

# **CIMS TRANSPORTATION NOTES**

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## 1.0 INTRODUCTION

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### ***Before you Begin***

The transportation component included within the CIMS Student package handles:

- Entry/maintenance of Bus Routes and reporting
- Assigning students to Bus Routes and reporting
- Suspending students from Bus Routes temporarily, re-assigning anomalies
- Identifying transported pupils eligibility, charge, and other Ministry codes

Transportation cannot be assigned to a student unless the student already exists to the system. Schools are responsible to enroll and maintain student demographic and address information. Transportation appends the existing student record with appropriate bussing and transportation related information (fees, codes).

- Transportation can draw student withdrawal and transfer lists (STU.993 per school)
- Transportation can generate school class lists (eg: Kindergarten address lists)
- Transportation can draw from Next Year Information much earlier to prepare bus routes
- Schools can view and report on their own students bus routes
- Schools can maintain, print, and forward fee statements to transportation regarding transportation fees

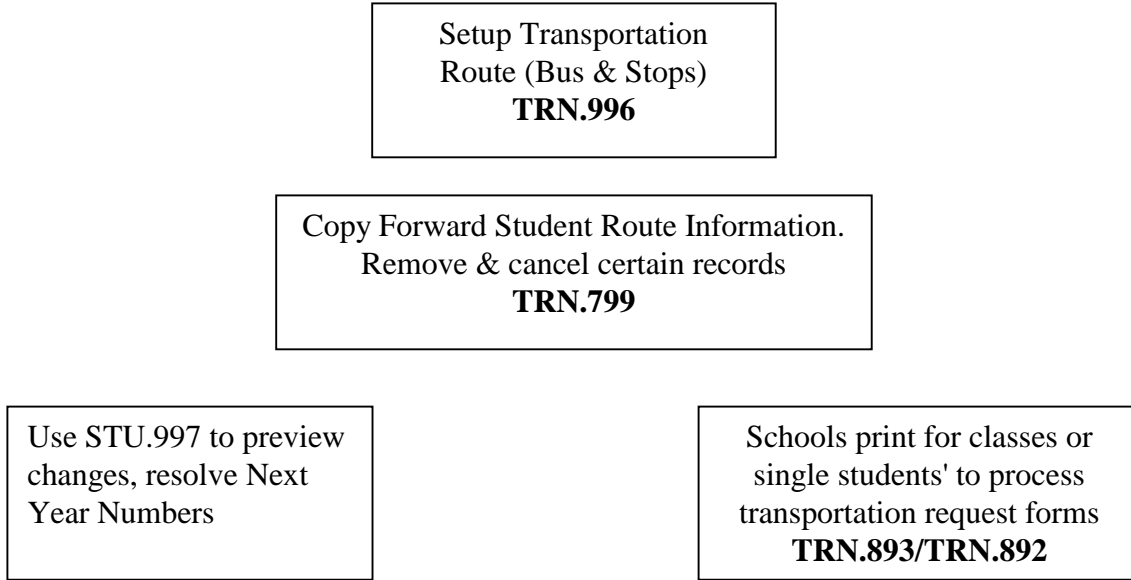
The fundamental difference of utilizing an existing student information system is that Transportation can more fully participate in the standard student process, ie:

- registration
- changing of information
- editing/maintaining/utilizing emergency information
- student withdrawal and school transfers

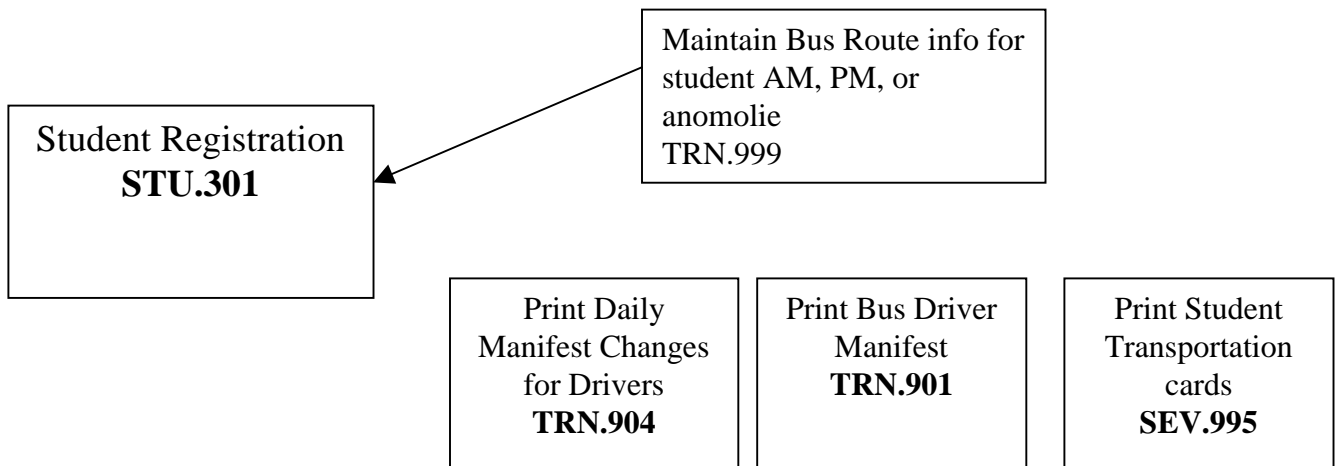
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**Flow of Operations**

Yearstart:



Student Registration is Online:



Student Reconciliation:

STU.993 or Query to  
monitor withdrawn  
transported students

\* OPTIONAL: Within the student system, you can use the Fees module for bus fees. Schools or Transportation can input bus fee amounts and collect money. Outstanding amounts can be shown on report cards, statements, and transcripts.

\* OPTIONAL: There is an additional component to collect information on fuel consumption by bus.

\*OPTIONAL: There is an additional component to record Field Trip requests from Schools, schedule, and charge automatically to Finance.



CATEGORY, SUB-CATEGORY (Optional): Used for reporting purposes. Eg: If you want to be able to run all of your AM North Routes (TRN.903), you could mark all AM routes with a category of AM and all North oriented routes with a sub-category of NOR ....

CAPACITY: Input the maximum seating capacity of the bus. As students are scheduled and drop-off, the detail route listing will identify seats remaining according to the capacity entered.

ROUTE ORIGINATE/DESTINATION POINTS (Optional): For route reporting, entering where a bus starts and its final destination will assist in identifying routes easier.

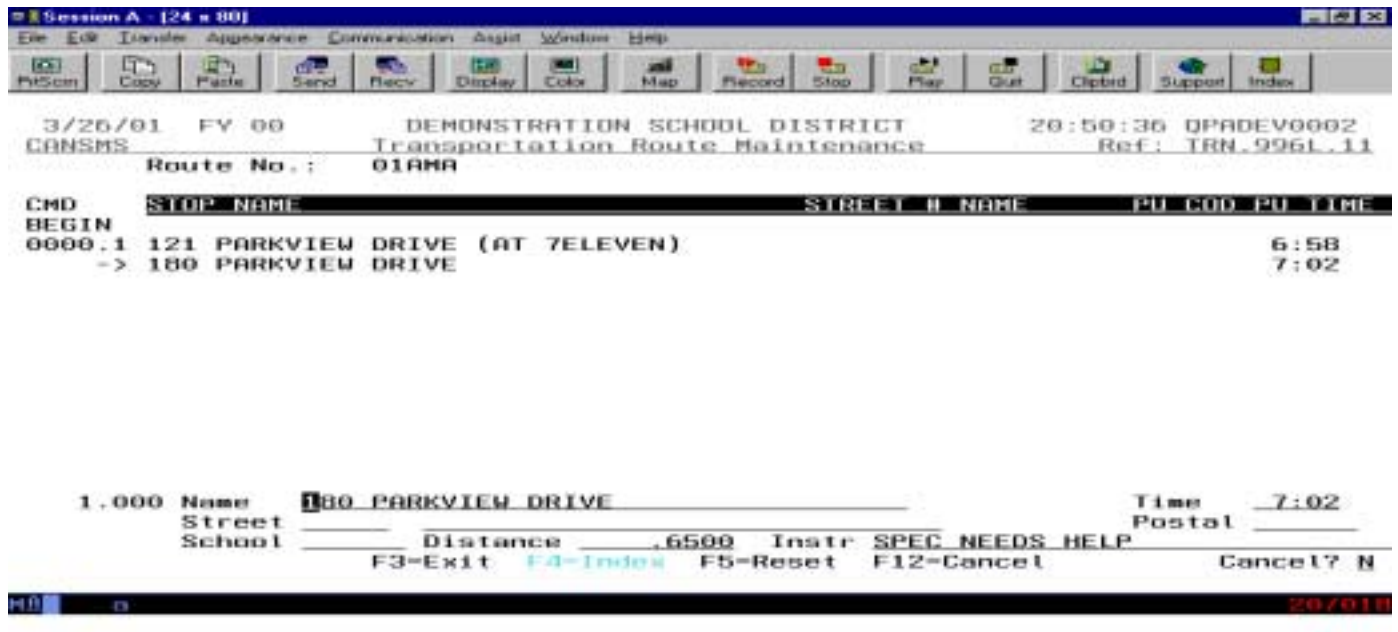
START AND END TIME: Identify the total estimate time for the route, ie: when it starts and ends. NOTE: CIMS operates on a 24Hour clock format (eg: 1pm = 13:00)

**Indicating each stop along the route**

There is not limit to the number of stops a single route can have.

Since the system takes care of auto-numbering each stop, it is important to get the routes in correct - first try. Each time you have to add additional entries (eg: place a new stop between existing ones) the system start making decimal stop #s like 1.1 . If a stop is already a decimal (eg: 1.1) and you 'A'dd between then the new stop will become 1.01.

STOP#: The System will automatically number your stops (incremental) as new lines are added to the route. Be careful in adding/noticing that entries made between existing entries will NOT adjust existing numbers, eg: If there already was a Stop #1 and a Stop #2 and you chose to add an additional stop between #1 and #2, then the new stop(s) between 1 and 2 would be numbered #1.1, 1.2, 1.3...



**NAME:** Each stop can have a name and/or appropriate street #, name, and postal code information. The Name appears on most reports and indexes. It is important to describe the exact stop within the name so that drivers can identify with it on their listings.

**TIME:** Indicate the estimate time that the bus will arrive at each stop. Remember CIMS works on a 24Hour clock.

**STREET #, NAME, POSTAL CODE (Optional):** If you utilize boundaries software within your district, then entering exact street #, Name, and postal code information can assist in routing and mapping. This information is NOT required if you are just utilizing CIMS to route kids, the "Name" field shows on all reports and transportation listings.

**SCHOOL NUMBER:** At least once in a route, the bus will stop at a school to drop all or some students (those that belong to that school). When a stop occurs at a school, indicate the school name in the name field AND more importantly, indicate the school number. The system is smart enough to know who should be dropped at a school according to their registration. Bus listings will show who should be getting off the bus and identify new capacities of the bus as they occur at school# dropoffs.

**DISTANCE (Optional):** Identify the distance in a consistent form of measure (metres, kilometres) between each stop.

**SPECIAL INSTRUCTIONS:** Special Instructions will print on bus listings for the driver. If there are special notes specific to the stop (ie: NOT RELATED TO A STUDENT) then they can be identified here.

Use **TRN.903** to produce a route summary listing (does not include what students are to be picked up/dropped off).

**\*\* NEVER \*\*** remove a stop or change a stop without considering the students first! If you delete a stop, it will then be impossible to remove students that were on the stop ... remove students first! For occasions where you want to move whole groups of students, use TRN.915.

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### ***Making Mass Changes to Route/Stops***

TRN.996 allows you to change route and stop information but WILL NOT automatically handle changing all the kids that may be effected by the information changed in TRN.996.

- a) Make sure that you NEVER delete a stop without first removing the students who were at that stop (TRN.999 individually) or TRN.915 to move to another stop (all at once).
- b) Use TRN.915 to mass change or switch students based on a route/stop.

TRN.915 can automatically create route entries along with moving students.

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index
3/28/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 09:49:01 QPADEV0004
CANSMS Transfer/Switch Student Transp Routes Ref: TRN.915P.01

TRANSFER/SWITCH FROM

Route ..... 01AMA
Stop Number ..... 1

TRANSFER/SWITCH TO

Route ..... 01AMA
Stop Number ..... 1.5

Transfer or Switch ... I
Update Route File .... N
Transfer moves students from route/stop A to route/stop B.
Switch moves students from route A to route B and route B to route A.

BE CAREFUL WHEN DOING A MULTIPLE ROUTE/STOP SWITCH THAT YOU REQUEST
THE SWITCHES IN THE CORRECT ORDER, IE MOVING FROM STOP 1 TO 2 AND 2
TO 3. MOVE 2 TO 3 FIRST ELSE ALL STOP 1 STUDENTS WILL END UP ON 3.

F3=Exit F4=Index F5=Reset F12=Cancel

```

FROM: Indicate the Route and stop you wish to alter. You can use F4 to list available route and stops.

TO: Indicate what route/stop you wish to modify all the FROM students TO!

TRANSFER: 'T' – means move all the students FROM Route A to Route B  
'S' - switch means to take students from Route A and put them to Route B PLUS take all the students from Route B and place them in Route A

UPDATE ROUTE FILE: This will create entries in the route file automatically if answered 'Y'. If you wish to move all students from Route A stop 1 to a new Route A stop 2 AND Update route file says 'Y', stop 2 would automatically be created using the same name and time contents held in stop 1. Stop 1 WILL be deleted.

### 3.0 STUDENT BUS ROUTE MAINTENANCE

Transportation has no ability to add students to the system (with the exception of some non-resident/private school students who you have a separate assignment for). Schools are responsible for maintaining student demographic information including what school location the student is at. A student is physically added into CIMS only once. All students for the district exist in ONE database. As students transfer between buildings, the school# for the student changes, but the history for the student stays intact. This makes it EXTREMELY beneficial for transporation. Transportation can track student activity and report on transfers automatically from the system without having to review paperwork or monthly reports from the schools.

Other than maintaining routing information for a student, transportation can utilize many other functions of CIMS, namely:

- Request Kindergarten listings (STU.997)
- Request Medical Alert listings (STU.991)
- Request Student transfer listings to compare with transp (STU.993)
- Create their own letters and generate for students (STU.994)
- Create your own reports of information (STU260, STU.530)

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### USING INDEX

"I"ndexing from within TRN.999 is very powerful. Although you can get listings from the system, there are many occasions where you can view the information online without having to run/print a report.

EG: To find all students who live on "ROBRON ROAD":

- Select to Index
  - <tab> to Index, select 1
  - <tab> to Address field, type ROBRON (ENTER)
- Note: Don't type ROBRON ROAD, people can do ROBRON RD, ROBRON RD. ... etc



EG: To find all students on route "01AMA":

- Select to Index
- <tab> to Index, select 2
- <tab> to Route field, type 01AMA (Enter)



EG: To find what routes a student has been assigned to:

- First find out what the student number is by Indexing by #8, and keying in the Student Last Name
- Identify the correct student by placing an 'X' (ENTER)
- Index by #6 to identify every route associated with that student.



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## Adding/Adjusting a Route for a Student

Since the user rarely knows student numbers, Adding and adjusting information usually requires 3 simple steps:

- Use 'Index #8 to find the student number for the student (ENTER)
- Place an 'X' beside the appropriate student (ENTER)
- Choose to 'A'dd or 'C'hange an existing record (ENTER)

By default, the system assumes that you there is only 1 record for a student. If you utilize AM, and PM bussing, ie: a student can have an inbound route (#1) and a different outbound route (#2) then there will be multiple records for a student. In order to see the outbound route, you would request Record 2\_\_.

Record's# 1 and 3 are typically reserved for morning routes. Use Record #1 for the first AM route. If a student transfers, use Record #3 as a second record identifying the second portion of the inbound journey

Record's #2 and 4 are typically reserved for afternoon/homebound routes. User Record #2 for the second PM route. If a student transfers buses, use Record #4 as the initial homebound route. In non-transfer situations record #2 is the outbound route.

Ministry Information is collected from whatever is in record #1. ALL Students who are to be included in the September 30<sup>th</sup> reporting MUST have a record #1 and MUST have a determined eligibility code.

Use Record numbers 10 or greater to describe additional anomolie routes (eg: Student needs 2 weeks of bussing from an alternate location, French class attends ESL at a school each Friday, driver needs a list). Anomolie records are NOT included in standard TRN.901 manifest reports.



SPECIAL NOTES: While maintaining student transportation information, you can view:

- Student emergency information as entered by the schools by pressing command 13 (ie: <shift><F1>)
- Student September 30<sup>th</sup> info by using F14,
- Parent Info (parent name, work numbers, addresses..) by using F17.
- Student Picture by using F23
- **All routes for this student by using F18 \*\* VERY IMPORTANT \*\***

STUDENT INFO (NAME, CLASS, ADDRESS, PHONE): This information is display only, ie: it comes from information that already exists as the student demographic record. If the information you receive at transportation differs from what you see on this screen, contact the school to communicate which address is correct. Schools should be maintaining the address information. It is especially important to work through emergency information to ensure that transportation understands/has on file pertinent medical alert information regarding the student.

ACTION: Should be entered as 'P' for pickup on inbound routes and 'D' for drop to indicate that the stop is where the student gets off on homebound routes.

ROUTE/STOP: Indicate what Route and Stop the student is being 'P'icked up from (1,3) or 'D'ropped at (2,4). You can F4 for a list of valid route and stops. If you make a change to a route/stop the system automatically updates the Update field with the current date, so driver manifests will notice the new entry.

CROSSES ROAD (Y/N): Indicate 'Y' if student crosses road to get on the bus. 'N' or blank implies NO.

DROP: If the student is transferring buses, use this DROP field to indicate what school location the student is transferring at.

KMs OVER LIMIT: (Optional) Use the field to indicate how much over your district limit you are bending in order to pickup this student

EXTRA/NOTES: Indicate additional student related information that you wish included ON the bus driver manifest (eg: ONLY ON MONDAY & WEDNESDAY)

UPDATED: This holds the last time that the route/stop information has been changed. Each time you produce a driver manifest, you may wish to include to print the Updated Date for new entries. If you wish to update the driver with updates, make sure to update the Date field when making the changes.

INACTIVE FOR: Use this date range to mark an entry for driver manifests. The inactive date will show on the record for the period of inactivity. There is NO reason to remove the inactive dates, the student is automatically re-instated.

GRANT/ELIGIBLE/CODE: Is what we use to determine September funding for the Minsitry. Each District should identify how to use the fields BEST for their own reporting purposes.

TYPE & PROGRAM: Are important fields for reporting. Type may be used to identify zones/areas for students. Program might identify Whether they are being bussed because space is available ...

INTERNAL NOTES (Optional): Input additional information regarding this particular student in the notes fields provided. These notes DO NOT show on driver manifests.

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### **Quick-Entry Notes: Adding multiple routes to a student**

There is a function key available in TRN.999 that allows you to 'Add more records' to the student you are in. By using this function key, the system:

- creates new record(s) eg: PM routing info, transfer routing records
- copies existing info from record you are in (notes, internal note, grant, program)
- Replaces the current date into Update Field

So, instead of using :

1. Add Student: 9989998 Record#: 1  
Add  
Change ... fill in information (ENTER)

Then using the same option again with record #2 and re-typing all information ... Use 'Add more records' 'Y' when adding the first record!

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### **Adding multiple/transfer routes for a Student**

If a student takes multiple buses to get to or return home from school there is a certain method that must be adhered to in order for the bus routes (TRN.901) to print properly (ie: for the report to include the student and drop where appropriate).

AM Route to school from home:

- a) Record #1 - AM bus route The route# and stop# should contain the route and stop where the student gets on from home. In order for the student to get off the bus at a location other than the school he goes to, input the Drop school# in the drop field of record #1
- b) Record #3 - Input a second AM bus 'Pickup route for the student. The pickup route and stop should be the location where the student was dropped off at in record #1. NOTHING should be in the Drop field of this record. The bus will know to drop the student off when it arrives at the student's school location.

PM Route from school to home:

- a) Record #2 - Add a 'D'rop record and indicate the route and stop# where the student will be home at. In the Drop field indicate the school# where the student will be getting off/transferring.
- b) Record #4 - Add a 'D'rop record and indicate the route and stop# of where the student got off to transfer buses.

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## ***Adding/Adjusting a route/stop temporarily for a Student***

### **Inactivate a student from a route temporarily**

In order to suspend a student from a record temporarily, use the inactivate date range fields in TRN.999. Currently inactive entries will automatically appear on the daily anomalies listing for drivers (TRN.904). If the student will not be either on the inbound or outbound routes, ensure that you change all appropriate Record 1 and Record 2 entries.

There is NO need to remove the inactive dates. The inactive period will expire and the student will appear again on manifests and disappear from the anomalies listing.

### **Add a student to a route on a temporary basis**

In order to add a route/stop for a student temporarily use TRN.999 and special record numbers (eg: 10,11,12 ...) to identify anomaly routes. A student may have a number of anomaly listings. Record numbers should be used wisely (ie: reserve say Record #20 for ESL bussing).

Make sure that you utilize the active date range to indicate for what date range the anomaly is active for. This will prevent you from having to remember to remove anomalies.

## 4.0 STUDENT AND ROUTE REPORTING

### 1) TRN.901 - Bus Route Listing

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Use this option to provide bus route listings for drivers. The report generates in detail each route and/or stop as well as who gets off and on the bus. Extra information as entered in either the route text or student transportation extras appears as additional note information for the driver.

At the selection prompt, if you press ENTER with no information filled in, all routes will print. Optionally, you can enter a single bus or range of buses, or specific categories to limit what routes print.

### 2) TRN.903 - Route Summary Listing

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Use this option to get a summary listing of all or selected routes. This report is a condensed version of TRN.901. It does not show pickup and drop information.

### 3) TRN.904 - Route Anomalie Listing

=====

Use this daily to offset your driver manifests with pertinent temporary information. The report is sorted in Bus Route order and contains all inactive records as well as active anomalie records according to the dates selected.

### 4) STU.997 - Student Class Lists

=====

Use this option to produce class listings as generated by the schools. CAREFUL to never press ENTER without filling in the following information:

- a) District (eg: 083 - Salmon Arm)
- b) School (use "F4" to get a listing of school numbers)
- c) Class (use "F4" to get a listing of valid Class IDs)

### 5) STU.993 - School Totals, Show transfers

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Use this option to produce school population totals as well as what students have come and went during a selected timeframe. CAREFUL to never press ENTER without filling in the following information:

- a) District (eg: 083 - Salmon Arm)
- b) School (use "F4" to get a listing of school numbers)
- c) Date range - always put 08/01/YY (where YY=appropriate schl year)  
end - always leave as current date
- d) Detail After - ALWAYS put the starting date that you wish to see transfer activity (eg: If it is November and you want to see all transfers since November 1st, 99 then enter 10/31/99)

6) SEV.901 School Student Transportation Listing

=====  
Allow this report for schools. It restricts them to only their own transported students and allows them to report on route/stop information for their students. The route and stop information is also available to schools within their report writer options (STU.530)

7) SEV.995 Transportation Cards or renewal forms TRN.892

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These Laser generated cards (Avery #5389 4' x 6") can be generated for transported students and mailed to parents. The card indicates current and Next Year information and is clear for parents to understand expected routes.