TRANSFER STOPS

Definition: a stop used specifically for transferring students from one run to another.

What it does: acts as a stop at which students can transfer from one bus to a second bus that will complete that particular student trip.

Creation, Insertion, and Assignment of Transfer Stops

The transfer stop is located at the physical location where the student physically transfers from one bus to another. The transfer stop needs to be created in the tabular mode and it will have two services for each destination time, one for the drop-off run and one for the pick-up run. (The first run *drops-off* the student at the transfer location, and the second bus *picks-up* the student at the transfer location to deliver him to his home school) A transfer stop is identified by the system by specifying a T as the fourth numeric character in the Stop ID (364.T01)

> You may only Create and Insert Transfer Stops in the **Stops>Tabular** mode.

- You can locate the transfer stop at the school node number, or an address. Use the description field to tell where the transfer is taking place.
- Add services to the stop for the AM and PM.
- Then insert the drop-off run and the pick-up run to the transfer stop
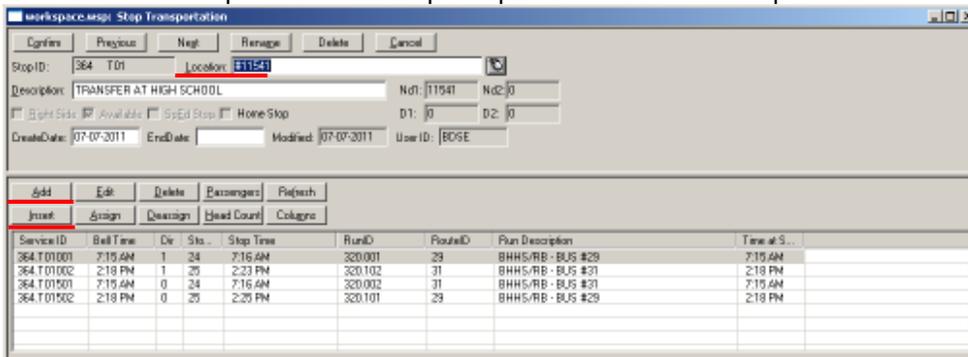
- Finally assign your student to their *initial* stop. In this example you would assign the student to the stop at Ole Country Ln and Ole Country Ct and then the system will automatically see that the student needs the transfer and assign that part for you.
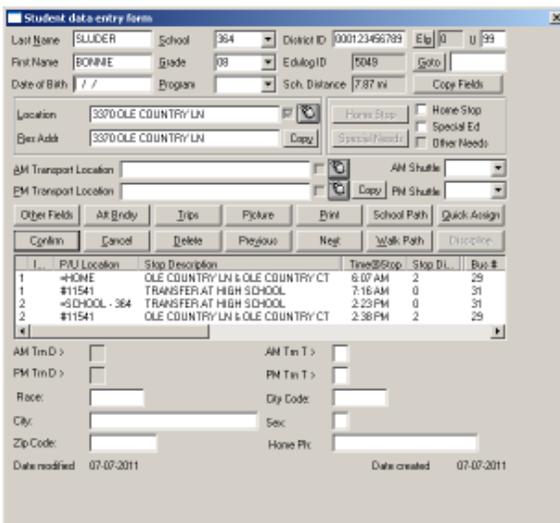
@CP.029015	5:38 AM	MTWUF--------00	BUNKER HILL HIGH SCHOOL
364.176001	5:54 AM	MTWUF--------00	E NC 10 HWY & MCDOWELL CIR
320.168001	5:54 AM	MTWUF--------00	E NC 10 HWY & MCDOWELL CIR
364.061001	6:02 AM	MTWUF--------00	BETHANY CHURCH RD & MOREHEAD ST
320.042001	6:02 AM	MTWUF--------00	BETHANY CHURCH RD & MOREHEAD ST
320.293001	6:02 AM	MTWUF--------00	BETHANY CHURCH RD & LOVE RD
364.141001	6:02 AM	MTWUF--------00	BETHANY CHURCH RD & LOVE RD
364.476001	6:03 AM	MTWUF--------00	BETHANY CHURCH RD & BALLARD ST
320.467001	6:03 AM	MTWUF--------00	BETHANY CHURCH RD & BALLARD ST
320.036001	6:03 AM	MTWUF--------00	1344 SHADY VALLEY LN
364.041001	6:03 AM	MTWUF--------00	1344 SHADY VALLEY LN
364.006001	6:04 AM	MTWUF--------00	SHADY VALLEY LN & WOODHAVEN LN
320.006001	6:04 AM	MTWUF--------00	SHADY VALLEY LN & WOODHAVEN LN
320.043001	6:04 AM	MTWUF--------00	1185 SHADY VALLEY LN
364.031001	6:04 AM	MTWUF--------00	1185 SHADY VALLEY LN
364.008001	6:05 AM	MTWUF--------00	OLE COUNTRY LN & HANOVER LN
320.008001	6:05 AM	MTWUF--------00	OLE COUNTRY LN & HANOVER LN
320.044001	6:07 AM	MTWUF--------00	OLE COUNTRY LN & OLE COUNTRY CT
364.038001	6:07 AM	MTWUF--------00	OLE COUNTRY LN & OLE COUNTRY CT
364.013001	6:09 AM	MTWUF--------00	OLE COUNTRY LN & SANDIWOOD CT
320.013001	6:09 AM	MTWUF--------00	OLE COUNTRY LN & SANDIWOOD CT
364.300001	6:10 AM	MTWUF--------00	BETHANY CHURCH RD & TOLLEY ST
320.289001	6:10 AM	MTWUF--------00	BETHANY CHURCH RD & TOLLEY ST
364.244001	6:12 AM	MTWUF--------00	BETHANY CHURCH RD & HAMLETT DR
320.207001	6:12 AM	MTWUF--------00	BETHANY CHURCH RD & HAMLETT DR
364.211001	6:12 AM	MTWUF--------00	3650 BETHANY CHURCH RD
320.221001	6:12 AM	MTWUF--------00	3650 BETHANY CHURCH RD
364.T01001	7:16 AM	MTWUF--------00	TRANSFER AT HIGH SCHOOL
320.000001	7:16 AM	MTWUF--------00	SCHOOL: BUNKER HILL HIGH SCHOOL

A. Drop-Off Run

364.105001	5:23 AM	MTWUF--------00	BUNKER HILL HIGH SCHOOL
320.322001	5:40 AM	MTWUF--------00	JUDEA DR & EMMANUEL CHURCH RD
364.170001	5:40 AM	MTWUF--------00	JUDEA DR & EMMANUEL CHURCH RD
364.241001	5:40 AM	MTWUF--------00	2636 EMMANUEL CHURCH RD
320.010001	5:40 AM	MTWUF--------00	2636 EMMANUEL CHURCH RD
364.235001	5:41 AM	MTWUF--------00	CARRAS ST & CEDAR VALLEY DR
320.063001	5:41 AM	MTWUF--------00	CARRAS ST & CEDAR VALLEY DR
320.327001	5:43 AM	MTWUF--------00	2455 EMMANUEL CHURCH RD
364.200001	5:43 AM	MTWUF--------00	2455 EMMANUEL CHURCH RD
364.206001	5:44 AM	MTWUF--------00	RYAN DR & BUSH DR
320.192001	5:44 AM	MTWUF--------00	RYAN DR & BUSH DR
320.005001	5:48 AM	MTWUF--------00	BUSH DR & RUTILE ST
364.196001	5:48 AM	MTWUF--------00	BUSH DR & RUTILE ST
320.194001	5:50 AM	MTWUF--------00	EMMANUEL CHURCH RD & VALLEY SPRINGS DR SE
364.197001	5:50 AM	MTWUF--------00	EMMANUEL CHURCH RD & VALLEY SPRINGS DR SE
320.065001	5:50 AM	MTWUF--------00	2300 EMMANUEL CHURCH RD
364.064001	5:50 AM	MTWUF--------00	2300 EMMANUEL CHURCH RD
320.196001	5:50 AM	MTWUF--------00	2246 EMMANUEL CHURCH RD
364.199001	5:50 AM	MTWUF--------00	2246 EMMANUEL CHURCH RD
320.461001	5:51 AM	MTWUF--------00	2103 EMMANUEL CHURCH RD
364.469001	5:51 AM	MTWUF--------00	2103 EMMANUEL CHURCH RD
364.T01501	7:16 AM	MTWUF--------00	TRANSFER AT HIGH SCHOOL
320.000001	7:16 AM	MTWUF--------00	SCHOOL: BUNKER HILL HIGH SCHOOL
364.000001	7:20 AM	MTWUF--------00	SCHOOL: RIVER BEND MIDDLE SCHOOL

B. Pick-Up Run

Illustration A. represents the Drop-Off run; the students transfer point is located at the High School.

Illustration B. represents the Pick-Up run; the students board this bus at the High School to continue to their home school (Middle School).

Deletion

You must make sure the transfer stop is no longer attached to any run; then you may delete the transfer stop.
- Stops-Tabular-pull up stop and choose the Delete button

Troubleshooting

You may receive the message "Run does not service stop's school"

- Make sure that the transfer stop is already inserted on the pair of runs correctly before attempting to insert an initial stop.

You may receive the message "**Transfer insertion position illegal**"
- This may mean you have essentially switched your run1 and run2.

- This could also mean you have attempted to place a transfer stop, either:
  Before your *initial* stop in the morning or after your initial stop in the afternoon.