



*Elementary Student  
Transportation Routing  
and  
On-Boarding Process*

## Elementary Student Transportation Routing and On-Boarding Process

Completion Date	Action/Task	Responsible Party	Comments
August 20	Special Ed route information sent by email to families	Transportation	Email message sent to parents/guardians with student specific route information.
August 20	Route information sent by ParentSquare message	Transportation	ParentSquare message to families of all students as of August 20. Route information for students registering August 20 and beyond are printed by schools for classroom distribution.
August 22	Student route assignments	Transportation	Student route assignment lists will be sent to all elementary schools. Further updates will be printed by schools out of Versatrans E-Link.
August 30	Print sample set of color-coded bus badge labels. Labels will not have classroom info until class lists are finalized.	Office Team	School sites will be provided with 2"x4" labels from Transportation for use during the first two weeks of school. Office staff will run Cognos bus badge label report and print sample set of color badges to check accuracy.
September 3	Final class lists and student schedules are complete in E-Schools	Office Manager	Office completes entry of class lists and schedules for September 3. This allows class lists to be merged with route information.
September 4-13	Print student bus route lists for all teachers each day	Office Team	Distribute alphabetical student bus route lists to all teachers from Versatrans E-Link <b>each day</b> .
September 4- 13	Print color-coded bus badge labels for K & 1 <sup>st</sup> Grade students each day	Office Team	Distribute color-coded bus badge labels to K & 1st Grade teachers by 11:00 a.m. <b>each day</b> .
Entire School Year	Print color-coded bus badge labels for new bus-riding kindergartners and first graders	Office Team	Print color-coded bus badge labels for new bus riding <b>kindergartners and first graders</b> for 5 school days after their enrollment at your school.
Entire School Year	Bus route assignments	Office Team	Parents/Guardians who register new students need to provide transportation for their students to and from school until transportation has been set up. New students will be routed as quickly as possible once the student information is uploaded into Versatrans. This may take up to three days. Schools will assist students in finding their bus at the end of the day.



## Elementary Student Transportation Routing and On-Boarding Process

Kindergarten students will not be dropped off at their bus stop if a parent/guardian is not at the bus stop to meet them unless a change in transportation arrangement form has been completed. The form is located in the link below, Request change in transportation arrangement:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-12307>

Students who have parent/guardian permission to ride a different bus home, must have a bus pass issued by the school office. The pass must be printed on **YELLOW** paper, and include the following information: Student name, name of student they are riding with, route number, bus stop and signature of the office personnel issuing the pass. Students without a bus pass **WILL NOT** be allowed on a bus that is not their normal route.

<b><i>BUS PASS</i></b> _____ (Date)
<b>Student Name:</b> _____
<b>Guest of:</b> _____
<b>Date of Travel:</b> _____
<b>Bus Route:</b> _____
<b>Bus Stop:</b> _____
<b>Completed by:</b> _____

## Elementary Student Transportation Routing and On-Boarding Process

### How to Run Versatrans e-Link Reports


**Open the e-link below and enter your username and password.**

The url to open e-Link is:

<https://versatransweb05.tylertech.com/Everett/elinkrp/Welcome.aspx>

**General Note:** Versatrans downloads updated student information to eSchools each night. The e-Link report will have the most current route information but student information in eSchools will be from the prior day until download occurs.

Tyler's Versatrans e-Link






User Name

Password

Login

### Select - Run Reports

 School/Transportation  Find Students

Versatrans e-Link 

**Home** Students Reports Options Help Logout

#### Versatrans e-Link Online Information System

##### Work with Students

Find students, view and edit student information, add and delete students.

##### Run Reports


Run and view reports for student and transportation information.


##### Set Options

Set user specific options and preferences.



To run a Student List Report choose "Student List Reports," set your criteria and select "Create Report."

 School/Transportation

 Find Students

Versatrans e-Link



**Home**

Students

Reports

Options

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## Reports - Home

### Student List Report

Use [Student List Report](#) to retrieve information on students.

### Stop Locations Report

Use [Stop Locations Report](#) to display key stop information for a selected route.

**Home** Students Reports Options Administration Help

## Student List Report

[Advanced Filter](#)

### Basic Filter

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student ID:	<input type="text"/>
Family ID:	<input type="text"/>
Grade:	<input type="text" value="KK"/>
School:	<input type="text" value="CEDAR WOOD ELEM"/>
Incomplete/Unfulfilled Requests:	<input type="text"/>

Saved Filters:

[Save Filter Criteria](#)

Sort Results By:

<input type="text"/>	<input type="text" value="Ascending"/>
<input type="text"/>	<input type="text" value="Ascending"/>
<input type="text"/>	<input type="text" value="Ascending"/>
<input type="text"/>	<input type="text" value="Ascending"/>
<input type="text"/>	<input type="text" value="Ascending"/>

[Clear Filter Criteria](#)

The three checkboxes at the top of the report can be selected or unselected depending on the information you want to show. If unselected, only the student name and grade will display. The student names are links that will open a page with their detailed transportation information.

## Student List Report

[Create New Report \(return to filter\)](#) | [Choose export option](#) | [Go](#)

### Student List Report:

- ☒ Show transportation information
- ☐ Show emergency contact information
- ☐ Print each student on a separate page (PDF/RTF version)

28 records found.

'Grade' equals 'KA'

AND 'School Description' equals 'CEDAR WOOD ELEMENTARY SCHOOL'

Student List Report									
Grade: KA									
Dir	Status	School	From	Time	Route	Bus	Days	To	Time
I	Ride	CEDAR WOOD ELEMENTARY SCHOOL	171st St SE@40th AVE SE@39TH DR SE	8:40 am	5-C	06880 81013	MTWHF	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	8:56 am
O	Ride	CEDAR WOOD ELEMENTARY SCHOOL	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	12:07 pm	43-F	06993 84898	MTWHF	171st St SE@40th AVE SE@39TH DR SE	12:16 pm
Grade: KA									
Dir	Status	School	From	Time	Route	Bus	Days	To	Time
Grade: KA									
I	Ride	CEDAR WOOD ELEMENTARY SCHOOL	39TH AVE SE@178TH ST SE	8:46 am	5-C	06880 81013	MTWHF	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	8:56 am
O	Ride	CEDAR WOOD ELEMENTARY SCHOOL	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	12:07 pm	43-F	06993 84898	MTWHF	39TH AVE SE@178TH ST SE	12:18 pm
Grade: KA									
Dir	Status	School	From	Time	Route	Bus	Days	To	Time
I	Ride	CEDAR WOOD ELEMENTARY SCHOOL	29TH DR SE@179th St SE	8:54 am	6-C	18232	MTWHF	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	9:05 am
O	Ride	CEDAR WOOD ELEMENTARY SCHOOL	CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	12:07 pm	43-F	06993 84898	MTWHF	29TH DR SE@178TH ST SE	12:11 pm

## E-Link

[School/Transportation](#) [Find Students](#)

[Home](#) [Students](#) [Reports](#) [Options](#) [Help](#)

### Student List Report

[Create New Report \(return to filter\)](#) | [Choose export option](#) | [Go](#)

#### Student List Report:

- ☐ Show transportation information
- ☐ Show emergency contact information
- ☐ Print each student on a separate page (PDF/RTF version)

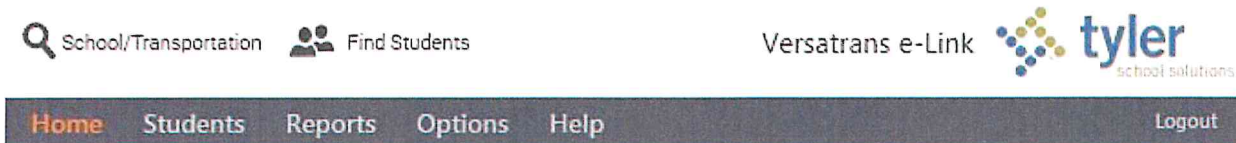
28 records found.

'Grade' equals 'KA'

AND 'School Description' equals 'CEDAR WOOD ELEMENTARY SCHOOL'

Student List Report									
Grade: KA									
Grade: KA									
Grade: KA									
Grade: KA									
Grade: KA									
Grade: KA									

To run a Stop Locations Report select "Stop Locations Report," choose the bus route number and select "Generate Report."



## Reports - Home

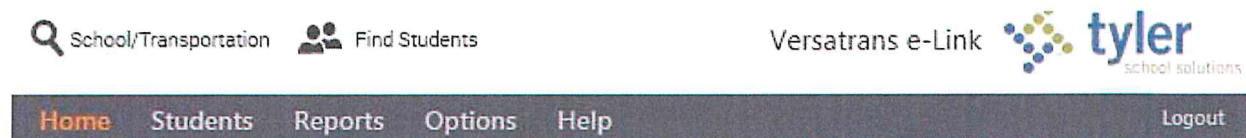
### Student List Report

Use [Student List Report](#) to retrieve information on students.

### Stop Locations Report

Use [Stop Locations Report](#) to display key stop information for a selected route.

Select the bus that you want a list for in the list below.



## Route Stop Locations Report

### Report Filter:

Select route(s) to report on:

Route list filtered on:

School = CEDAR WOOD ELEMENTARY  
SCHOOL

- 1-A
- 1-AA
- 1-BB
- 1-C
- 1-CC
- 5-BB
- 5-C
- 5-CC
- 6-A
- 6-AA
- 6-BB
- 6-C
- 6-CC
- 8-C
- 10-A
- 10-AA
- 10-C

You may filter the route list by Vehicle and

School:

Vehicle:

School:


CEDAR WOOD ELEMEN

Day: Monday

Generate Report

You can choose how much or how little information shows up on the report by selecting the three checkboxes.

## Route Stop Locations Report

[Create New Report \(return to filter\)](#) | [Choose export option...](#)  [Go](#) |

### Report:

- ☒ Show students at stops ☐ Show route map  
☐ Show days for students  
☐ Show route notes

Day = Monday

### Route Stop Locations



5-CC CEDAR WOOD-Parks/180th  
Bus: 06880 Driver: BRUCE Distance: 6.98 Time: 47:17 Anchor:  
81013 FORD CW  
RG


Updated: Aug 1, 2016 3:01 PM

Time	Stop	Pickup	Dropoff
3:37 pm	(1) CEDARWOOD REG-3414 168TH ST SE,BOTHELL 98012	83	0
3:39 pm	(2) 3412 157TH PL SE [N]	0	1
3:41 pm	(3) 32nd Ave SE @ 162nd Pl SE [W]	0	17
3:47 pm	(4) 162ND PL SE@33RD AVE SE [SW]	0	7
3:52 pm	(5) 40th AVE SE @ 171st St SE [NW]	0	30
4:03 pm	(6) SUNSET RD & 171ST ST SE [SW]	0	0
4:04 pm	(7) 39TH AVE SE @ 177TH ST SE [W]	0	20
4:11 pm	(8) 39TH AVE SE @ 178TH ST SE [W]	0	2
4:13 pm	(9) Sunset Rd @ 178th PL SE-Sommerwood [SW]	0	6
4:24 pm	PENNY CREEK ES - 4117 132ND ST SE, EVT	0	0



You can create a pdf or export your report by choosing the format from the dropdown box and selecting "Go." Right click to save or print the file.

 School/Transportation  Find Students

Versatrans e-Link 

Home Students Reports Options Help Logout

## Route Stop Locations Report

Create New Report (return to filter) | **Choose export option...** Go |

**Report:**  
☐ Show students at stops  
☐ Show days for students  
☐ Show route notes

☐ Show route map

Day = Monday

### Maintaining Student Transportation Information

Student's bus route and stop information is updated from Transportation, but we also have the ability to record their other transportation options and choices within eSchoolPLUS. This is especially important for the youngest students at the start of school, and recorded Transportation information is used to produce reports like Transportation labels to help route students to their correct mode of transportation.

The most commonly used Travel Types are:

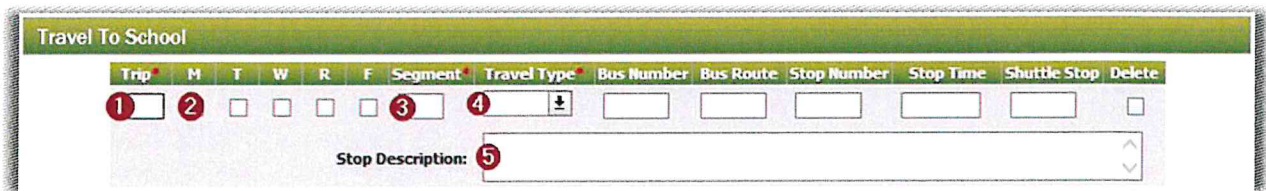
- G - Boys & Girls Club
- D - Daycare Provided Transportation
- P - Parent
- W - Walk

*Two codes exist for information pulled into eSchoolPLUS from Versatrans. These codes are B – for regular Bus Route Information, and X for errors. Neither of these codes should be entered and nothing in these trips should be changed by office personnel.*

#### TO ADD STUDENT TRANSPORTATION INFORMATION (Student Center > Demographics > Transportation)










1. Enter in a Trip number (use the next number in sequence if there is already a row for the student)
2. Check the appropriate days of the week
3. Enter 1 for the segment number
4. Choose the travel type from the drop down. **(DO NOT CHOOSE B OR X)**
5. Add any detail information under the Stop Description.

You can use the same process to enter information about the student travel either to or from school.



## First Week Transportation Label Report

The First Week Transportation Label Report can be found in **eSchools > Cognos > Public folders > eSchool application reports > Transportation**. **Any student without a code in the transportation information field of eSchool will print with black parenthesis**, allowing for handwritten entry of information. Please make sure this handwritten information is communicated to the office for updating in eSchool. **Any route not assigned a color by Transportation, will print in black.**

Public Folders > eSchool Application Reports > Transportation			
		Entries:	1
<input type="checkbox"/>	Name ↕	Modified ↕	
<input type="checkbox"/>	 Bus List By Student Name	September 9, 2015 8:42:49 AM	
<input type="checkbox"/>	 Bus List By Student Name Sec	September 9, 2015 8:37:54 AM	
<input type="checkbox"/>	 Bus List By Teacher Ele	October 20, 2015 3:52:35 PM	
<input type="checkbox"/>	 Bus List FROM School By Student Ele	November 20, 2015 11:25:49 AM	
<input type="checkbox"/>	 Bus List From School by Student Name Sec	October 20, 2015 1:28:03 PM	
<input type="checkbox"/>	 Bus List TO School By Bus & Student Ele	November 20, 2015 10:54:48 AM	
<input type="checkbox"/>	 Bus List TO School Sec	October 20, 2015 9:02:51 AM	
<input type="checkbox"/>	 First Week Transportation Labels These labels are intended to be used for the first week of school with the Kindergarten and first grade students to make it easier to identify if they are getting home as intended. Route color coding will need to be determined annually by Transportation. Output includes: Transportation to home(Type or Route number), Student Name, Student ID#, School Name, School Phone number, Teacher Name.	August 18, 2016 12:34:09 PM	

## Sample Labels

### R-40

TRAILSIDE @ OFFICE  
STUDENT'S NAME  
Emerson Elementary  
Teacher: Wellen

ID #XXXXXX  
(425)385-6200

### Parent

STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-29

9009 W MALL DR  
STUDENT'S NAME  
Emerson Elementary  
Teacher: Wellen

ID #XXXXXX  
(425)385-6200

### Daycare

STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-2

BROADWAY AVE @ COLUMBIA AVE  
STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-2

1930 74TH ST SE  
STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-45

74TH ST SE @ MCDOUGALL AVE  
STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-40

TRAILSIDE VILLAGE AT MAILBOXES  
STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### R-29

COLBY AVE @ 70TH PL SE  
STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen

### (HANDWRITE DESTINATION)

STUDENT'S NAME ID #XXXXXX  
Emerson Elementary (425)385-6200  
Teacher: Wellen



***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by:

***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by:

***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by:

***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by:

***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by:

***BUSPASS***

(Date)

Student Name:

Guest of:

Date of Travel:

Bus Route:

Bus Stop:

Completed by: