Consortium
de transport scolaire d'Ottawa

Instruction Manual For Operators

- BusPlanner Web -

- GeoQuery -

CONSEIL DES ÉCOLES CATHOLIQUES DU CENTRE-EST
Le meilleur conseil qu'on puisse vous donner

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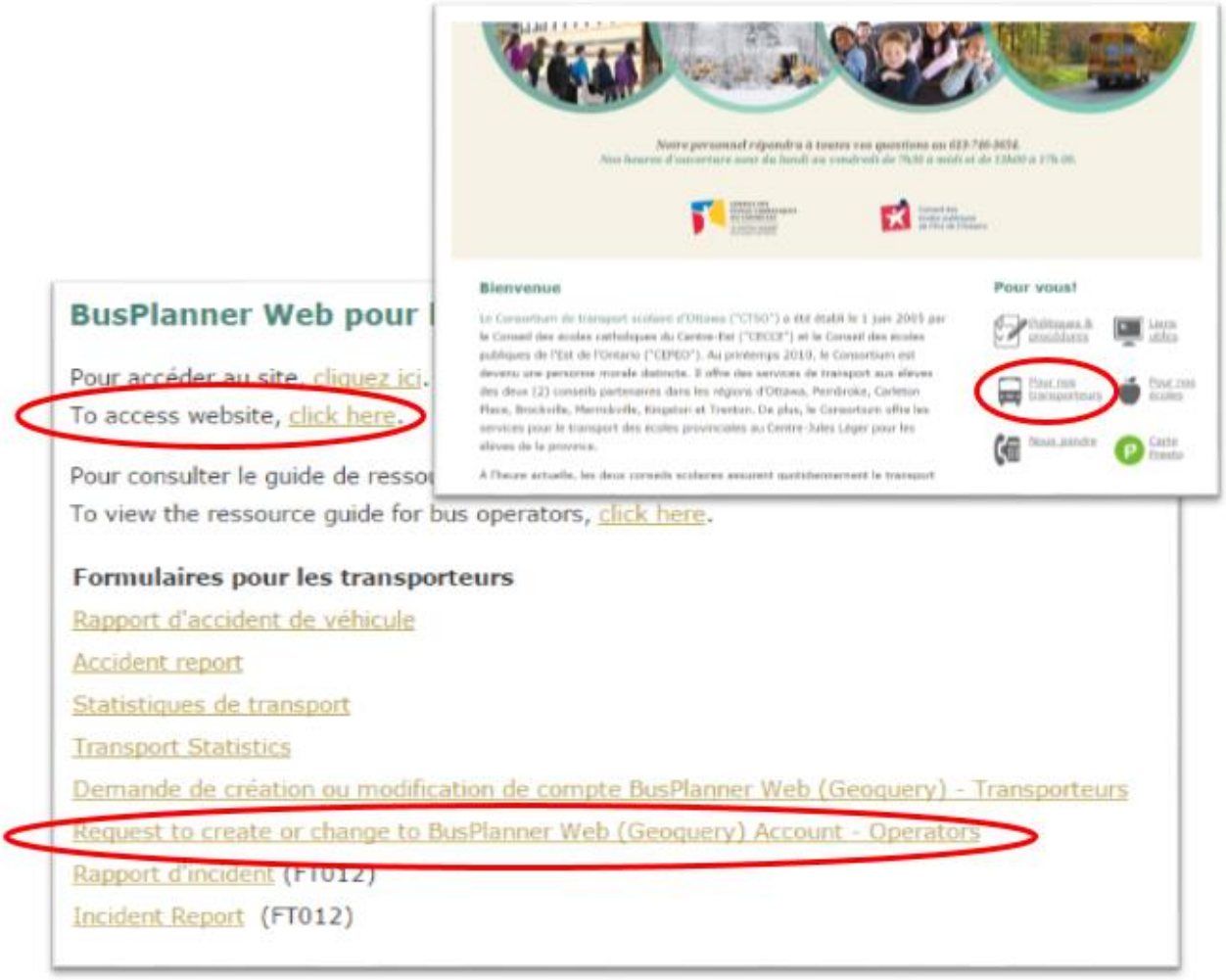
What is BusPlanner Web

BusPlanner Web is a copy of our live database, previously called GeoQuery. It is available in a read-only format for schools, operators and parents and can be accessed through CTSO's website www.transportscolaire.ca in the section « Pour nos transporteurs » (see pictures below). You will also find there the form *Request to Create or change a BusPlanner Web Account* to receive a user name and a password from the transportation technician.

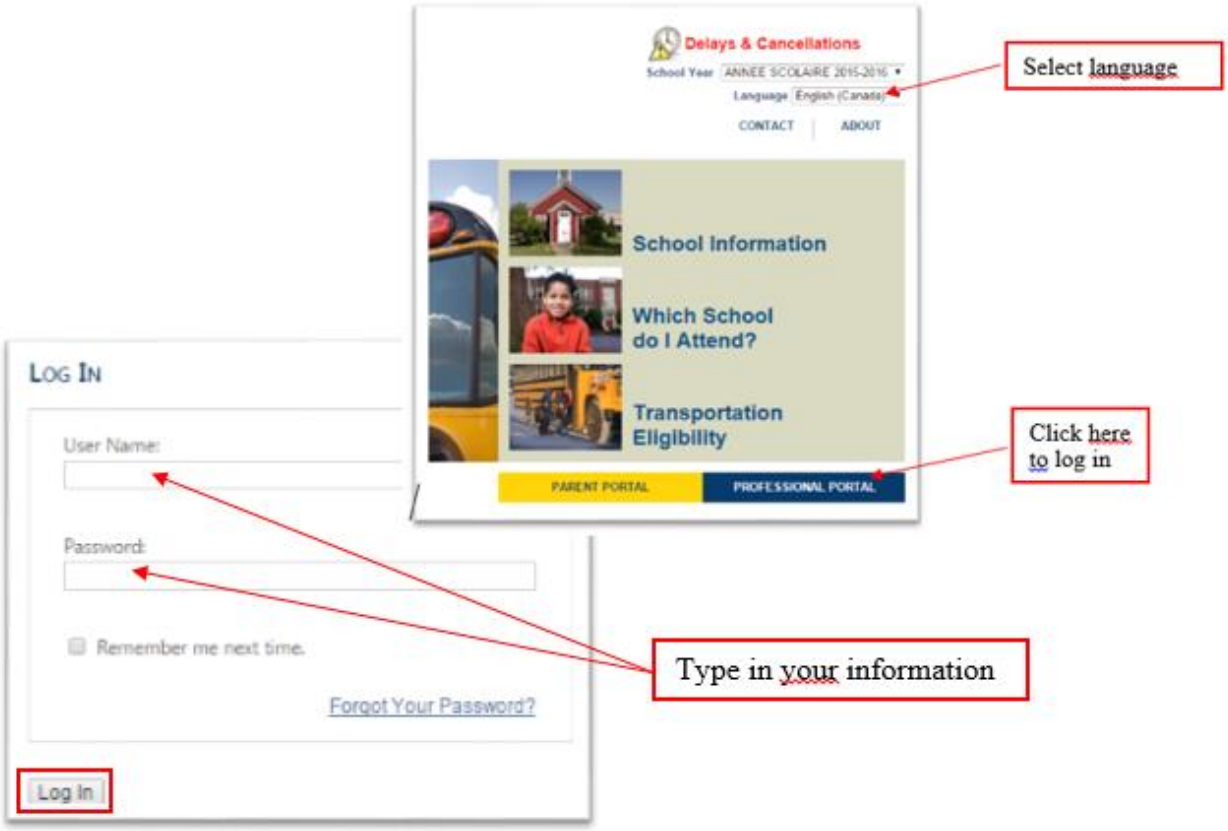
Changes made to transportation during one day are transferred in *BusPlanner Web* every night. These changes are always effective the day after they are posted. For example, a change entered on Tuesday will take effect on the Thursday and a change made on Friday will take effect on the next Tuesday.

It is mandatory for the operator to look on BusPlanner Web every day for possible changes. When there are changes, he must print them and hand them out to all staff in charge of the routes involved.

Any questions? Contact us at 613-746-3948.
Also take note that our staff is available for you and can meet yours for training, if needed.

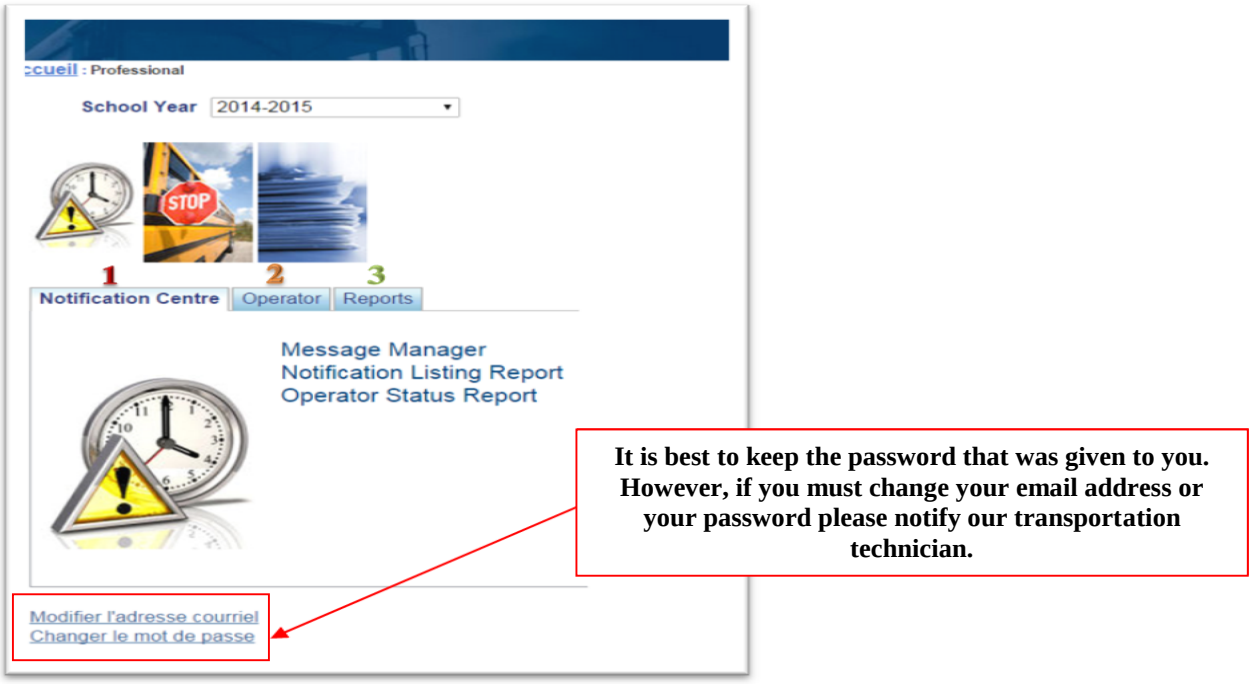


Logging in



Main menu

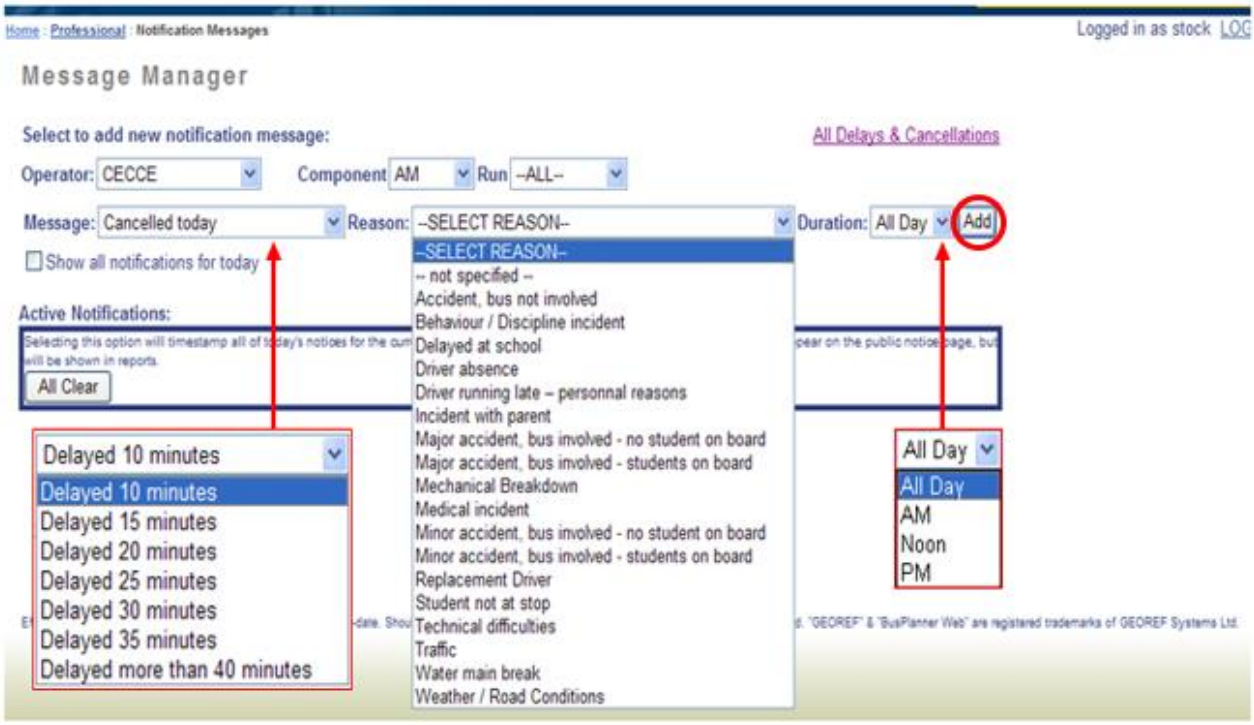
Logging in will take you to the page below. You will find a description of each tab and option in the next pages.



1 - « NOTIFICATION CENTRE »

Message Manager

This tool instantly sends an email to the Consortium, the school and the parents that are registered on the delay notification listing. You must post a message **every time** a run is **more than 10 minutes late**.



Make sure you fill those boxes:

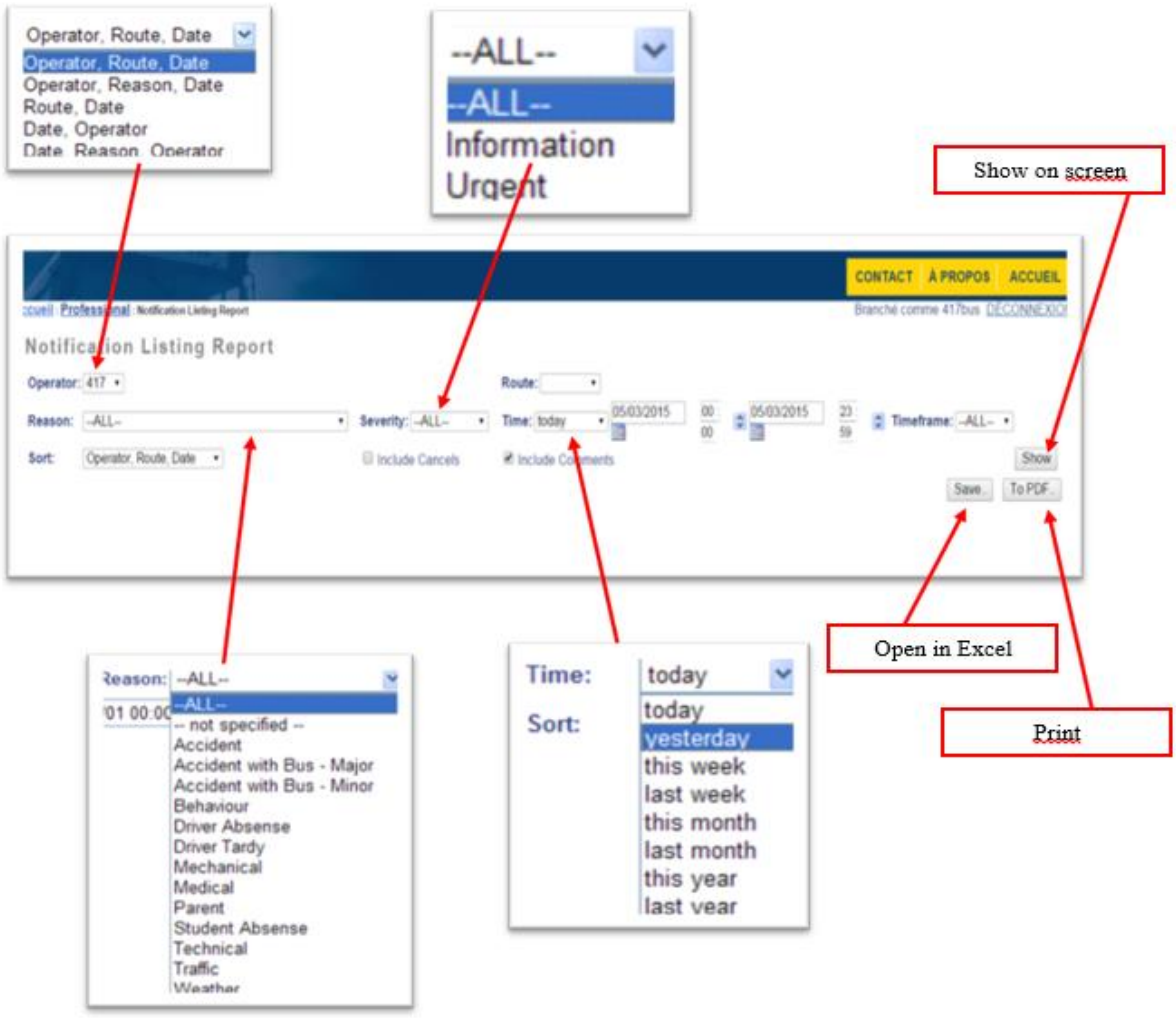
- Component: AM or PM
- Run: specify, because the bus might be late for a run but not the other on the route
- Message: the exact time delay
- Reason: the reason for the delay
- Duration: the appropriate time of day. NEVER check « All day », but specify AM or PM
- Click on '**Add'** to send the message

Warning !

It is important to be VERY attentive, because an error in the posting will generate many phone calls… and worries!

Notification Listing Report

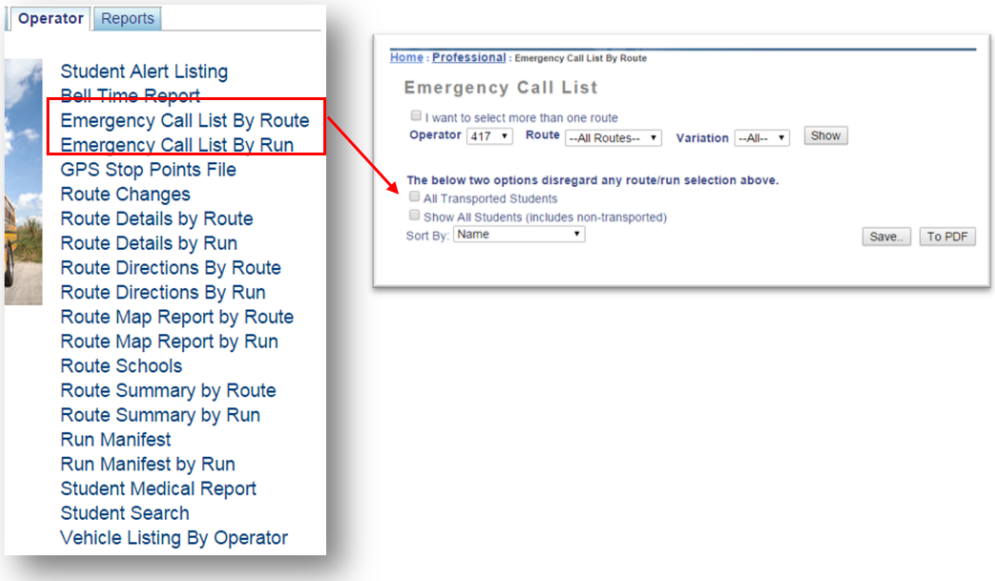
Allows you to create various reports about previous incidents or delays. Select the required information for all the boxes as shown below.



2 - « OPERATOR »

Emergency Call List (Route / Run)

This command allows you to generate a list of all the students' home phone numbers by route or run, as required.

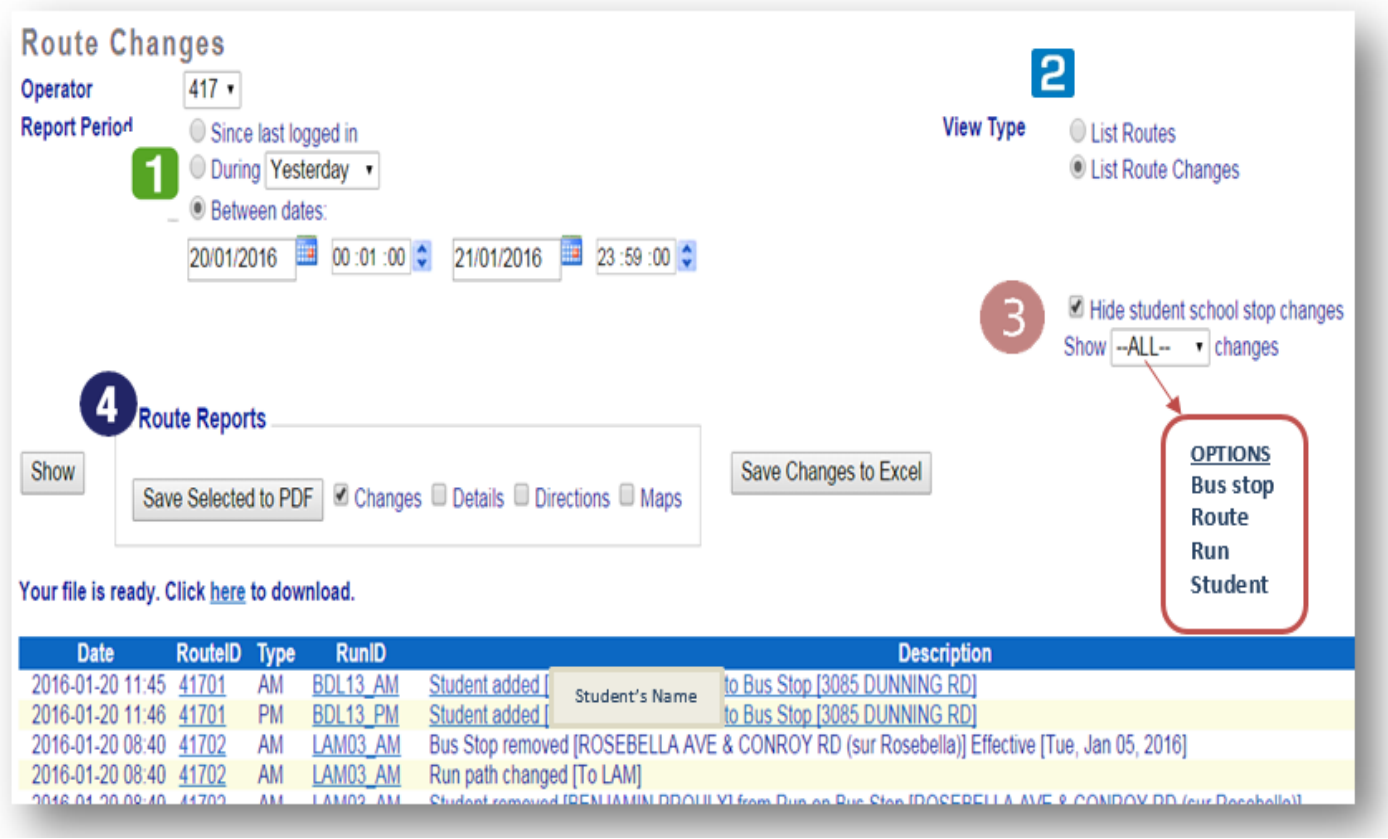


Route Changes

This command allows you to check any kind of change in the transportation data. For example, a bus stop added or removed, a student added, a student removed.

Information is transferred every day (after midnight) from BusPlanner to BusPlanner Web.

****Therefore** every morning **it is imperative that you generate a list of all changes made the day before since a change might be effective for the next day** (see instructions below).



Report Period

View type

- *List Routes :* shows the number of changes made on each routes
- *List Route Changes (recommended)* : shows all change details for every route

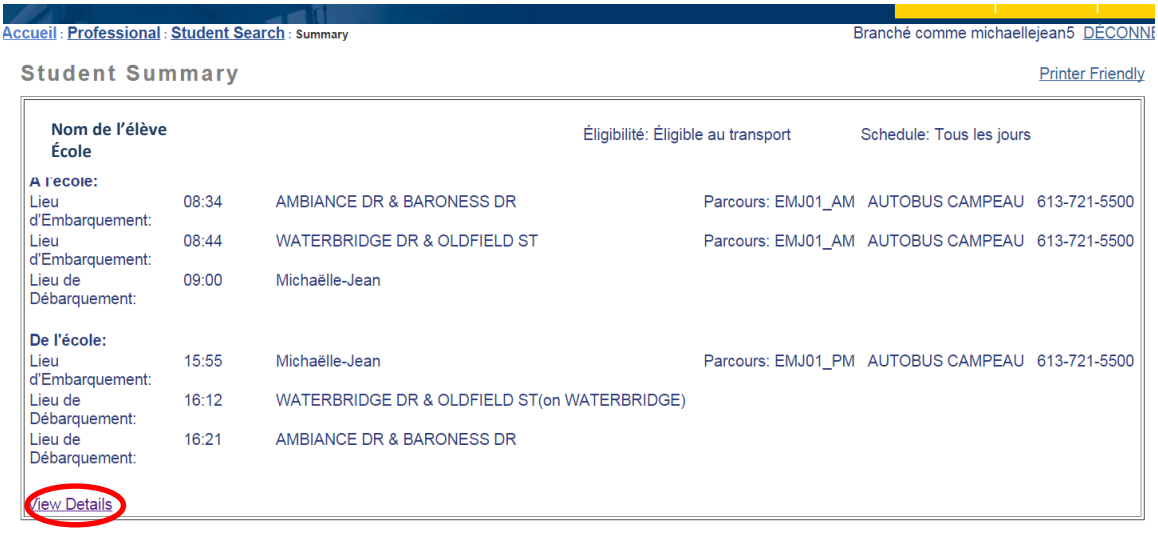
Select the change options (see picture above)

Routes Report

- *Show:* Lists all changes made according to options selected on screen
- *Save Selected to PDF*
- *Save changes to Excel*

Attention !

- In order to create a PDF of *Route Details/Directions/Maps*, you must first perform the Route Changes report and select the routes you'd like a PDF of.
    - NOTE: The *Route Details report* tends to take a significant amount of time to generate for only one route. When multiple routes are selected, it will take the same amount of time to extract all of them as it would individually.
- *Student removed* states the location of the bus stop from which the student has been removed.
- *Student added* states the location of the bus stop to which the student has been added.
- *Effective* indicates the first day the change is applicable.
- Click on the *RouteID* to see a description of the route.
- Click on the student's name to see his transportation file *(picture below)*



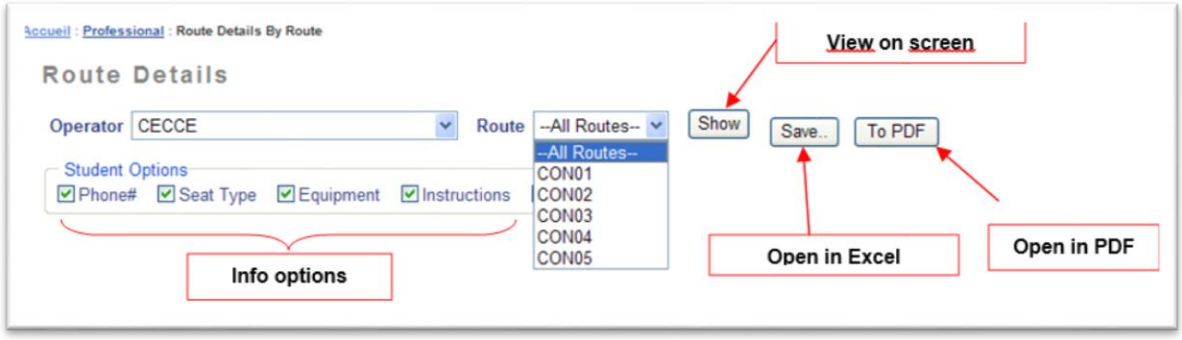
On the Student Summary…

The link **« View details »** opens the student's personal information, such as his address and the emergency contacts.

Route Details (Route / Run)

This command provides a complete description of your routes / runs, AM & PM, including:

- School, grade, student's address and phone number
- Sequence, time and bus stop locations
- Special equipment required by student



Route Directions (Route / Run)

Provides a detailed description of a route itinerary with:

- Actions to take: turn right or left, go straight, stop number, etc.
- Approximate distance between stops
- Headings (North, Southeast, West, etc.)

Route Map Report (Route / Run)

Allows you to visualize a route or a run, AM or PM, on a map. It also details the start and end time, the total distance and the number of students.

Route Schools

Generates a list of all the schools on a route.

Route Summary (Route / Run)

Generates a complete description of a route / run AM or PM, including:

- Bus stop times, sequence and locations
- Loading
- Daily km
- Duration
- Total minutes for the day

Run Manifest (by Run or Not)

Provides a passenger list for one or multiple runs with student's selected personal information:

- First name, last name or date of birth
- School or grade
- Home address or phone number

Student Medical Report

Searches for students with special needs or equipment on a specific route / run: aide/monitor, booster/car seat, temporary/permanent medical certificate, restraint harness, wheelchair.

Student Search

Provides a list of students according to various criteria: school, grade, school board, first or last name, specific group, eligibility or travel code *(see last page for all travel codes)*.

Vehicle Listing by Operator

Generates a list of vehicles with the route number and bus capacity.

3 - « REPORTS »

Allows you to create various reports, according to your needs.

Travel Codes

B = BUSSED (REGULAR)

BAS = OUT OF BOUND BUT APPROVED BY SUPERINTENDANCE

BFR = BUSSED WITH WHEEL CHAIR

BH = BUSSED IN "HAZARD" AREA

BG = BUSSED FROM DAYCARE (only for students whose home address is "out of bounds", "walker" or "hazard")

BL = "WALKER" STUDENT FROM HOME, but really close to the bussing limit

CGP = GRANDFATHER CLAUSE

CT = COURTESY TRANSPORTATION

CTG = COURTESY TRANSPORTATION FROM DAYCARE

CT-HS = OUT OF BOUNDS COURTESY

G = SCHOOL DAYCARE

G-TPM = SCHOOL DAYCARE – AM ONLY, TRANSPORTÉD PM

HT = OUT OF BOUNDS

HT-TPM = OUT OF BOUNDS, TRANSPORTÉD PM

MG = "WALKER" FROM DAYCARE (only for students whose home address is "out of bounds", "walker" or "hazard")

MG-TPM = "WALKER" FROM DAYCARE - AM, TRANSPORTÉD PM

M = **"**WALKER" FROM HOME

M-TPM = "WALKER" FROM HOME, TRANSPORTÉD PM

LN = STUDENTS LIVING IN THE LAMOUREUX BOUNDARY WHO DON'T WANT TO GO THERE, therefore they go to the closest school ("out of bounds" eligibility with travel code LN)

OCM = OC TRANSPO – MONTHLY PASS

OCE = OC TRANSPO – EXPRESS MONTHLY PASS

OCMED = OC TRANSPO – MÉDICAL CERTIFICATE

OC LEDUC = CITY TRANSPORTATION FROM ROCKLAND

OC CONC = OC TRANSPO – CONCENTRATION

OC 23 = OC TRANSPO – SECTION 23 (LE TRANSIT)

OC SFA = STUDENTS IN SFA AREA WHO GO IN A HIGH SCHOOL OTHER THAN FRO

PT = OWN TRANSPORTATION

PT-TPM = OWN TRANSPORTATION, TRANSPORTÉD PM

Q = QUÉBEC STUDENTS (Jeanne-Lajoie)

T CONC = CONCENTRATION STUDENT WITH TRANSPORTATION OTHER THAN OC TRANSPO

TSPV = SPECIAL TRANSPORTATION

TSPV23 = SPECIAL TRANSPORTATION – SECTION 23 (LE TRANSIT)

TRV = REGULAR TRANSPORTATION IN MINIVAN

TCM = TRANSPORTED BECAUSE OF MÉDICAL CERTIFICATE