

# How To – Bus Routes

## SchoolTools©

### Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. All vehicles must be defined using **TRANSPORTATION>Vehicles/Equipment**.
3. All bus routes must be defined using **CONFIGURATION>Bus Routes**.

### User Rights for Bus Routes:

- **isBusRouteAdmin** - Add/Edit/Deactivate bus routes PLUS add/edit/delete bus route log entries for any user. This user has full control over all bus routes and bus route log entries. Grant this right only to trusted administrative users. Users with this right can add/edit/deactivate bus routes using **CONFIGURATION>Bus Routes**. This right is typically assigned to the transportation director and business manager.
- **isBusRouteDriver** - Add/Edit/Delete daily bus route log entries PLUS listed as available driver when completing bus route log. Users with this right can add/edit/delete bus route log entries using **BUS>Bus Route Log**. This right is typically assigned to bus route drivers.
- **isBusRouteMonitor** – Generate detailed bus route reports using **REPORTS>Bus Route**. This right is typically assigned to administrators, transportation directors, business managers, and possibly school board personnel.

### How To Use Bus Routes:

1. Users having the right **isBusRouteAdmin** will define bus routes using **CONFIGURATION>Bus Routes**. Each route should be assigned a unique color code for quick monitoring when verifying daily bus route log entries are completed. Routes must be defined before completing steps #2 and #3.
2. Users having the right **isBusRouteDriver** and driving bus routes will create daily bus route log entries (AM and PM) for their route using **BUS>Bus Route Log**.
3. Users with the right **isBusRouteMonitor** can print detailed bus route reports using **REPORTS>Bus Route**. Bus routes must be monitored daily to assure drivers are creating bus route log entries (AM/PM).