



TIMS – The Four Seasons



A Guide for the New
TIMS User



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TIMS – The Four Seasons

- ◆ This guide was created to give the new TIMS user an idea of situations or projects that could happen throughout the school year.
- ◆ Every county in NC is structured differently so what is mentioned in this guide will not necessarily apply to everybody.

SPRING

- Kindergarten registration
- Uploading promoted students
 - Rollover process
 - Scheduling Build
- Reviewing transportation data and making revisions
- Run and Route Optimization
- Administrative Considerations
- Student and Run data

SPRING

- ◆ You have a FALL Dataset that you should begin using to start planning for the next years school opening.
- ◆ Make sure you update your Fall Dataset with your Regular/Live Data before you begin so you will have the most current student and transportation data to work with.

SPRING

KINDERGARTEN REGISTRATION

- ◆ In order to establish a transportation plan for the fall with the best possible projected student enrollment data, it is advantageous to capture kindergarten student information during the registration period. For many LEAs this registration begins in March.

SPRING

KINDERGARTEN REGISTRATION

There are typically two ways to get this data into your TIMS system.

- ◆ One way is to manually enter Student data into TIMS. At this time it is only necessary to enter in student information that is essential for transportation purposes:

1. First and last name
2. School
3. Grade
4. Unique student ID number**
5. Residence address
6. Ridership code (only if used in your county)

Additional student information, such as parent and emergency contact information will be updated during the first SIMS or NCWISE update after the beginning of school.

SPRING

KINDERGARTEN REGISTRATION

- ◆ **It is very important that the unique student ID number and residence address be entered by the TIMS operator exactly the same as it will be entered by the SIMS or NCWISE operator; if it is not, when you do your first UPSTU you will lose your transportation data for these students.

SPRING

KINDERGARTEN REGISTRATION

- ◆ The second way that students are typically loaded into TIMS is by using the scheduling build from SIMS or pre-transition information from NCWISE.

SPRING STUDENT DATA

- ◆ Promoting your students in TIMS (rollover) is another option to get your students to the next school and next grade. Keep in mind that if you only do a rollover, you will not get the incoming Kindergarten students.
- ◆ Doing a rollover early in the spring, then following up later with a scheduling build (to get the Kindergarten students and any other newly enrolled students) will allow you to go ahead and begin working on new stop assignments for those students who have changes schools due to promotions.

SPRING RUN DATA

Update runs:

- Stops with no loads need to be deassigned from runs.
- New stops will need to be created and assigned to runs.
- New run directions will need to be generated.

SPRING

RUN AND ROUTE OPTIMIZATION

- ◆ Using these tools can help point out routing inefficiencies and help eliminate unnecessary mileage and help to balance run time & mileage.
- ◆ Run Optimization provides a new, unbiased look at run loads to help establish the number of runs needed at a school.

SPRING

RUN AND ROUTE OPTIMIZATION

- ◆ Route Optimization can assist you in looking at the results if school times were to be staggered. Generally, the greater the time difference between bell times at two schools the greater the number of possible run pairings.
- ~ Every run not currently paired which may be combined with another reduces by one the number of buses needed ~

SPRING

REVIEWING TRANSPORTATION DATA AND MAKING REVISIONS

- ◆ The period before you begin preparing for the fall is an excellent time for making major revisions to your transportation data. These revisions may be necessary to resolve growth and efficiency issues.

SPRING

Problems to look for in your transportation data...

- ◆ Unnecessary in district stops: Re-examine students stops, check for distance between stops, stops on non-state maintained roads and roads that are shorter than $\frac{1}{2}$ mile in length.
- ◆ Check for stops outside of the school district.
- ◆ Walk zones are another area that should be evaluated; if safety warrants.

SPRING ADMINISTRATIVE CONSIDERATIONS

- ◆ The effect of these changes are far-reaching and affect a large number of people including administrators, school personnel, bus drivers, school board members, parents and students.

SPRING

Hints to help you succeed in your revisions:

- ◆ Review proposed changes with the appropriate administrators.
- ◆ Try to ensure that all personnel involved are aware of their responsibilities and that they understand and recognize the administrations commitment to them.

SPRING

Hints (cont'd)...

- ◆ When appropriate, enlist the help of personnel whose input can assist you in creating results that will be safe and realistic. (Principals, Assistant Principals, Transportation Director or other routing specialists you may have.)

SPRING / SUMMER

- ❑ Getting ready for Summer School.
- ❑ Meet with key personnel for planning.
- ❑ Distribution of School Opening Transportation Data.

SPRING / SUMMER

- ◆ You have available to you a Summer School Database (SS). Make sure you update your Summer School Dataset with your Regular/Live Data before you begin working in it, so you will have the most current student and transportation data available.
 - Only do upstu in SS database if you have runs you want to keep.

SPRING / SUMMER

- ◆ Identify students who are possible summer school candidates and if transportation is needed for them. In general, most schools have some knowledge of students who are *possible* summer school candidates after the post test period in April. Exact enrollment will change up to the last minute.

~Incomplete information ahead of time is much better than NO information until the last minute! ~

SUMMER

- ◆ Set a deadline for schools to provide a final summer school enrollment to allow you sufficient time for producing runs and routes. Last minute changes may have to be handled manually.
- ◆ Refer to QRG #11 Setting up for a Summer School.

<http://www.ncbussafety.org/TIMSqrg.html>

SUMMER

- ◆ Distribute Fall Transportation Data to all schools. You may have school personnel, route supervisors or a TIMS Coordinator that needs to verify and approve the fall transportation plan.

SUMMER

- ◆ Do you have a schedule to deliver the plan for verification?
- ◆ Do you have a deadline to receive verification and corrections back?
- ◆ Do you know the key personnel involved for each school?
- ◆ Are the personnel involved aware of their responsibilities?

FALL

- School Opening
- Updating Data

FALL SCHOOL OPENING

- ◆ Adjustment: New students or late enrolling students can cause the transportation plan to need adjusting. The source of this information should be reliable and accurate and given to you immediately.
- ◆ The larger the district, the greater the volume of changes required. Reflect back 'if I had spent more time on the plan, would I have this

FALL

- ◆ TIMS is intended to help you manage your system. Not enough attention to the plan you prepared over the summer means there is a much larger volume of work to do once school opens.
- ◆ Were large number of kindergarten students missing from the data? Are there changes in your districts enrollment procedures that would help?

FALL UPDATING DATA

- ◆ Updates: Have a plan to receive updates and corrections.

***General Statute 115C-246. School Bus Routes. (c) All bus routes when established pursuant to this section shall be filed in the office of the board of education of the local school administrative unit, and all changes made therein shall be filed in the office of such board within 10 days after such change shall become effective.

FALL

UPDATING DATA

- ◆ Some districts might request specific schools, attendance areas or grade levels to return updated TIMS data by different deadlines.
- ◆ Other districts might prefer to get all data turned in by the same date.
- ◆ Make sure the appropriate person sends out this request and the guidelines are clear on how the updates are to be done.
 - Provide examples of how you want the updates turned in to you.

FALL

- ◆ Redistribute Updates to Schools and Drivers.
 - As soon as you get runs/routes updated in the TIMS system, redistribute the appropriate maps and run directions to school personnel and bus drivers: they will be more willing to keep updated data to you if in return you provide them with good maps and run directions.

FALL

Additional questions to consider:

- ◆ Does your district have a standard on what information to be included on the maps and reports?
- ◆ Does your district have a policy on where this information should be kept? (School, Bus Garage, Each Bus)

FALL

Additional questions to consider:

- ◆ Does your district have a policy on how often this information should be updated when changes occur? (**Note: General Statutes require route changes to be documented within 10 days**)
- ◆ Are maps and reports available to each school and driver?
- ◆ Are reports considered in a safety program?

~Not all of the above will be answered the same way in all districts. It is important that you make sure the questions are asked in your district ~

WINTER

- TDTIMS
- REVIEW AND PLANNING
- SPECIAL PROJECTS

WINTER TD-TIMS

- ◆ The TDTIMS report is due to the ITRE or UNCC office on or before November 1st.
- ◆ Refer to the QRG #15, 15a & 15b for directions on how to run and submit the TDTIMS report.

WINTER

- ◆ By this time the TIMS Database should be up-to-date for the school year with routine maintenance and data updates being performed on an as-needed basis.
- ◆ This time of year also provides an opportunity to focus on several planning activities. These special projects may vary from LEA to LEA. Some of the more common projects are listed on the following slides.

WINTER

- ◆ Review of and adjustments of boundaries.
- ◆ Redistricting projects.
- ◆ Review and update the Geocode. (MARIS)

Hints...

- ◆ There is a QRG (Quick Reference Guide) available for download at <http://www.ncbussafety.org/TIMSqrg.html>
- ◆ There is also a TIMS User Manual available for download at <http://www.ncbussafety.org/TIMSdocumentation.html>

You will need the Adobe Reader installed on your computer in order to be able to open the TIMS User Manual. This manual consists of 762 pages.

Daily Reminders

- ◆ Do an ELTZIP (Backup) **DAILY!!**
- ◆ Send a copy of an ELTZIP to the Core-FTP site weekly.
- ◆ Make sure you do the appropriate maintenance daily (EMU).

Any Questions

