

# Welcome

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# Transfer Stops & Mid Day Runs

# Transfer Stops

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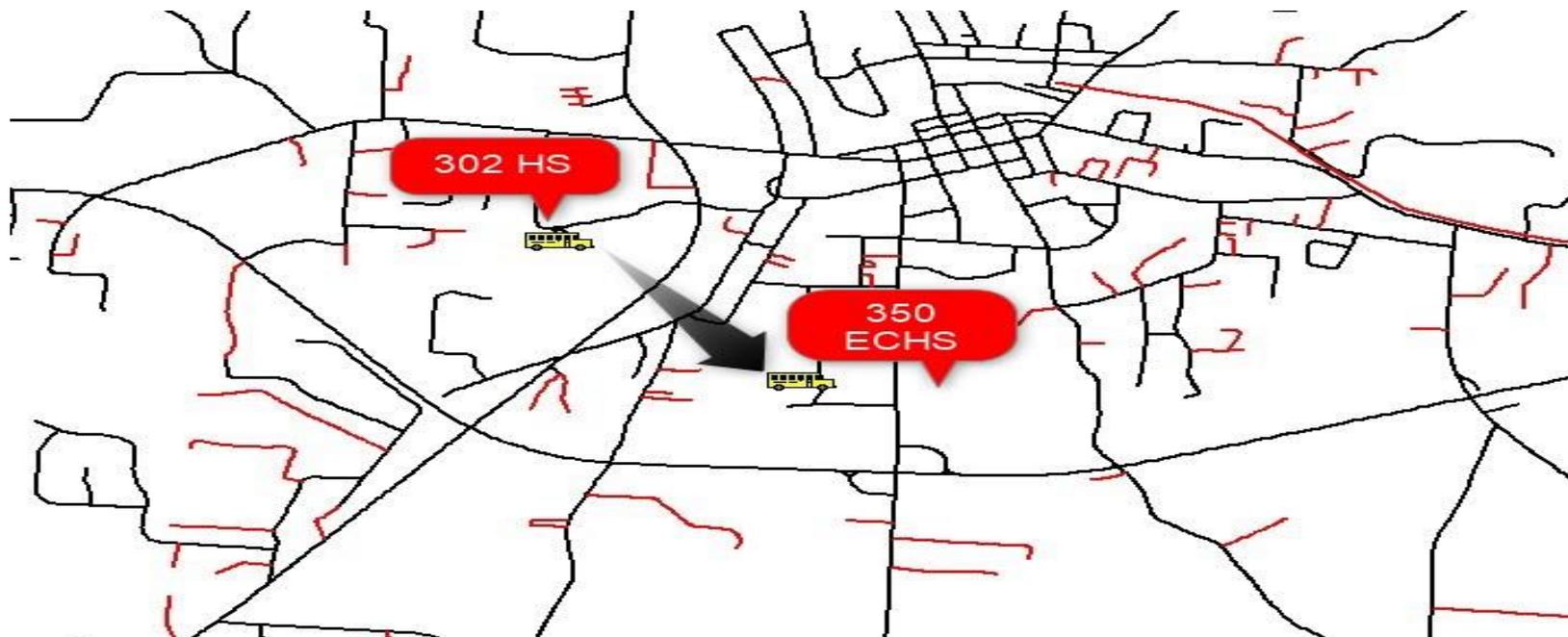
A good example of a transfer stop:

When a student must take more than one bus to or from school.

- Early College Students riding on High School Buses
- EC/McKinney Vento Students

# What is a transfer stop

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The HS and the ECHS are at two different locations. Once the bus arrives at the HS the students will need to transfer via shuttle bus to the ECHS campus.

*A transfer stop is kind of like a substitute for the school code.*

# UNDERSTANDING TRANSFER STOPS



**HIGH SCHOOL PICKUP  
FROM HOME**



302



**Note the Shuttle bus may be the same bus but it will have a new run id for the shuttle.**

302



**SHUTTLE BUS**



350



# Student below is a student at Early College

*Gray, the student below lives at 5732 Linneys Mill Rd. We need to created a StopID 350.001 for him. I will need to assign him to the closest High School Bus.*

Student Information Student Selection

Confirm Previous Next Delete Cancel Print Att Bndry Notes Medical Picture Discipline

Last Name PERSON First Name GRAY Middle Name District ID  
 Nickname Name Suffix Govt. ID Edulog ID 7886  
 Date of Birth / / Ethnicity Gender Goto Copy Fields  
 School 350 Sch Dist (Walk) 14.45 mi Location 5732 LINNEYS MILL RD  
 Grade 09 Sch Dist (Drive) 14.45 mi SIS Addr Copy  
 Program Sch Dist (Geo) 14.45 mi Eligibility 93 School Path Walk Path Apt.  
 Modified: 01/06/2020 10 Created: 01/06/2020 User ID: TIMS12tims12 User Elg 99 SpEd / IEP Home Stop

Student Contact Information  
 City State / Prov Zip / Postal Publish in Directory  
 Primary Phone Secondary Phone Email

AM Transportation PM Transportation  
 Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive)  
 Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive)

Trip Table Contacts Student Needs Extra Info

Add Edit Delete Quick Assign Refresh Active Schedule Deassign New Stop Columns

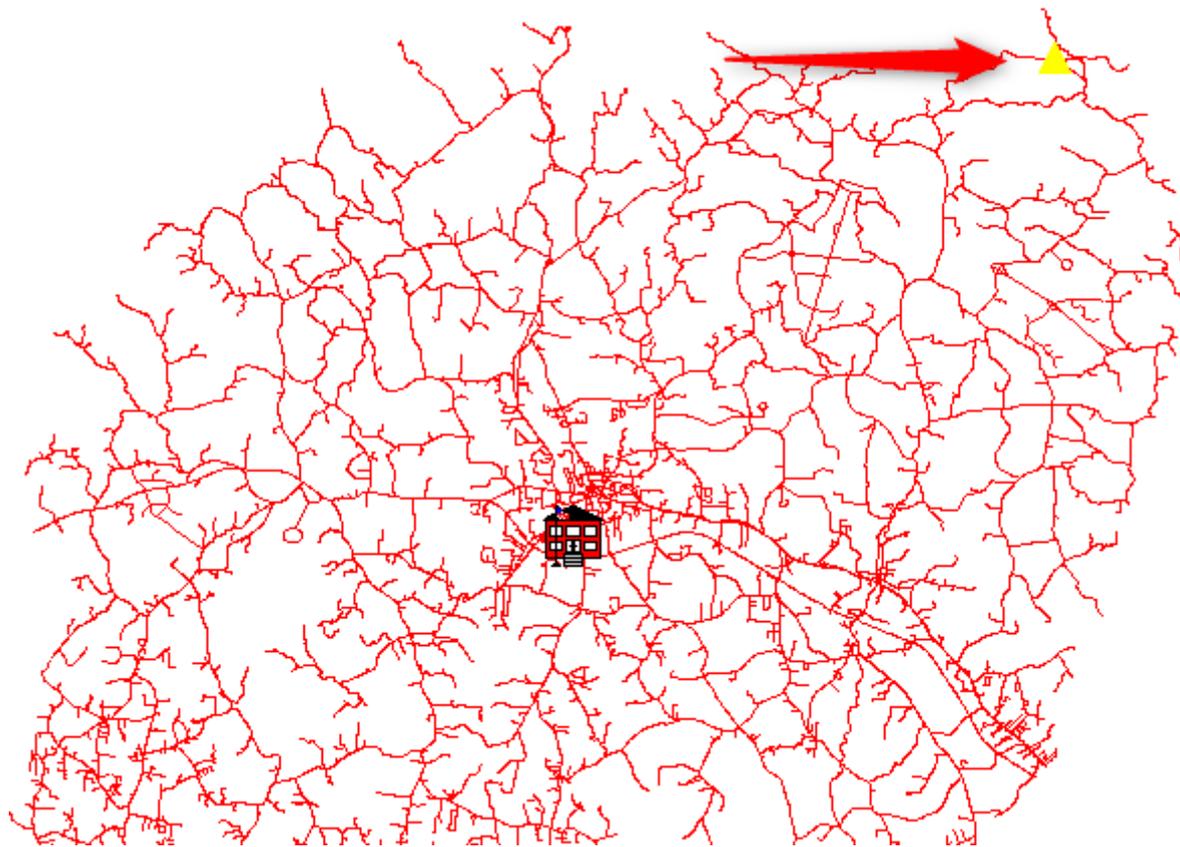
Inactive Flag	P/U Location	Stop Description	Run C...	T.	Stop Dist	Rte ID	Vehic...	Frequency	Stus@Stop	Stop ID	R
1	5732 LINNEYS MILL RD	5732 LINNEYS MILL R.....			0.0004			MTWUF--	1	350.001001	
2	199 ALEXANDER EARLY COLL	5732 LINNEYS MILL R.....			0.0004			MTWUF--	1	350.001002	



# TRANSFERS

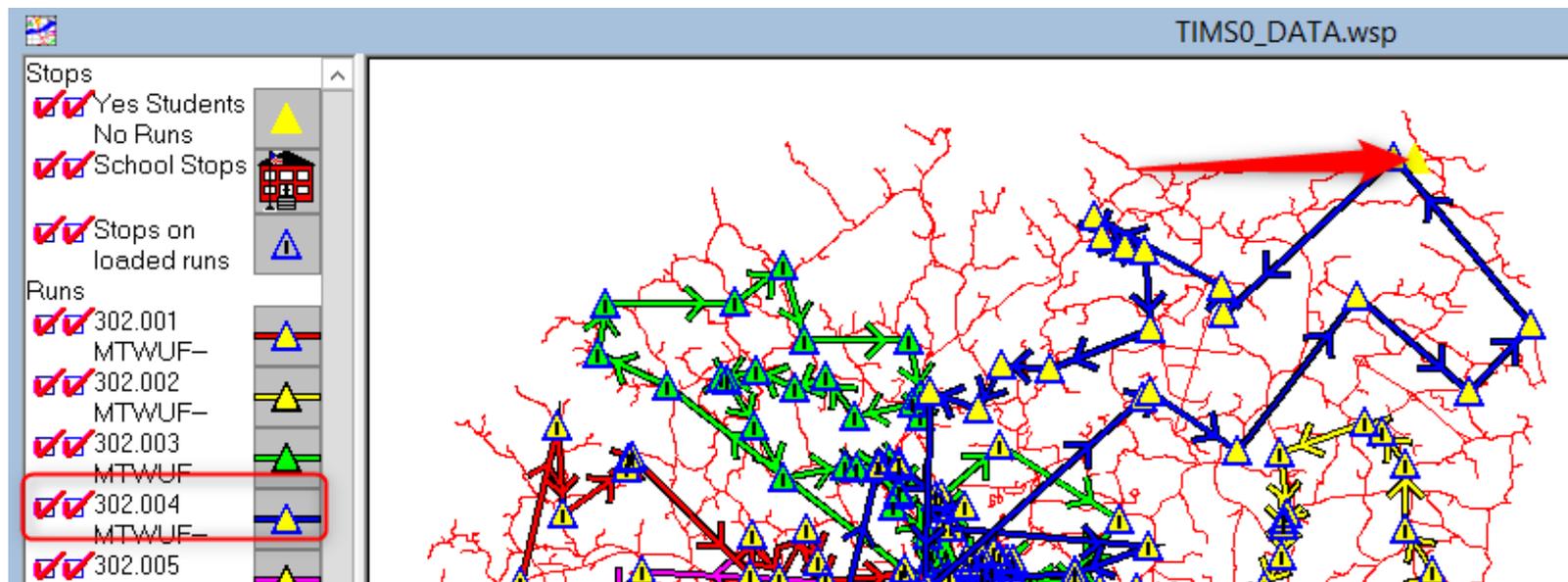
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*Gray, the student below lives at 5732 Linneys Mill Rd. I have created a StopID 350.001 for him. I need to assign him to the closest High School Bus. The easiest way to determine what bus is the best fit is to display all the 302 high school buses.*



# TRANSFERS

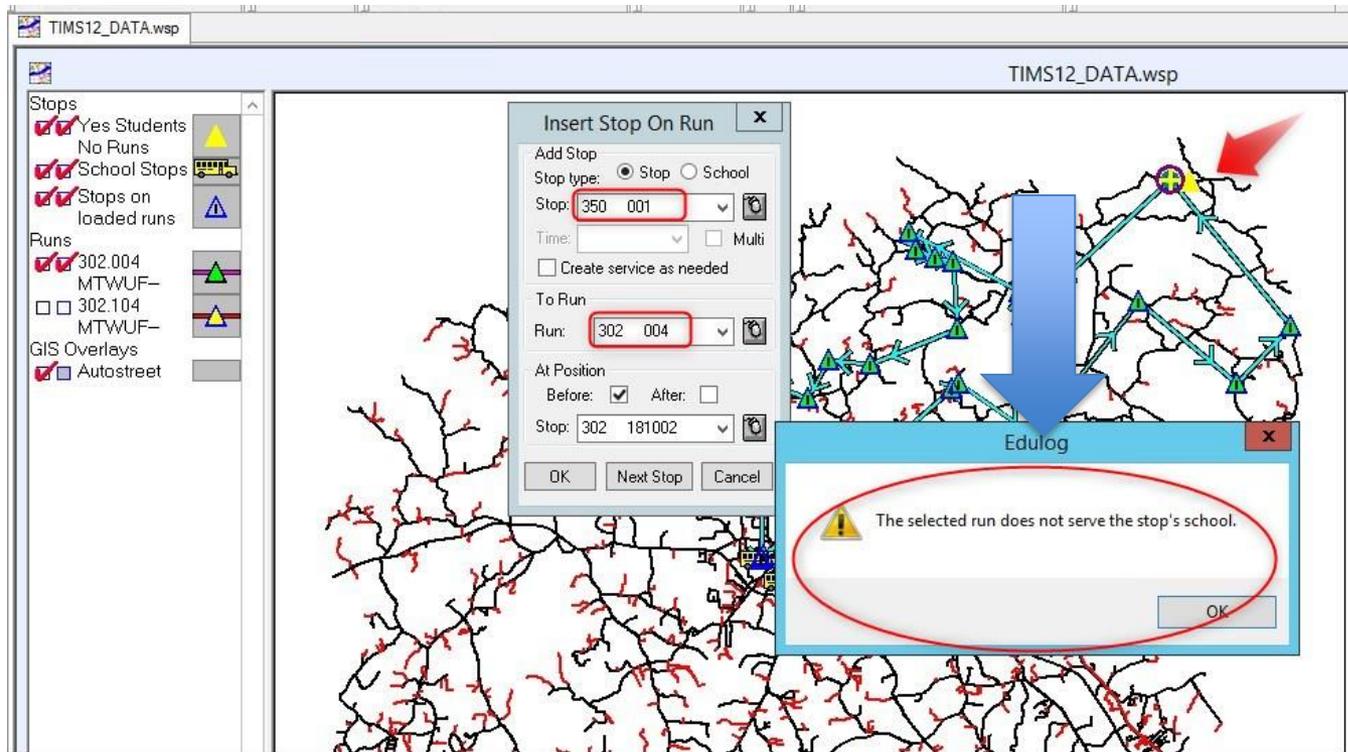
Below I see that Runid 302.004 is the closest to Gray's stop.  
That will be the Runid I will use to pick him up.



# TRANSFERS

*Since runid 302.004 does not service School 350 I got an error.*

*I must create the transfer stop in order to add stop 350.001 to this run.*



**HOME  
STOP#  
350.001**



**BUS #  
109  
302.004**



**(Transfer Location)  
High School Code  
302  
135 Alexander Central High  
School Dr**



**Transfer Location  
HS CODE 302  
135 Alexander Central  
High School Dr**



**BUS #  
999  
350.X01**



**Early  
College  
CODE  
350**



# TRANSFERS - AM

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**What School code do I need the transfer stop to be?**

**Hint: Gray's attends 350 (Early College)**



What is the Runid of the bus picking Gray up from his house?



Where will the transfer take place at?

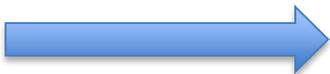
Hint: He is riding the High School (School Code 302) bus.



What is the Runid of the shuttle bus taking Gray to 350 Early College?

# TRANSFERS

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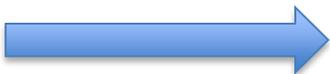


**302.004 Bus picking him up from his house**



**Transfer will take place at:**

135 Alexander Central High School Dr  
Address of High School 302



**350.X01 Shuttle bus taking him to Early College**

# HOW DO I CREATE A TRANSFER IN TIMS

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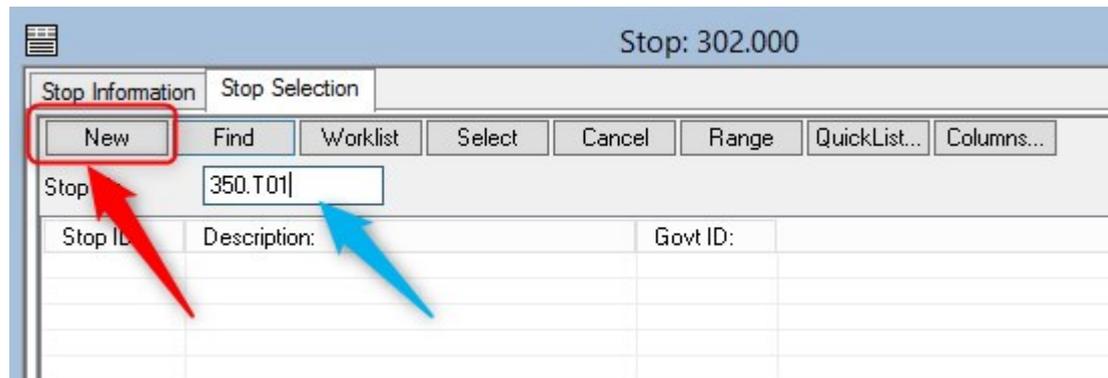
Transfer stops must be created in **Stops Tabular**  
*(Today I will show you how to create them in launchpad.)*

When creating a transfer stop, use the school code of the student to be assigned to the transfer stop, followed by .TXX

(In this case it will be 350.TXX because Early College has a school code of 350)

# Adding a New Transfer Stop

*Stop Tabular – always search for the next available stopid*



*This student is registered at Early College, School 350. The transfer stop should start with 350.TXX.*

# Adding a New Transfer Stop

Stop: 350.T01

Stop Information | Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location:

Description:  Nd1: 0 Nd2: 0

Right Side  Available  Tran Needs  Home Stop D1: 0 D2: 0

CreateDate:  EndDate:  Modified: 02/04/2020 User ID: TIMS12tims12

Service Table

Add Edit Delete Passengers Refresh

Insert Assign Deassign Head Count Columns

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq
------------	-----------	-----	---------	-----------	--------------

**Transfer will take place at:**



135 Alexander Central High School Dr  
Address of High School 302

# Description of Transfer Stop

*ALWAYS add a good description of your transfer stops so you know what, where, & when looking at the stop descriptions on your run.*

Stop: 350.T01

Stop Information | Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

Description: XFER @ 302 GOING TO 350 ECHS AM Nd1: 3961 Nd2: 4312

Right Side  available  Tran Needs  Home Stop D1: 1 D2: 186

CreateDate: EndDate: Modified: 02/04/2020 User ID: TIMS12bms12

Service Table

Add Edit Delete Passengers Refresh

Insert Assign Deassign Head Count Columns

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq
------------	-----------	-----	---------	-----------	--------------

# Adding the AM stop service

*When adding the stop service make sure you select the correct bell time and TO/FROM school.*

The screenshot shows a software interface for managing stop services. The main window is titled "Stop: 350.T01" and has two tabs: "Stop Information" and "Stop Selection". The "Stop Information" tab is active, showing fields for Stop ID (350 T01), Location (135 ALEXANDER CENTRAL HIGH SCHOOL DR), Description (XFER @ 302 GOING TO 350 ECHS AM), and other details. A blue arrow points to the "Add" button in the "Service Table" section. A smaller "Create / Edit Stop Service" dialog box is open, showing fields for Service ID (350.T01001), Frequency (MTWUF--), Bell Time (8:20 AM), and To/From radio buttons. The "Add" button and the "Bell Time" and "To/From" fields in the dialog are highlighted with red boxes.

# Adding Runid to Transfer Stops



**302.004 Bus picking him up from his house**



**350.X01 Shuttle bus taking him to Early College**

Stop: 350.T01

Stop Information | Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

Description: XFER @ 302 GOING TO 350 ECHS AM Nd1: 3961 Nd2: 4312

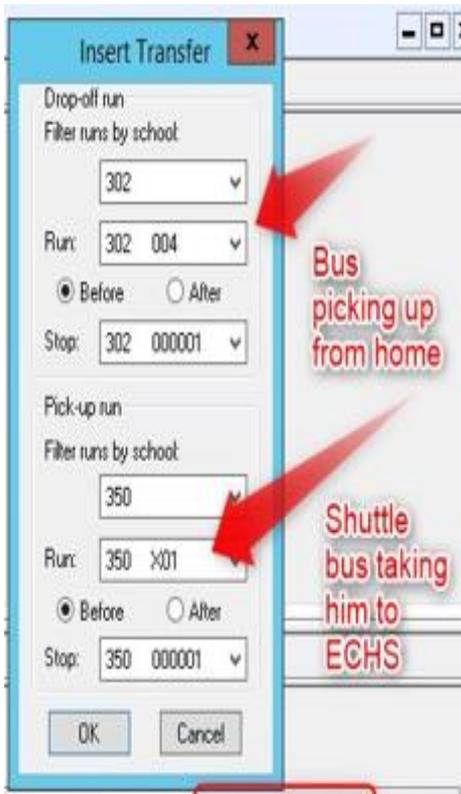
Right Side  Available  Tran Needs  Home Stop D1: 1 D2: 186

CreateDate: EndDate: Modified: 02/04/2020 User ID: TIMS12tims12

Service Table

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq	Stop Time	RunID	RoutelD	Route Freq
350.T01001	8:20 AM	1	0	MTWUF--	MTWUF--				
350.T01501	8:20 AM	0	0	MTWUF--	MTWUF--				

# Adding Runid to Transfer Stops



**302.004 Bus picking him up from his house**

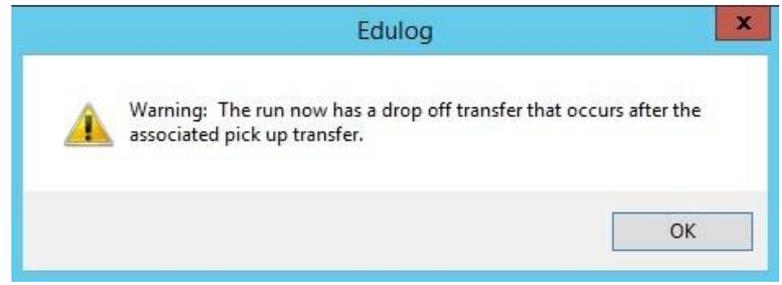
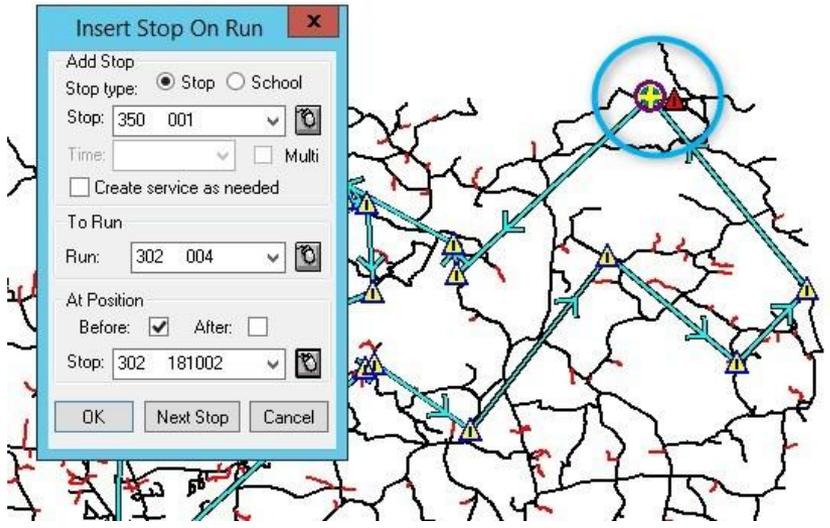
You need to decide where on the run the transfer will take place. I like to add it after the bus arrives at the high school (302) for drop off.



**350.X01 Shuttle bus taking him to Early College**

For the Shuttle it would be before you get to the school code of 350 (Early college).

# Transfers



Stop successfully added after transfer was created

# Run 302.004 picks ECHS student up from home.

Run Information Run Selection

Confirm Previous Next Rename Print Delete Cancel

Run ID: 302 004 **Run ID**

Description: 009 AM

Frequency: MTWUF--

To/From: 1 Dest time: 8:00 AM Begin Time: 5:59 AM End Time: 8:09 AM

Max Load: 60 Cover: Run Length (min) 129 Loaded Miles

Stop ID	Time (h:m)	Effective	Stop Desc
@CP.003031	5:59 AM	MTWUF--	ALEXANDER CENTRAL HIGH SCHOOL
302.514002	6:10 AM	MTWUF--	ROCKY FACE CHURCH RD & TWO JIMMYS LN
302.034002	6:10 AM	MTWUF--	2907 ROCKY FACE CHURCH RD
302.520002	6:14 AM	MTWUF--	4302 ROCKY SPRINGS RD
302.508002	6:21 AM	MTWUF--	970 HOPEWELL CHURCH RD
302.064002	6:27 AM	MTWUF--	SLOAN RD & DISHMON FAMILY DR
302.020002	6:37 AM	MTWUF--	KENNINGTON LN & MASON FARM RD
350.001001	6:52 AM	MTWUF--	5732 LINNEYS MILL RD ECHS G PERSON
302.181002	6:53 AM	MTWUF--	6116 LINNEYS MILL RD
302.038002	7:04 AM	MTWUF--	7530 VASHTI RD
302.009001	7:05 AM	MTWUF--	6930 VASHTI RD
302.040002	7:15 AM	MTWUF--	BENTLEY FARM LN & BETHEL CHURCH RD
302.166002	7:20 AM	MTWUF--	3331 VASHTI RD
302.067002	7:21 AM	MTWUF--	DANIELS RIDGE RD & LONA DANIELS LOOP
302.371002	7:22 AM	MTWUF--	TA DANIELS RIDGE MOTORCROSS & DANIEL...
302.116002	7:33 AM	MTWUF--	1847 OLD VASHTI RD
302.172002	7:39 AM	MTWUF--	4415 BLACK OAK RIDGE RD
302.308002	7:52 AM	MTWUF--	C J LN & LIBBY DR
302.135002	7:59 AM	MTWUF--	JOLLY CEMETERY RD & FAIR ACRES LN
302.068002	8:01 AM	MTWUF--	JIM BARNES LN & JOLLY CEMETERY RD
303.T04501	8:09 AM	MTWUF--	EARLY COLLEGE TRANSFER BUS 009/152
350.T01001	8:09 AM	MTWUF--	XFER @ 302 GOING TO 350 ECHS AM
302.000001	8:09 AM	MTWUF--	SCHOOL: ALEXANDER CENTRAL

**RUNS -TABULAR**

Student home address

Transfer Stop to Shuttle bus

# Transfers

## RUNS -TABULAR

Runid for Shuttle

Run Information Run Selection

Confirm Previous Next Rename Print Delete Cancel

Run ID: 350 X01

Description: XFER FROM 302 HS TO 350 ECHS

Frequency: MTWUF--

To/From: 1 Dest time: 8:20 AM Begin Time: 8:09 AM End Time: 8:15 AM

Max Load: 60 Cover: Run Length (min) 6 Loaded Miles: 0.00

Route...	Description	Vehi...	Slack	Sect...
999	ECHS SHUT...	999	0	AM

Table

Insert Checkpoint Assign Deassign Stop Times Head Count ID Stop Refresh

Load Times Reorder Resequence Passengers Run Dir New Stop Columns

Stop ID	Time (h...	Effective	Stop Desc	Frequency	Stp Ld	Avg Run Ld
350.T01501	8:09 AM	MTWUF--	XFER @ 302 GOING TO 350 ECHS AM	MTWUF--	1	1
350.000001	8:15 AM	MTWUF--	SCHOOL: EARLY COLLEGE	MTWUF--	0	0

Note the stop description. Very detailed.

Number of students assigned to the shuttle stop

# AM TRANSFER

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RunID of bus picking student up from home



Location of transfer



RunID of shuttle bus taking student to 2<sup>nd</sup> location

# PM TRANSFER

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RunID of shuttle bus taking student to 2<sup>nd</sup> location



Location of transfer stop



RunID of bus taking student home

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# Mid-Days & EC

# Mid-Days and EC Runs

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EC Runs can get complicated when working with late arrivals and mid-days. In the past we have struggled with mid-day runs matching “real-time” arrivals and departures. Due to EC having modified days we can not follow the normal bell time schedule. eSQL has made this process easier. You can now adjust the arrival and departure time in eSQL and for the most part it will hold on to the time for the anchor school. This will allow the time in TIMS to be accurate and realistic and more in line with the real-time schedule. You do not have to use programs to adjust the arrival and departure time.

*When re-processing your runs make sure you do it under runs not routes*

# EC & Mid-Days

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## ***EC Bus 182 just received changes for several students.***

- Jason Yang school 302 has a modified day of 10:00-12:00.
- Summer Driver and Grayson Armendariz, school 302, arrive at regular time but have an early dismissal of 12:00.
- Grady Perry, school 306, will dismiss at 12:30.

# EC & Mid-Days

route information | Route Selection

Route ID: 
 Frequency:

Max Load: 
 Description:

Cover: 
 Veh Name: 
 Vehicle ID:

Created: 
 End Date: 
 Modified: 
 User ID:

Contractor: 
 Eff Date:

Comments:

Transportation Needs Capacity

STUDENT	<input type="checkbox"/>	Attendant
Wheelchair	<input type="checkbox"/>	Car Seat - 2
Harness	<input type="checkbox"/>	User defined
Oxygen	<input type="checkbox"/>	User defined
Car Seat - 1	<input type="checkbox"/>	User defined

Regular Capacity:

---

Run Table | Contacts

Section	RunID	Run Description	Start	End	DeadHead (min)	Idle Time (min)
AM	302 014	182 AM EC	6:11 AM	7:49 AM	0	0
PM	302 114	182 PM EC	2:55 PM	4:54 PM	0	425

By looking at Routes Tabular I know that 182 finishes her morning run at 7:49 and her next runs doesn't start until 2:55. We will need to create a 2<sup>nd</sup> run for the morning so Jason will get to school on time at 10:00am

# EC & Mid-Days

Last Name:  First Name:  Middle Name:  Name Suffix:   
 Nickname:  District ID:  Government ID:  Edulog ID:   
 Date of Birth:  Gender:  Ethnicity:  Date Created:   
 SIS Address:  Apartment:  Time Changed:   
 City:  State:  Zip:  Tag ID:   
 Prim. Phone:  Sec. Phone:  E-Mail:   Publish in Direct

**Transportation Information**  
 Location:  School:   
 Walk Dist. to School:  Eligibility:  Grade:   
 Drive Dist. to School:  User Eligibility:  Program:   
 Geo Dist. to School:   
 Home Stop  Right Side Pickup  Available  Special Ed / IEP Max. Ride Time:

**Additional Transportation**  
 AM Location:  AM Shuttle:   
 AM School Walk Dist.:  AM School Drive Dist.:  AM School Geo Dist.:   
 AM Eligibility:   
 PM Location:  PM Shuttle:   
 PM School Walk Dist.:  PM School Drive Dist.:  PM School Geo Dist.:   
 PM Eligibility:

**Student Trips**  
   Active Stops Only

Type	Vehicle Name	D/O Location	Stop ID	Run Description	Route Description
To School		135 ALEXANDER CENT...	302.Z01		
From School		4754 NC HWY 127	302.Z01		

Transportation Needs:

- STUDENT REQUIRES SPECIAL NEED
- Wheelchair
- Harness
- Oxygen
- Car Seat - 1
- Attendant
- Car Seat - 2
- User defined special need 8
- User defined special need 9
- User defined special need 10

*TIP: It's good practice to code your EC students under Transportation needs. If you have your EC runs and LIVE together this will prevent you from assigning a REG-ED student to an EC stop or Bus. If you have your student coded EC here you must have an EC stop to match it.*

# EC & Mid-Days

## Stop- Stop Tabular

Stop Information

Stop ID: 302.Z01 Government ID: School: 302 - ALEXANDER CENTI Time Changed: 02/24/2020, 7:52:29 AM  Right Side

Location: 4754 NC HWY 127 M  Available

Description: 4754 NC HWY 127 - J YANG 10-12  It helps to add the time in the description.  Tran Need  Home Sto

Comments:

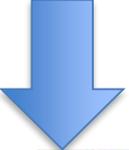
Run Assignments

Bell Time	Stop Type	Frequency	Avl/Eff Freq.	Assigned Avg.	Headcount Avg.	Stop Time	Run ID	Run Description	Route ID	Route Description	Vehicle Name
8:00 AM	Pick Up	MTWUF--	MTWUF--	1	0	7:25 AM	302.MM1	TO ALEXANDE...			
3:05 PM	Drop Off	MTWUF--	MTWUF--	1	0						

# EC & Mid-Days

Add a new run going to school 302 at 10:00 AM

*Run – Run Tabular*



**Run Basic Information**

Run ID: 302.MM1    Description: Mid Morning J Yang to 302 10:00 am    Time Changed: 02/24/2020, 7:51:59 AM

Direction: To School    Frequency: MTWUF--    Max. Load: 60    Max. Time: 60

Comments:    Map Type: 0

**Run Transportation Information**

Start Time: 7:25 AM    End Time: 7:40 AM

Total Time: 00:14    Actual Load: 1

Loaded Distance: 9.1 mi.

School	Bell Time
302 - ALEXANDER CENTRAL...	8:00 AM

**Stops on Run**

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.Z01	4754 NC HWY 127	7:25 AM	1	1	MTWUF--	00:00
2	302.000	SCHOOL: ALEXANDER ...	7:40 AM	0	0	MTWUF--	14:54

# EC & Mid-Days

Route – Route Tabular



Add the new run going to school 302 at 10:00 AM to a Route

Route Basic Information

Route ID: 182 Description: 182 ACHS EC

Frequency: Add your run Comments:

Vehicle Name: 182 Vehicle:

Route Transportation Information

Start Time: 6:14 AM

Runs on Route

Run ID

302.014
302.114

Insert Run On Route

Select Record

Available Run Basic Search

Run ID	ID Range	School/Direction	Dist. From School
Run ID: 302.MM1			

Search Days of

Frequency:

Select Time Pos

Time Position:  AM  Noon  PM  Activity

Run Id you created

# EC & Mid-Days

## What is negative slack is?

Route Basic Information

Route ID: 182 Description: 182 ACHS EC Time Changed: 02/24/2020

Frequency: MTWUF-- Comments: Map Type: 0

Vehicle Name: 182 Vehicle: Contractor:

Route Transportation Information

Start Time: 6:14 AM End Time: 4:52 PM Total Time: 10:37 Running Time: 03:32

Runs on Route

Run ID	Run Description
302.014	182 AM EC
302.114	182 PM EC

Insert Run On Route

Select Record

Displaying results 1 - 1 of 1

Run ID	Run Description
302.MM1	TO ALEXANDER CENTRAL HIGH SCHOOL

Insert Run on Route

The route(s) the run is assigned to has negative idle and/or adjustable time. This means the solution is not feasible. You should review your data.

Do not show this message again

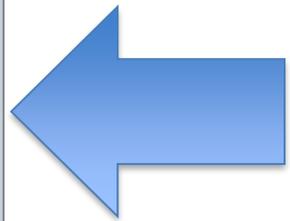
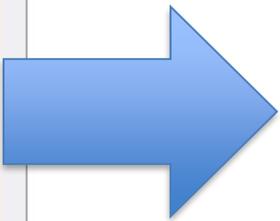
OK

Frequency:  M  T  W  U  F  A  S

Select Time Position

Time Position:  AM  Noon  PM  Activity

OK Cancel



# EC & Mid-Days

*Negative Slack time = when you are running 2 runs at the same time.*

*Below you can see that run 302.MM1 starts at 7:25 am. That is impossible because the bus is still running 302.014 until 7:49 am. We need to adjust the end time at the **school**.*

Route Basic Information

Route ID: 182 Description: 182 ACHS EC Time Changed: 02/24/2020, 8:04:08 AM

Frequency: MTWUF-- Map Type: 0

Vehicle Name: 182 Contractor:

Route Transportation Information

Start Time: 6:14 AM End: PM Total Time: 10:37 Running Time: 03:46

Runs on Route

Run ID	Run Description	Start Time	End Time	Run Load	Bell Time	Time At School	Frequency	Section
302.014	182 AM EC	6:14 AM	7:49 AM	8	8:00 AM	7:49 AM	MTWUF--	AM
302.MM1	TO ALEXANDER CEN.	7:25 AM	7:40 AM	1	8:00 AM	7:40 AM	MTWUF--	AM
302.114	182 PM EC	2:55 PM	4:52 PM	8	3:05 PM	2:55 PM	MTWUF--	PM

# EC & Mid-Days

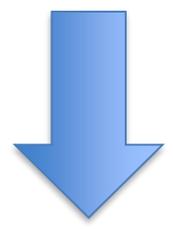
1. *Runs – Run Tabular*
2. *Search Bus 182*
3. *Adjust time at school*

The screenshot displays a software interface for managing bus routes. On the left, a search results pane shows three entries: '302.014 - 182 AM EC', '302.114 - 182 PM EC', and '302.MM1 - TO ALEXANDER CENTRAL HIGH SCH', with the last one highlighted. The main area is divided into 'Run Basic Information' and 'Run Transportation Information' sections. The 'Run Basic Information' section includes fields for Run ID (302.MM1), Description (Mid Morning J Yang to school at 10:00), Direction (To School), Frequency (MTWUF--), Max. Load (60), and Max. Time (60). The 'Run Transportation Information' section shows Start Time (7:25 AM), End Time (7:40 AM), Total Time (00:14), Actual Load (1), and Loaded Distance (9.1 mi). Below these sections is a table titled 'Stops on Run' with columns for Seq. #, Stop ID, Stop Description, Stop Time, Load, Run Load, Frequency, and DH (mm:ss). The table contains two rows: the first row is for a stop at 7:25 AM, and the second row is for a school stop at 7:40 AM. A blue arrow points to the '7:40 AM' cell in the second row, with the text 'Adjust time at school' written in red next to it.

Seq. #	Stop ID	Stop Description	Stop Time	Load	Run Load	Frequency	DH (mm:ss)
1	302.Z01	4754 NC HWY 127 - J Y...	7:25 AM	1	1	MTWUF--	19:24
2	302.000	SCHOOL: ALEXANDER ...	7:40 AM	0	0	MTWUF--	14:54

# EC & Mid-Days

*Arrival time for the 302.MM1 run is 10:00 am*



Stops on Run



Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load
1	302.Z01	4754 NC HWY 127 - J Y...	7:25 AM	1	1
2	302.000	SCHOOL: ALEXANDER ...	7:40 AM	0	0



**Edit Stop Time**

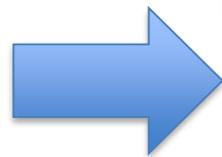
Edit Time for Stop 302.000

Current Time: 7:40 AM

New Time: 7:40 AM

Update Times for all Covers

OK Cancel



***New Time***

**Edit Stop Time**

Edit Time for Stop 302.000

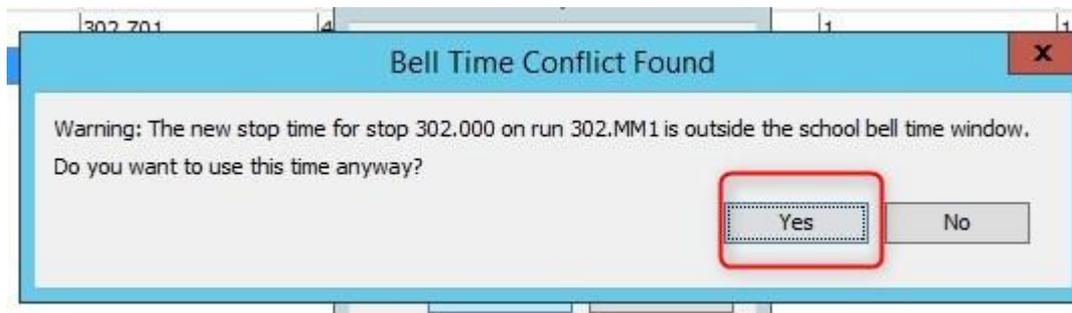
Current Time: 7:40 AM

New Time: 10:00 AM

Update Times for all Covers

OK Cancel

# EC & Mid-Days



*Yes we want to use this new time. We know it's outside  
The bell schedule.*

Run Basic Information

Run ID: **302.MM1** Description: Mid Morning J Yang to school at 10:00 Time Changed: 02/24/20

Direction: To School Frequency: MTWUF-- Max. Load: 60 Max. Time: 60

Comments: Map Type: 0

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Run Transportation Information

Start Time: 9:45 AM End Time: 10:00 AM School: 302 - ALEXANDER CENTRAL... Bell Time: 8:00 AM

Total Time: 00:14 Actual Load: 1

Loaded Distance: 9.1 mi.

---

Stops on Run

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency
1	302.Z01	4754 NC HWY 127 - J Y..	9:45 AM	1	1	MTWUF--
2	302.000	SCHOOL: ALEXANDER ..	10:00 AM	0	0	MTWUF--

# EC & Mid-Days

*Route Tabular in Launchpad will list your runs in order for Bus 182. I can see when all my runs start and stop.*

**Route: 182**

Route Information | Route Selection

Confirm Previous Next Rename Directions... Delete Cancel

Route ID: 182 Frequency: MTWUF--

Max Load: 60 Description: 182 ACHS EC

Cover: MTWUF-- Veh Name: 182 Vehicle ID:

Created: 11/04/2008 End Date: / / Modified: 02/24/2020 User ID: SYSTEM

Contractor: Eff Date:

Comments:

Transportation Needs Capacity

STUDENT		Attendant	
Wheelchair		Car Seat - 2	
Harness		User defined	
Oxygen		User defined	
Car Seat - 1		User defined	

Regular Capacity:

Run Table | Contacts

Assign Change Time Deassign Run Dir Columns Refresh

Section	RunID	Run Description	Start	End	DeadHead (min)	Idle Time (min)	Time at School	Run MaxTime (min)
AM	302 014	182 AM EC	6:14 AM	7:49 AM	0	0	7:49 AM	90
AM	302 MM1	MID MORNING J YANG TO SCHOOL AT 10:00	9:45 AM	10:00 AM	19	96	10:00 AM	60
PM	302 114	182 PM EC	2:55 PM	4:51 PM	0	295	2:55 PM	90

# EC & Mid-Days

---

We have one more mid-day to add.

School 302 Depart at 12:00pm

Jason Yang

Summer Driver

Grayson Armendariz

School 306 Depart at 12:30pm

Grady Perry

*Assign the stop just like you would if they were getting out at the regular time*

# EC & Mid-Days

- Runs – Runs Tabular
  - This Run will be from school

Dialog Box: Create Run

New Run Properties

School: 302 - ALEXANDER CENTRAL HIGH SCHOOL

Direction:  To School  From School

Bell Time: 3:05 PM

Frequency:  M  T  W  U  F  A  S

Run Code: MD1 (Optional)

Buttons: OK, Cancel

# EC & Mid-Days

- This run will service 2 schools
  - 302
  - 306

The screenshot shows a software interface with a table of stops and a dialog box. The table lists stops with IDs and descriptions. Stop 306.000 is highlighted. A dialog box titled 'Select Bell Time' is open, showing a dropdown menu with '3:10 PM' selected. A red arrow points from the highlighted stop to the dialog box. A blue arrow points from the text 'Add school with from Bell time.' to the dialog box.

Stop ID	Stop Description	Stop Load
111.000	SCHOOL: SUMMER 1	
112.000	SCHOOL: SUMMER 2	
300.000	SCHOOL: ALTERNATIVE LEARNING PROGRAM	
302.000	SCHOOL: ALEXANDER CENTRAL	
303.000	School: ALEXANDER EARLY COLLEGE	
304.000	SCHOOL: BETHLEHEM	
306.000	SCHOOL: EAST ALEXANDER MIDDLE	

Stops on Run

Seq. #	Stop ID	Stop Description	Stop Time	Stop
1	302.000			0

Select Bell Time

Select Bell Time: 3:10 PM

OK Cancel

*Add school with from Bell time.*

# EC & Mid-Days

*Add the new run to bus 182 in the noon position.*

**Assign Run to Route**

Select Run  
 To  From School: 302 Run: 302 MD1

Select Position to Assign  
 AM  Noon  PM  Activity

Select Days to Assign  
 M  T  W  Th  F  Sa  Su

OK Cancel

Background Window: 2\_DATA.wsp:1

Transportation Needs Capacity

STUDENT		Attendant
Wheelchair		Car Seat - 2
Harness		User defined
Oxygen		User defined
Car Seat - 1		User defined
Regular Capacity:		

Cover: MTWUF-- Veh Name: 182 Vehicle ID: [dropdown]  
 Created: 11/04/2008 End Date: / / Modified: 02/24/2020 User ID: SYSTEM  
 Contractor: [text] Eff Date: [text]

Run Table

Section	RunID	Run Description	Start	End	DeadHead (min)	Idle Time (min)
AM	302 014	182 AM EC	6:14 AM	7:49 AM	0	0
AM	302 MM1	MID MORNING J YANG TO SCHOOL AT 10:00	9:45 AM	10:00 AM	19	96
PM	302 114	182 PM EC	2:55 PM	4:51 PM	0	295

# EC & Mid-Days

*Note the run has noon but the times are incorrect*

Route: 182

Route Information | Route Selection

Confirm Previous Next Rename Directions... Delete Cancel

Route ID: 182 Frequency: MTWUF--

Max Load: 60 Description: 182 ACHS EC

Cover: MTWUF-- Veh Name: 182 Vehicle ID:

Created: 11/04/2008 End Date: / / Modified: 02/24/2020 User ID: TIMS12tims12

Contractor: Eff Date: Regular Capacity:

Comments:

Transportation Needs Capacity

STUDENT  Attendant

Wheelchair  Car Seat - 2

Harness  User defined

Oxygen  User defined

Car Seat - 1  User defined

Run Table | Contacts

Assign Change Time Deassign Run Dir Columns Refresh

Section	RunID	Run Description	Start	End	DeadHead (min)	Idle Time (min)
AM	302 014	182 AM EC	6:14 AM	7:49 AM	0	0
AM	302 MM1	MID MORNING J YANG TO SCHOOL AT 10:00	9:45 AM	10:00 AM	19	96
PM	302 114	182 PM EC	2:55 PM	4:51 PM	0	295
NOON	302 MD1	FROM ALEXANDER CENTRAL HIGH SCHOOL	3:15 PM	3:50 PM	1	-97

# EC & Mid-Days

*Now we need to adjust the pickup times to reflect 12:00 & 12:30*

**Run Basic Information**

Run ID: 302.MD1    Description: FROM ALEXANDER CENTRAL HIGH SCHOOL    Time Changed: 02/25/2020, 8:21:04 AM

Direction: From School    Frequency: MTWUF--    Max. Load: 60    Max. Time: 60

Comments:    Map Type: 0

---

**Run Transportation Information**

Start Time: 3:15 PM    End Time: 3:50 PM

Total Time: 00:35    Actual Load: 4

Loaded Distance: 20.21 mi.

School	Bell Time
302 - ALEXANDER CENTRAL...	3:05 PM
306 - EAST ALEXANDER MID...	3:10 PM

---

**Stops on Run**

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	3:15 PM	0	3	MTWUF--	01:12
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	3:20 PM	1	2	MTWUF--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	3:21 PM	1	1	MTWUF--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:28 PM	0	2	MTWUF--	06:54
5	306.Z04	1465 OLD CHARLOTTE RD A SHERROD 12:10 PM	3:35 PM	1	1	MTWUF--	07:00
6	302.Z04	227 ALL HEALING SPRINGS RD A SHERROD 12:10 PM	3:50 PM	1	0	MTWUF--	14:42

# EC & Mid-Days

*Always start with your anchor school. In this case it will be school 302*

Stops on Run

Seq. #	Stop ID	Stop Description	Stop Time	Agency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	3:15 PM	F--	01:12
2	302.041	190 MAIN AVENUE DR S DRIVER	12:00 PM	F--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ	12:00 PM	F--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:28 PM	F--	06:54
5	306.204	1465 OLD CHARLOTTE RD A SHERROD	12:10 PM	F--	07:00
6	302.204	227 ALL HEALING SPRINGS RD A SHERROD	12:10...	F--	14:42

Bell Time Conflict Found

Warning: The new stop time for stop 302.000 on run 302.MD1 is outside the school bell time window. Do you want to use this time anyway?

Yes No

# EC & Mid-Days

*Note times changed based off the 12:00 pm pick up time from the anchor school*

Stops on Run

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	0	3	MTWUF--	00:00
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	12:05 PM	1	2	MTWUF--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	12:06 PM	1	1	MTWUF--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	12:13 PM	0	2	MTWUF--	06:54
5	306.Z04	1465 OLD CHARLOTTE RD A SHERROD 12:30 PM	12:20 PM	1	1	MTWUF--	07:00
6	302.Z04	227 AL... SPRINGS RD A SHERROD 12:30...	12:35 PM	1	0	MTWUF--	14:42

*We still need to change School 306 time to 12:30 pm*

# EC & Mid-Days

Stops on Run

Seq. #	Stop ID	Stop Description	Stop Time	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	MTWUF--	00:00
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	12:05 PM	MTWUF--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	12:06 PM	MTWUF--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	12:13 PM	MTWUF--	06:54
5	306.Z04	1465 OLD CHARLOTTE RD A SHERROD 12:30 PM	12:20 PM	MTWUF--	07:00
6	302.Z04	227 ALL HEALING SPRINGS RD A SHERROD 12:30...	12:35 PM	MTWUF--	14:42

*Once you adjust the 2<sup>nd</sup> school pickup time you can see it changed it for the remaining stops*

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	0	0	MTWUF--	00:00
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	12:05 PM	1	1	MTWUF--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	12:06 PM	1	1	MTWUF--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	12:30 PM	0	2	MTWUF--	23:36
5	306.Z04	1465 OLD CHARLOTTE RD A SHERROD 12:30 PM	12:37 PM	1	1	MTWUF--	07:00
6	302.Z04	227 ALL HEALING SPRINGS RD A SHERROD 12:30...	12:51 PM	1	0	MTWUF--	14:42

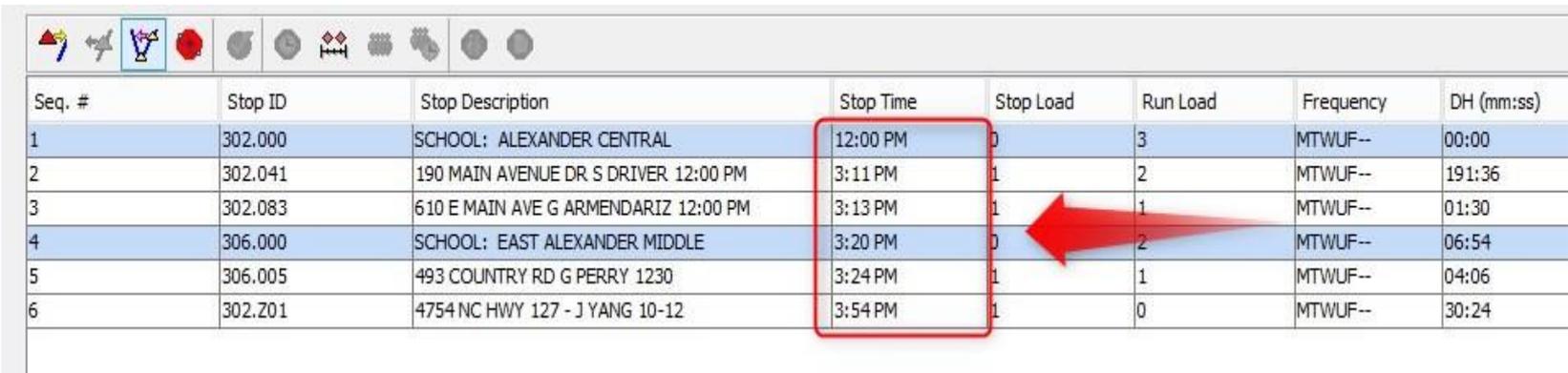
# EC & Mid-Days

*Now if you go back to Route Tabular you can see that the beginning and end time is correct.*

Run Table									
Contacts									
Assign Change Time Deassign Run Dir Columns Refresh									
Section	RunID	Run Description	Start	End	DeadHead (min)	Idle Time (min)	Time at School	Run MaxT	
AM	302 014	182 AM EC	6:12 AM	7:49 AM	0	0	7:49 AM	90	
AM	302 MM1	MID MORNING J YANG TO SCHOOL AT 10:00	8:45 AM	9:00 AM	19	36	9:00 AM	60	
NOON	302 MD1	FROM ALEXANDER CENTRAL HIGH SCHOOL	12:00 PM	12:51 PM	0	180	12:00 PM	60	
PM	302 114	182 PM EC	2:55 PM	4:53 PM	9	114	2:55 PM	90	

# EC & Mid-Days

*If you re-process your runs now it will adjust it back to the original bell time with the exception of the anchor school. How can you create a run and it hold the times for multiple schools?*



Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	0	3	MTWUF--	00:00
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	3:11 PM	1	2	MTWUF--	191:36
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	3:13 PM	1	1	MTWUF--	01:30
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:20 PM	0	2	MTWUF--	06:54
5	306.005	493 COUNTRY RD G PERRY 1230	3:24 PM	1	1	MTWUF--	04:06
6	302.201	4754 NC HWY 127 - J YANG 10-12	3:54 PM	1	0	MTWUF--	30:24

# EC & Mid-Days

*If you create a separate run for the 2<sup>nd</sup> pickup school the times will hold. But you will also need to create a transfer for Jason Yang. He is not being dropped off until after we pickup at school 306*

Stops on Run



Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	0	3	MTWUF--	00:00
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	12:05 PM	1	2	MTWUF--	05:00
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	12:06 PM	1	1	MTWUF--	01:24
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	12:30 PM	0	2	MTWUF--	23:36
5	306.005	493 COUNTRY RD G PERRY 1230	12:34 PM	1	1	MTWUF--	04:00
6	302.Z01	4754 NC HWY 127 - J YANG 10-12	12:55 PM	1	0	MTWUF--	21:54

# EC & Mid-Days

*Remove the school and stop id in the red box and create a new run with the same information.*

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency
1	302.000	SCHOOL: ALEXANDER CENTRAL	12:00 PM	0	3	MTWUF--
2	302.041	190 MAIN AVENUE DR S DRIVER 12:00 PM	3:11 PM	1	2	MTWUF--
3	302.083	610 E MAIN AVE G ARMENDARIZ 12:00 PM	3:13 PM	1	1	MTWUF--
4	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:20 PM	0	2	MTWUF--
5	306.005	493 COUNTRY RD G PERRY 1230	3:24 PM	1	1	MTWUF--
6	302.201	4754 NC HWY 127 - J YANG 10-12	3:54 PM	1	0	MTWUF--

# EC & Mid-Days

*Create a new mid-day run for school 306*

*Add your stops back*

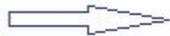
Seq. #	Stop ID	Stop Description	Stop Time	Stop Load
1	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:20 PM	0
2	306.005	493 COUNTRY RD G PERRY 1230	3:24 PM	1

# EC & Mid-Days

*You can't add your stop back for Jason Yang until you create a transfer stop.*



**302.MD1 – Run that picked him up at 12:00pm**



**School 306 location – 199 East Alexander Middle School Dr**



**306.MD1 – Run that will take him home from school 306 (pickup – 12:30pm)**

rm	Previous	Next	Rename	Delete	Cancel		
id:	302 T01	Location:	199 EAST ALEXANDER MIDDLE SCHOOL DR				
description:	XFER FROM 302 (182 TO 182) MID-DAY GOING HOME @ 306			Nd1:	4318	Nd2:	4317
stop side:	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Tran Needs	<input type="checkbox"/> Home Stop	D1:	1	D2:	214
start date:	/ /	EndDate:	/ /	Modified:	02/25/2020	User ID:	TIMS12tims12

**Create / Edit Stop Service** X

Service ID:

Frequency:  Edit Freq

Bell Time:  To/From

Confirm
Cancel

# EC & Mid-Days



**302.MD1 – Run that picked him up at 12:00pm**



**School 306 location – 199 East Alexander Middle School Dr**



**306.MD1 – Run that will take him home from school 306  
(pickup – 12:30pm)**

The screenshot shows a dialog box titled "Insert Transfer" with a close button (X) in the top right corner. The dialog is divided into two sections: "Drop-off run" and "Pick-up run".

**Drop-off run section:**

- Filter runs by school: 302
- Run: 302 MD1
- Radio buttons:  Before,  After
- Stop: 302 083001

**Pick-up run section:**

- Filter runs by school: 306
- Run: 306 MD1
- Radio buttons:  Before,  After
- Stop: 306 000002

At the bottom of the dialog are "OK" and "Cancel" buttons. The dialog is overlaid on a grid background with some text visible, including "RunID" and "Row".

# EC & Mid-Days

*Now that Jason Yang is added to the run we can adjust the times.*

Stops on Run



Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm)
1	306.000	SCHOOL: EAST ALEXANDER MIDDLE	3:20 PM	0	1	MTWUF--	00:00
2	302.T01	XFER FROM 302 (182 TO 182) MID-DAY GOING H...	3:20 PM	1	2	MTWUF--	00:00
3	306.005	493 COUNTRY RD G PERRY 1230	3:24 PM	1	1	MTWUF--	04:00
4	302.Z01	4754 NC HWY 127 - J YANG 10-12	3:45 PM	1	0	MTWUF--	21:54

***Change your pickup time to 1230 at school 306***



# EC & Mid-Days

*Times will hold when your re-process run directions because you only have one anchor school.*

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load	Frequency	DH (mm:ss)
1	306.000	SCHOOL: EAST ALEXANDER MIDDLE	12:30 PM	0	1	MTWUF--	00:00
2	302.T01	XFER FROM 302 (182 TO 182) MID-DAY GOING H...	12:30 PM	1	2	MTWUF--	00:00
3	306.005	493 COUNTRY RD G PERRY 1230	12:34 PM	1	1	MTWUF--	04:00
4	302.Z01	4754 NC HWY 127 - J YANG 10-12	12:55 PM	1	0	MTWUF--	21:54



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# Deleting Transfers

# Deleting Transfer Stops

In order to delete transfer stops you must 1<sup>st</sup> remove them from the run.

The screenshot displays a software interface for managing transfer stops. The top section, titled 'Stop Information', contains several input fields and buttons. The 'Stop ID' is '350 T01' and the 'Location' is '199 ALEXANDER EARLY COLLEGE DR'. The 'Description' is 'XFER FROM BUS 152 TO SHUTTLE GOING TO ECHS @ HS'. Other fields include 'Nd1: 4294', 'Nd2: 4293', 'D1: 1', 'D2: 224', 'CreateDate: 02/11/2020', 'EndDate: / /', 'Modified: 02/11/2020', and 'User ID: TIMS12tims12'. Below this is a 'Service Table' with columns for 'Service ID', 'Bell Time', 'Dir', 'Stop Ld', 'Frequency', 'Avl/Eff Freq', 'Stop Time', 'RunID', 'RoutelD', and 'Rout'. The 'Stop Ld' and 'RunID' columns are highlighted with red boxes. The table contains two rows of data:

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq	Stop Time	RunID	RoutelD	Rout
350.T01001	8:30 AM	1	1	MTWUF--	MTWUF--	7:34 AM	302.001	152	MTw
350.T01501	8:30 AM	0	1	MTWUF--	MTWUF--	8:00 AM	350.X01	999	MTw

# Deleting Transfer Stops

All 350 stops have to be de-assigned.

Stop ID	Time (h:m)	Effective	Stop Desc	Frequency	Stp Ld	Avg Run Ld
@CP.003031	6:26 AM	MTWUF--	ALEXANDER CENTRAL HIGH SCHOOL	MTWUF--	0	0
302.025002	6:34 AM	MTWUF--	463 LEE MATHESON RD	MTWUF--	1	1
302.149002	6:36 AM	MTWUF--	930 TAYLORSVILLE MFG RD	MTWUF--	1	2
302.279002	6:37 AM	MTWUF--	115 OLD CHARLOTTE RD	MTWUF--	1	3
302.299002	6:38 AM	MTWUF--	474 OLD CHARLOTTE RD	MTWUF--	1	4
302.465002	6:43 AM	MTWUF--	LIBERTY CHURCH RD & RAINTREE PARK RD	MTWUF--	3	7
302.005002	6:43 AM	MTWUF--	1111 LIBERTY CHURCH RD	MTWUF--	1	8
350.001001	6:45 AM	MTWUF--		MTWUF--	1	9
302.036002	6:49 AM	MTWUF--	485 LIBERTY CHURCH RD	MTWUF--	1	10
302.425002	6:49 AM	MTWUF--	FREEDOM DR & LIBERTY CHURCH RD	MTWUF--	1	11
302.171002	6:49 AM	MTWUF--	DAVIDSON CT & LIBERTY CHURCH RD	MTWUF--	4	15
302.418002	6:50 AM	MTWUF--	5515 MILLERSVILLE RD	MTWUF--	2	17
302.054002	6:55 AM	MTWUF--	5115 MILLERSVILLE RD	MTWUF--	1	18
302.204002	6:55 AM	MTWUF--	ALLENDALE LN & MILLERSVILLE RD	MTWUF--	2	20
302.165002	6:56 AM	MTWUF--	MT WESLEY CHURCH RD & NOAHS LANDIN...	MTWUF--	2	22
302.240002	6:57 AM	MTWUF--	809 MT WESLEY CHURCH RD	MTWUF--	1	23
302.216002	6:58 AM	MTWUF--	1214 MT WESLEY CHURCH RD	MTWUF--	1	24
302.117002	7:05 AM	MTWUF--	JOHNNY MARTIN LN & MT WESLEY CHURCH...	MTWUF--	1	25
302.086002	7:06 AM	MTWUF--	MT WESLEY CHURCH RD & ROBERTS LN	MTWUF--	3	28
302.140001	7:10 AM	MTWUF--	2711 MILLERSVILLE RD	MTWUF--	1	29
302.057002	7:10 AM	MTWUF--	CLOUD LN & OLD LANDFILL RD	MTWUF--	2	31
302.448002	7:11 AM	MTWUF--	OLD LANDFILL RD & WARREN ACRES LN	MTWUF--	4	35
302.313002	7:14 AM	MTWUF--	BETH EDEN ESTATE LN & OLD LANDFILL RD	MTWUF--	1	36
303.030002	7:20 AM	MTWUF--	MACEDONIA CHURCH RD & SHOOK VALLEY ...	MTWUF--	1	37
302.061001	7:20 AM	MTWUF--	MACEDONIA CHURCH RD & OWEN BRASWE...	MTWUF--	0	37
303.010002	7:20 AM	MTWUF--	MACEDONIA CHURCH RD & OWEN BRASWE...	MTWUF--	1	38
302.173002	7:23 AM	MTWUF--	REBS CIR & HAPPY PLAINS RD	MTWUF--	1	39
303.T01501	7:28 AM	MTWUF--	EARLY COLLEGE TRANSFER BUS 152/152	MTWUF--	2	37
350.T01001	7:34 AM	MTWUF--	XFER FROM BUS 152 TO SHUTTLE GOING T...	MTWUF--	1	36
302.000001	7:40 AM	MTWUF--	SCHOOL: ALEXANDER CENTRAL	MTWUF--	0	0

Deassign Stop



# Deleting Transfer Stops

Stop: 350.T01

Stop Information | Stop Selection

3

Stop ID: 
 Location:

Description: 
 Nd1: 
 Nd2:

Right Side
  Available
  Tran Needs
  Home Stop
 D1: 
 D2:

CreateDate: 
 EndDate: 
 Modified: 
 User ID:

---

Service Table

If stop load is 0 you can deassign the service.

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq	Stop Time	RunID	RoutelD	Rout
350.T01001	8:30 AM	1	0	MTWUF--	MTWUF--	7:34 AM	302.001	152	MTW
350.T01501	8:30 AM	0	0	MTWUF--	MTWUF--	8:00 AM	350.X01	999	MTW

2

1

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# Questions?

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Transfers and Mid-Days will be offered  
this Fall.