


ENTERING TRANSPORTATION INFORMATION

Our district must track the following pieces of information:

1. Route #
2. AM and/or PM
3. Whether they are pick-up, drop-off or transfer students.

In BCeSIS, from the Start Screen, you go to Common View > Transportation. You can also get there by going to the BASIC screen and clicking the  key until you reach screen #8 in the Demographic Loop.

Click the Add button to add a new route and then enter the four hi-lighted fields. These are required fields in this screen (**bolded** in BCeSIS).

1. **“Route #”** - These have been populated with our district’s route numbers. All routes will start with a “P” or “S” to indicate Penticton or Summerland. They will all end with an “AM” or “PM” (“A” or “P”) to indicate morning or afternoon route.
2. **“Stop Type”** - (Pick-up, Drop-off or Transfer) from a drop down menu.
3. **“Time”** - 8:00am or 3:00pm (or whatever is appropriate for your school).
4. **“Stop Description”** - This is a free form field - you can type whatever you like in here.

BUS ROUTE LIST

P53 -AM	NARAMATA/WEST HILLS	P81-PM	APEX RANCH/FARLEIGH LAKE
P53-PM	NARAMATA/WEST HILLS	P82-AM	NARAMATA (ROBINSON)
P54-AM	HUSULA/SKAHA ESTATES	P82-PM	NARAMATA (ROBINSON)
P54-PM	HUSULA/SKAHA ESTATES	P83-AM	KALEDEN/NARAMATA
P55-AM	HERITAGE HILLS/LOWER RESERVE	P83-PM	KALEDEN/NARAMATA
P55-PM	HERITAGE HILLS/LOWER RESERVE	S3122A	THE HAPPY DOG
P56-AM	KALEDEN/WILTSE	S3122P	THE HAPPY DOG
P56-PM	KALEDEN/WILTSE	S3222A	THE WOODPECKER
P57-AM	TWIN LAKES/ST. ANDREWS	S3222P	THE WOODPECKER
P57-PM	TWIN LAKES/ST. ANDREWS	S4670A	THE BILLYGOAT
P59-AM	UPPER CARMİ	S4670P	THE BILLYGOAT
P59-PM	UPPER CARMİ	S4671A	THE TURTLE
P60-AM	NARAMATA ROAD	S4671P	THE TURTLE
P60-AM	NARAMATA ROAD	S8670A	THE RACECAR
P81-AM	APEX RANCH/FARLEIGH LAKE	S8670P	THE RACECAR

***For more detailed information on these bus routes, see the School District’s website.*