

### **Buses**

Last Modified on 10/22/2022 10:06 am CDT

Buses Editor | Create Bus Information | Delete Bus Information

#### **Classic Path:** System Administration > Transportation > Buses

#### Search Terms: Buses

The **Buses** tool within the Transportation folder houses all of the district's bus numbers that a student may ride. Once the buses are entered here, the In Bus and Out Bus dropdown list will be populated on the student's Transportation tool.

≡	Infinite Campus	Q Search fo	r a tool or student	
Bus Resour	es ☆ ces > Transportation > Buses New 입 Save 3 Delete ditor		Bus Detail "Number 9 "Description Elementary 9	Contracted
24		lmage 1:	Buses Tool	

Buses are created for a district, not for a specific school. When creating buses, if the Campus toolbar is set to a specific school, the bus will still be available for selection at all schools in the district.

## **Buses Editor**

The following table defines the elements available on the Buses editor:

Data Elements	Description
Number	Number assigned to the bus. This entry will display in the In Bus and Out Bus dropdown lists on the student's Transportation tab.
Description	Indicates what the bus is used for, if particular students ride the bus, etc.



Data Elements	Description
Contracted	When selected, this indicates the bus is contracted for use to the district.

# **Create Bus Information**

- 1. Select the **New i**con from the Action bar.
- 2. Enter the **Number** of the bus. This field will display up to ten digits, letters or characters.
- 3. Enter a **Description** of the bus.
- 4. If this is a contracted bus, mark the **Contracted** checkbox.
- 5. Click the **Save** icon when finished. The newly created bus will appear in the Bus Editor list.

Bus Editor Number 1 5 6 7 8 9 10 11 12 14 15 16 17 18 19 20 21 20 21 20	Description Elementary Elementary Middle School		Bus Detail  Number 231  Description Afterschool Activities	Contracted
--	--	--	--	------------

## **Delete Bus Information**

A bus can **ONLY** be deleted if no students have been assigned to it.

- 1. Select the bus that needs to be deleted from the Bus Editor list.
- 2. Click the **Delete** icon from the Action bar.
- 3. A warning message will appear indicating the bus will be deleted. Click **OK** to continue or **Cancel** to stop the deletion process. If continuing, the bus will be removed from the bus editor list.

Bus Editor		Bus Detail			
Number	Description	*Number Contracted			
3	3	▲ 231			
- 513 - ADAM	- 513 - ADAM	*Description			
621 - #618	621 - #618	Afterschool Activities			
427-MTN	427-MTN				
434-MTN	434-MTN				
421- MTN	421- MTN	The page at https:			
433-#906	433-#906	···· [-5- ·····			
429-#406	429-#406				
435-MTN 435-MTN		You are about to delete this TransportationBus, are you sure?			
428-#23	428-#23				
423-#923	423-#923	OK Cancel			
426-MTN	426-MTN	OK Cancel			
422-MTN	422-MTN				
436-#907	436-#907				
425-#438	425-#438				
424-#905	424-#905				
231	Afterschool Activities	· · · · · · · · · · · · · · · · · · ·			

Infinite C