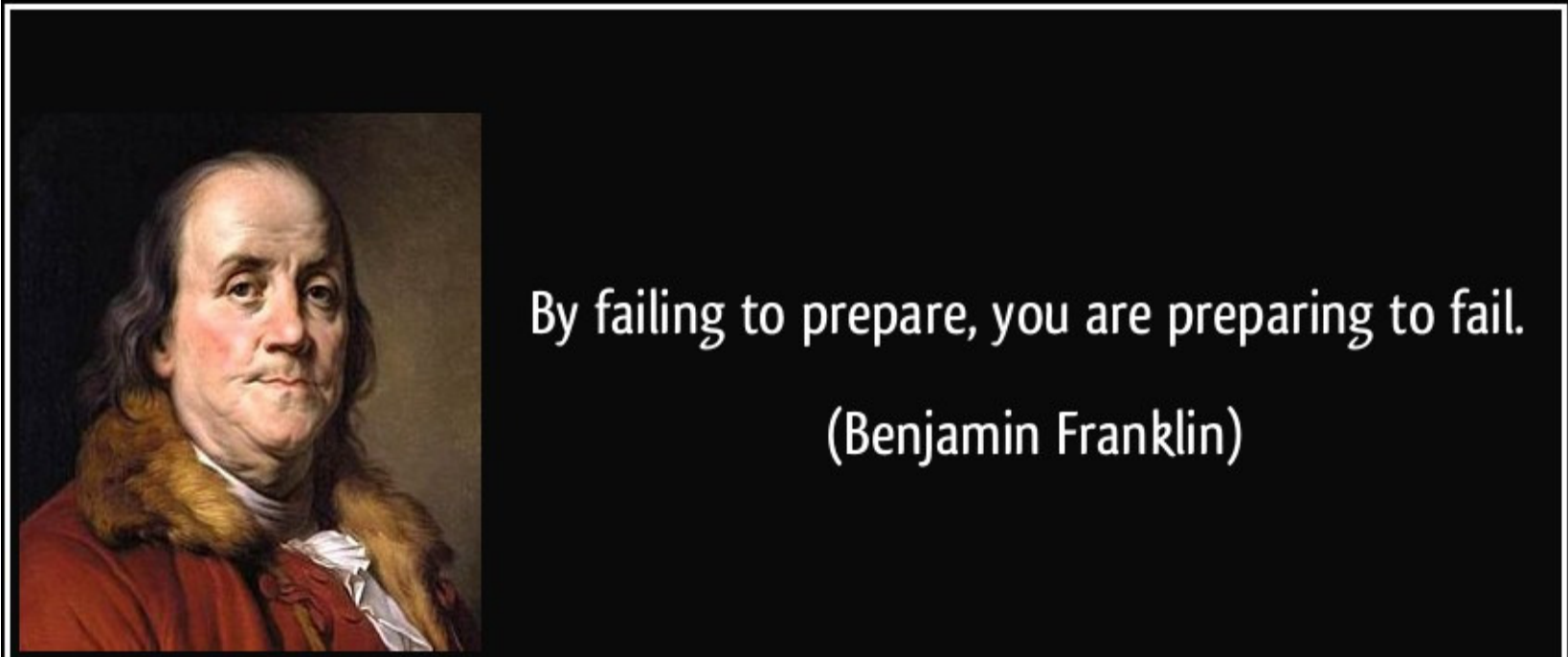


ITRE

Institute for Transportation
Research and Education



Preparing for Summer School Bus Routes



How will your Bus Routes look
the first week of summer school?

Summer School Planning

Summer School Bus Routing in North Carolina

- 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.
- When Summer Programs are in session, they are not typically offered at each school within the district. Additionally, there may be multiple summer programs occurring at the same time, with students from multiple schools attending classes at different locations.
- In PowerSchool, there is not any easy way to establish temporary Summer Programs and enroll the applicable students into this program for a limited time.
- 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 student must be reassigned to summer school locations as well as have new stops, runs and routes created to service summer riders.
- 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, Parent Portal and other Student Specific 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.)

The biggest issue I see over the summer is that no one bothers 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 if 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 Build Routes for all 500 Students if only 275 need transportation.

Have them Request Summer Transportation.

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 like to say they do not know the final summer school students until EOG Scores are received, which is typically during the last week of school in 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.

With this list of likely summer school students, the schools can help transportation by collecting the summer ridership needs a 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

- 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

- 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?

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

- Cumberland County manually reassigned over 1,500 students last summer.
- Orange County manually reassigned over 500 students.

We have developed a New TIMS Tool that will automatically update and replace the student school code in TIMS to the summer school code needed for transportation.

Let's Look at the School Replacement Database.



Preparing for Summer School Bus Routes

Summer School Bus Routing in North Carolina

- In order for GPS Student Apps to function properly, the routing system requires that the student record be fully assigned to the Route Level of the system.
- For larger districts in NC, this resulted in days and weeks of additional work to manually reassign students to the summer school code before stops could be made, students assigned and runs/routes created and paired.
- As a result of the improved capabilities of GPS Student Apps and the inability for PowerSchool to accommodate a summer school specific NewStu file, TIMS Project Leaders at NC State University developed an Access Database that would update the NewStu File to reflect the Summer School Code of the student.
- The Summer School Code Replacement Database has been available in North Carolina for the past two years.

Preparing for Summer School Bus Routes

Summer School Code Replacement Database

Using Microsoft Access, TIMS Staff will be able to update and replace the Student School Code within the TIMS Extract from PowerSchool (newstu.txt) with the School Code of the building where the Student is assigned for Summer School.

In order for this process to work, TIMS Staff will need ...

- 1) A current TIMS Extract from PowerSchool
- 2) An Excel Spreadsheet of Summer School Students

Below is the information needed in the Summer School Spreadsheet

- Column A: Student PowerSchool ID (required)
- Column B: Summer School Code (required)
- Column C: AM Rider (optional)
- Column D: PM Rider (optional)

Lets take a closer look at the Summer School Spreadsheet.

Preparing for Summer School Bus Routes

Summer School Replacement Database

Student Summer School Spreadsheet

Columns A (PSID) and B (SCH) are required for the Database to function properly.

Columns C (AM) and D (PM) are optional, relate to Ridership Status for Summer School and can also be imported into TIMS for each student.

If AM and PM Ridership Codes are collected, then TIMS Staff can quickly identify and easily display the students who have requested a bus ride to or from Summer School.

This will help produce a much quicker turnover time when developing Summer School Routes.

TIMS Staff work with Summer School Coordinators to collect both Summer Enrollment and Summer Ridership Information.

	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
7	1968367	800 Y		N
8	1968659	700 N		Y
9	1977178	700 N		Y
10	1977188	700 N		Y

Preparing for Summer School Bus Routes

Summer School Replacement Database

The TIMS Extract from PowerSchool (NewStu.txt) regularly contains the Student ID, the regular School Code for the Student and, if being used, the Y's and N's for AM and PM Ridership as entered on the Student Transportation Page of PowerSchool.

Student ID	School Code	AM Ridership	PM Ridership
08236674525	910308000	Y	Y
01985188	910360000	N	N
01985190	910380000		
012544209	910314000	Y	Y
012462465	910360000	Y	Y
012446524	910314000	Y	Y
012460444	910360000	Y	Y

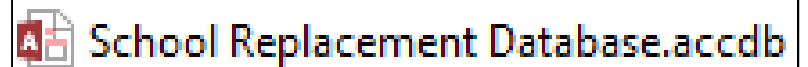
With an accompanying spreadsheet of Summer Student IDs, the Summer School Code and, preferably, the AM and PM Ridership Info; the School Replacement Database will read the information for each student in the Summer School Spreadsheet and update\replace their regular School Code and AM\PM Ridership Codes within the TIMS Extract and produce an updated newstu.txt file.

Staff then use this updated NewStu File for a Summer School UPSTU into TIMS.

Preparing for Summer School Bus Routes

Summer School Replacement Database

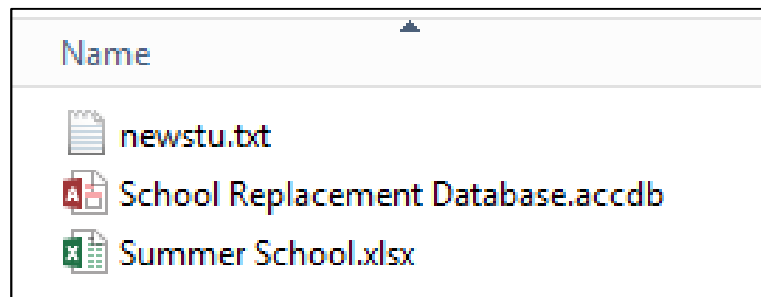
Using the School Replacement Database



The School Replacement Database was built in Microsoft Access and is compatible with various versions of MS Office going back to Office 2007.

TIMS Project Leaders can install this Database onto your TIMS Server, which must have MS Office 2007 or newer installed. If Microsoft Access 2007 or newer is not installed on the TIMS Server, you will need to contact your IT Department and request the installation of this program.

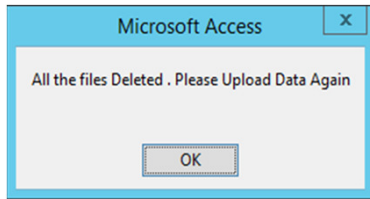
Remember, TIMS Staff will need a recent TIMS Extract from PowerSchool (newstu.txt) as well as the Summer School Spreadsheet that contains the correct Summer School Codes (and preferably the ridership info) for each student.



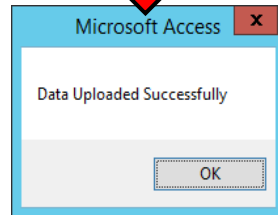
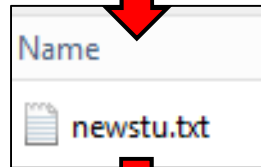
Preparing for Summer School Bus Routes



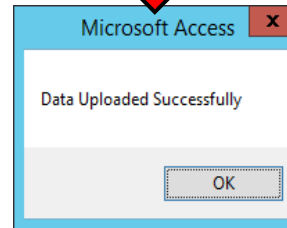
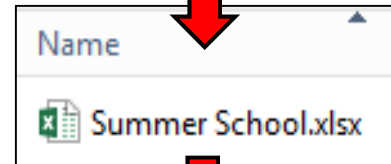
Click the Step 1 Button to Clear Previous Data



Click the Step 2 Button. Then browse to and select the most recent TIMS Extract

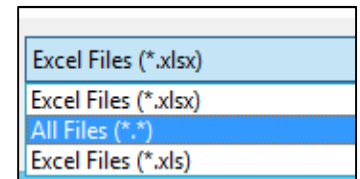


Click the Step 3 Button. Then browse to and select the Excel Spreadsheet



After Importing the NewStu.txt and Excel Spreadsheet;

Click the Step 4 Button to visit the Export Options Page



You may need to view All Files to see Different versions of Excel Spreadsheets.

Preparing for Summer School Bus Routes

There are two options for Exporting the Updated Student Information into an UpStu File that is compatible with TIMS.

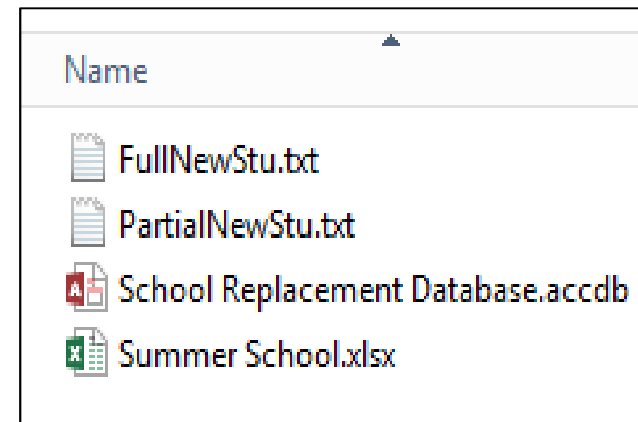
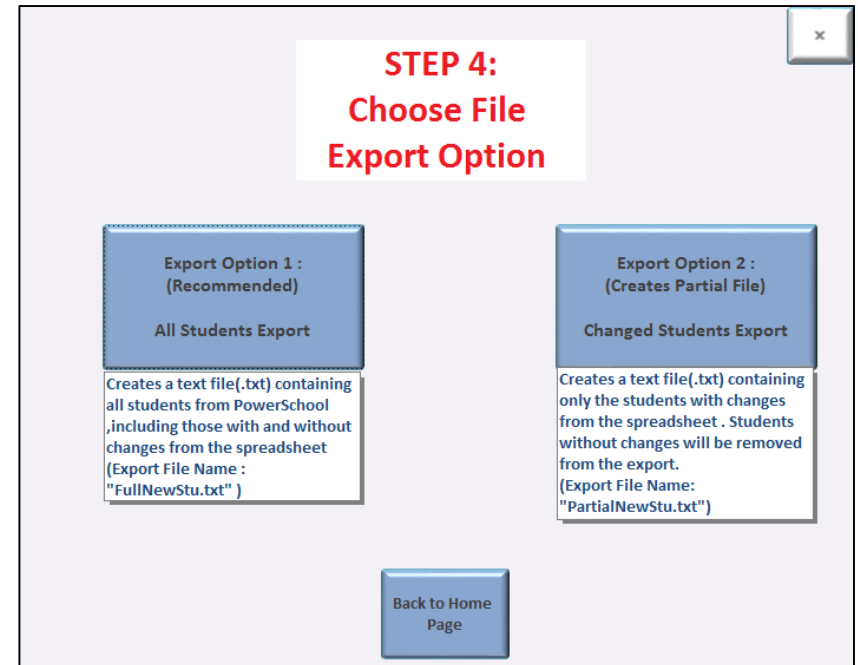
Option 1: All Students Export (Recommended)

This option produces a complete TIMS Extract containing all students with and without changes to their School Code and Ridership Codes.

Option 2: Changed Students Export Only

This option produces a TIMS Extract containing only the students that were listed in the Excel Spreadsheet. All other students (non-summer) would not be included in the TIMS Extract.

The All Students Export is recommended as operators may need all students within the TIMS Summer School Dataset in case assignments change and more students are added to the Summer Program at the last minute.



Preparing for Summer School Bus Routes

Summer School Replacement Database

After performing an UPSTU with the updated NewStu File, TIMS Staff will now show all of the Summer Students assigned to their correct Summer School Building.

If AM and PM Ridership Info was also imported into TIMS, Staff will be able to quickly display all of the Summer Riders by their new school codes and the Y's from the Ridership Data.

From there, AM and PM Stops can be created as needed and then Bus Runs and Routes constructed to service the Summer School Students.

Given the quick turnover time often needed to produce Summer School Routes, collecting the proper information on the front end of this project will allow TIMS Staff to more quickly produce Bus Routes within the computer.

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 6th, it is unrealistic for Summer to begin that following Monday June 10th... 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 routes accordingly.

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
2020*