

BusPlanner Web

Parent User Guide

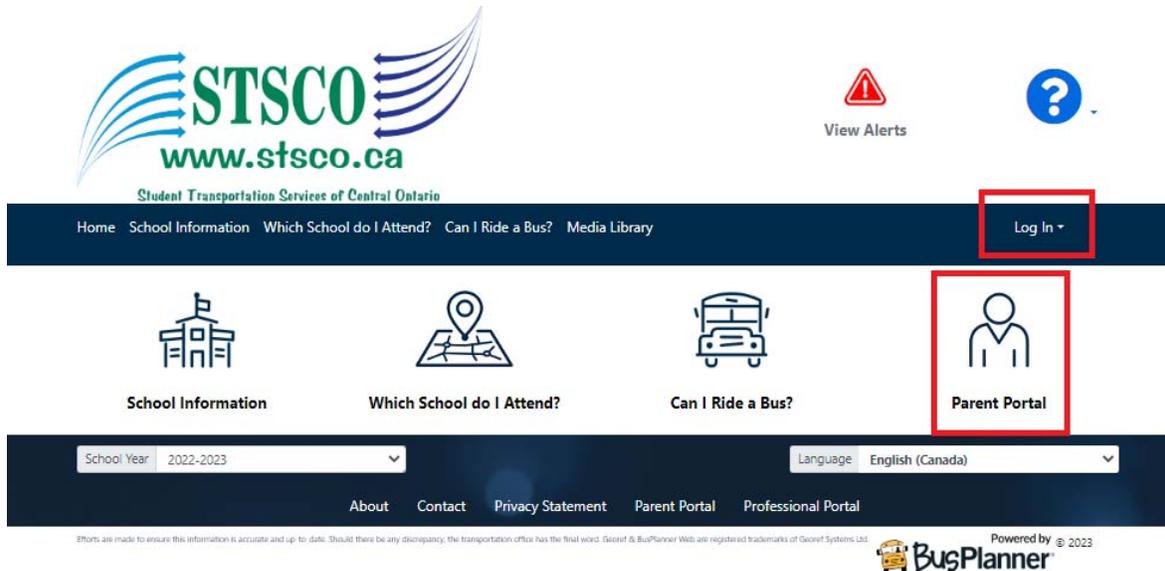
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Overview

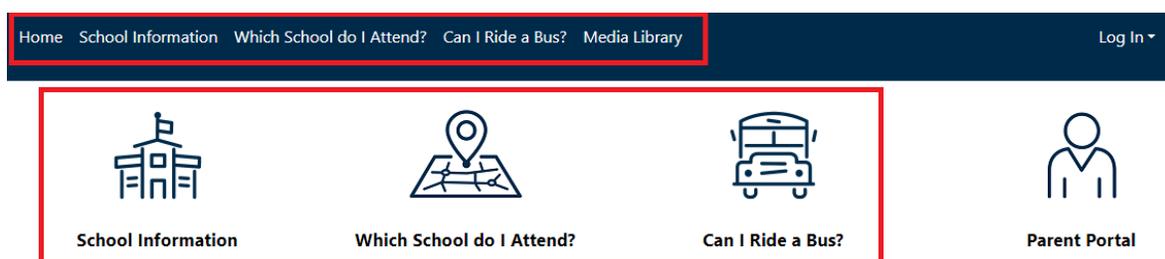
BusPlanner Web is where you will be able to find information related to:

- Which school your child should attend based on your home address,
- Their eligibility for busing,
- The information on your child's bus or walk route,
- Your school's information,
- Your student's information,
- And more.



Public View (what you can access without an account)

This is what you will be able to see and do without an account:



School Information allows you to search for a specific school. This shows the address, city, and the available grades for both the French and English boundaries.

Which School do I Attend? This page allows you to use your home address to determine which school your student should be in based on location, school board, grade, and program (French Immersion, Integrated Arts, International Baccalaureate.)

Can I Ride a Bus? This page will show if your student is eligible to ride a bus to and from school. This is based on your home address, school board, grade, and program (French Immersion, Integrated Arts, International Baccalaureate.)

Anyone without an account can also see the **Alert** button in the top right of the screen, beside the blue Help button. It will be shown as either of these:



These Alerts will show information about:

- **General Notices** (messages about PA Days, schools getting out early, etc.)
- **School Alerts** (School closures with the reasoning and time the alert was posted.)
- **Transportation Alerts** (Specific bus routes that are delayed or cancelled, and the schools affected by it.)

This page is updated as soon as it is opened, and every minute while it is open.

Create an Account and Log In - Click [HERE](#) to open this page in BusPlanner Web.

When you're on the home page, click either **Log in** or **Parent Portal** to get started.

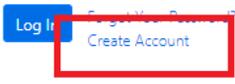
If you have an account already, simply log in, otherwise create your account here:

Log In

Parents, please be advised, this website updates at midnight and the Operator will contact you when your bus information will be in effect

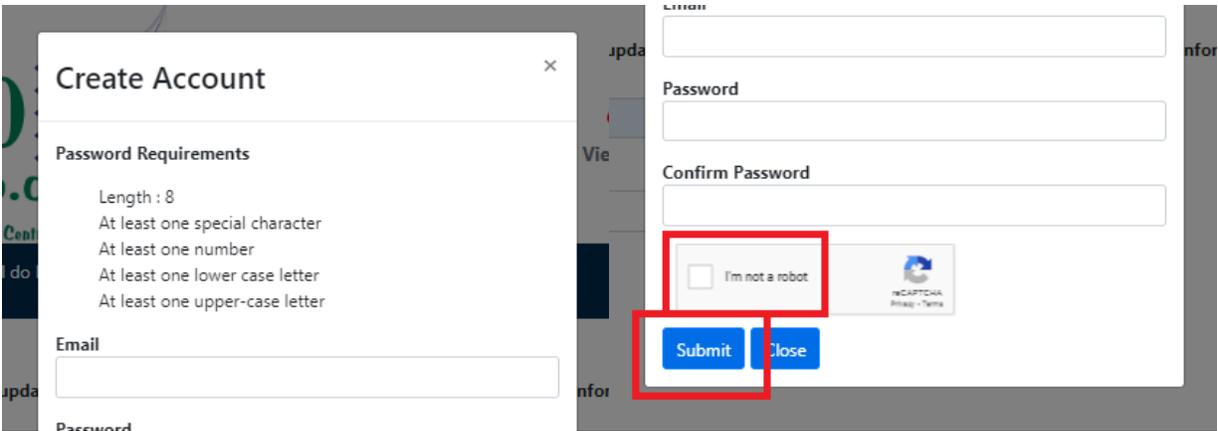
Email

Password

 
 Remember me

Enter your email address that you provided the school when enrolling your student(s) and follow the password requirements to create a new account.

Make sure to check the box beside **I'm not a robot** then click on **Submit**.



You will receive a confirmation email from stsco_noreply@busplanner.ca.

In the confirmation email, click on **Confirm Email Link** or copy and paste the provided URL into your browser's address bar.

Note: If the email doesn't show in your inbox, check your Junk/Spam folder.

Enter your credentials (email address and password) on the **Parent Portal** and click **Log in**.

Log In

Parents, please be advised, this website updates at midnight and th

Email

Password

Remember me

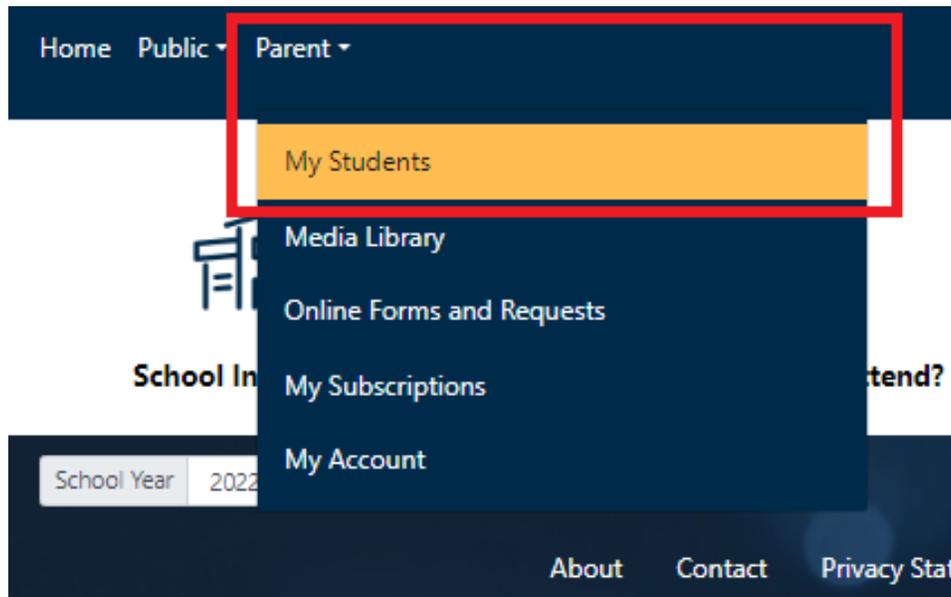
[Log In](#) [Forgot Your Password?](#)
[Create Account](#)

Note: If the email you used to create a parent account is the same one registered with your student's school, BusPlanner web will immediately associate your students to your account.

If there are no students showing under My Students, please **contact your school** to make sure they have the correct email address on file.

My Students - Click [HERE](#) to open this page in BusPlanner Web.

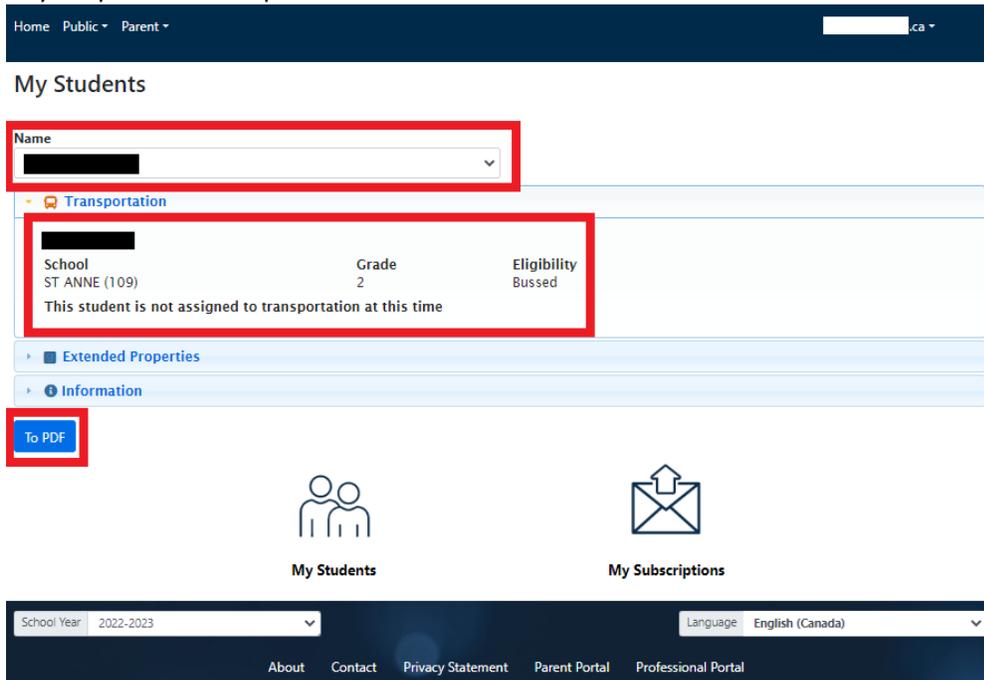
In the Parent dropdown menu, head to **My Students**.



Here you can select your student from the dropdown and view the information specific to that student.

The **Transportation** section includes their Ontario Education Number (OEN), School, Grade, busing Eligibility, and if they're currently assigned to transportation or not.

There is also an option to create a PDF with your student's Transportation Information and download it to your phone or computer.



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 BusPlanner

The **Information** section shows your student's personal information.

My Students

Name
[Redacted]

Transportation

Extended Properties

Information

First Name [Redacted]	Last Name [Redacted]	Student ID [Redacted]
School ST ANNE (109)	District PVNCCDSB	Grade 2
Weather Zones MASS CANCELLATION, PETERBOROUGH		
Address: Home		
Street Number [Redacted]	Street Name [Redacted]	Apt
Municipality PETERBOROUGH	Province/State	Postal/Zip Code

To PDF

If any of the above information is incorrect, be sure to **contact your school** to update or correct it.

School Year

By default, BusPlanner will be on the current school year. During later months of the school year, you will be able to use this dropdown to select the upcoming year.

School Year 2022-2023

About Co

Viewing My Students in the **upcoming** School Year selected will show this notice at the top:

You are currently viewing the upcoming school year's record. Transportation Information will be available here after August 1st. For eligibility information, please use the "Can I Ride a Bus?" tool under the dropdown menu "Public".

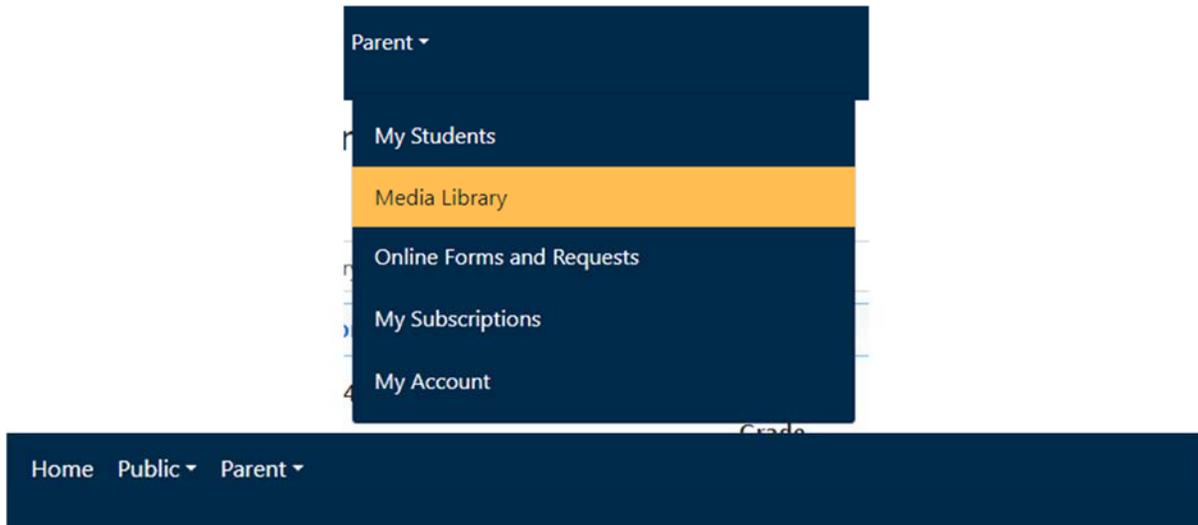
My Students

Name
[Redacted]

This information will be made available after August 1st each year.

Media Library - Click [HERE](#) to open this page in BusPlanner Web.

Here is where you will find this **User Guide**, how to get the **BusPlanner Delays App** and any other media made available to parents. Keep an eye out for any updates.



Media Library

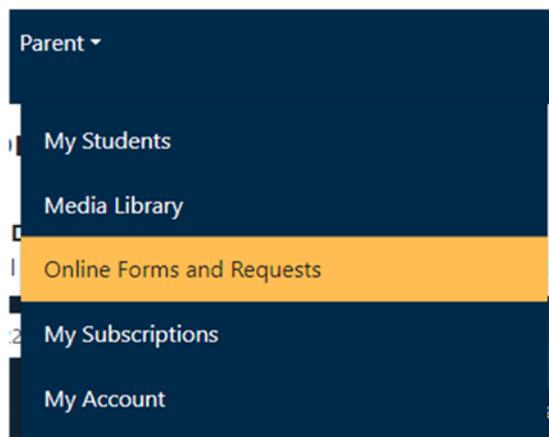
Bus Planner Delays App [View](#)

How to install the Bus Planner Delay App to get Delays and Cancellations sent right to your smart phone.

Clicking **View** will open a new tab with the selected media file.

Online Forms and Requests - Click [HERE](#) to open this page in BusPlanner Web.

Here is where you'll find any forms you may want to submit regarding your students' busing.



Online Forms and Requests

Name

[Alternate Address \(Daycare/Sitter\) Request :](#)

[Opt In - Out of Transportation Request: Opt In - Out of Transportation Request](#)

[Out of Boundary Transportation Request: Out of Boundary Transportation Request](#)

Here you can click on a form that you would like to fill out. For example, if we click on **Alternate Address (Daycare/Sitter) Request**, we see a page with boxes to fill out personal information.

Alternate Address (Daycare/Sitter) Request

Board KPRDSB	School Adam Scott Intermediate School (ASI)	Grade 7		
Student Last Name Doe	Student First Name John	Birth Date 2012-10-24		
Select your AM Address Home	Select your PM Address Home			
https://www.kprschools.ca/en/our-board/resources/Policies/BA-8.1-Student-Eligibility.pdf				
<input checked="" type="checkbox"/> My request for a different AM bus stop and PM bus stop will only be granted if they are on the same bus route.				
<input checked="" type="checkbox"/> If my request for different AM and PM bus stops cannot be accommodated then my child will be assigned to the bus stop servicing the Alternate Address/Daycare in both the AM and the PM.				
<input checked="" type="checkbox"/> Kindergarten to Grade 3 students must be met at the bus stop by an adult who is not an older sibling getting off the bus with them. I understand that if I or my designated adult, are not at the bus stop to receive my child, my child may be returned to school. If I wish to allow my child to be let off the bus with no adult present, I will call STSCO (705)748-5500 to discuss my options.				
Parent or Guardian				
Last Name Doe	First Name Janet	Contact # (705) 123-1234	Alternate # (705) 123-1234	
Relationship Mother	Email JaneDoe83@gmail.com			
Number 123	Street This Street	City	Postal Code X1X 1X1	Apt

Review your School Board's policies with the link provided, then review the information beside the check boxes below the policy link. You must check the boxes before you can submit the form.

Number 123	Street This Street	City	Postal Code X1X 1X1	Apt
Requested Location of Alternate Address				
Number 456	Street That Street	City	Postal Code X1X 1X1	Apt
Requested Start Date (one week from today or later) 2023-04-22				
<input checked="" type="checkbox"/> Is an alternate address for a sibling required?				
Submitted by				
Last Name Doe	First Name Janet	Email JaneDoe83@gmail.com	<input type="button" value="Submit"/>	
Please Note: Approval is for the current school year and must be requested annually.				

Double check to make sure all the above information is correct and that you've added a **Requested Start Date** that is one week from the current date or later.

If this student has a **sibling**, check the box beside **Is an alternate address for a sibling required?**

After the first form is submitted, the page will refresh and give you a notice for the sibling at the top.

Please enter the information for a sibling and resubmit the form.

Alternate Address (Daycare/Sitter) Request

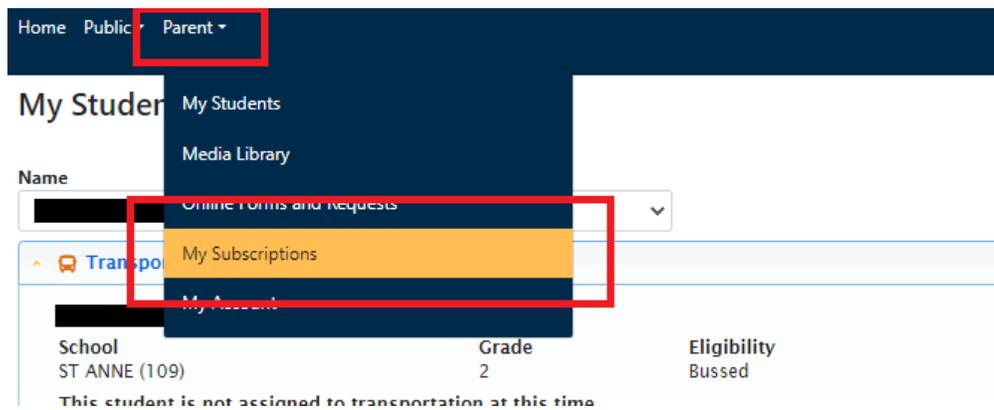
Board

School

Fill out the remaining information for the sibling and click **submit**.

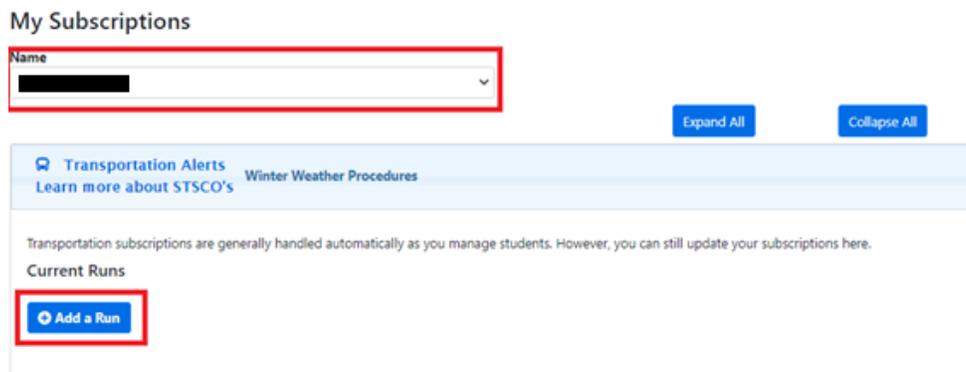
My Subscriptions - Click [HERE](#) to open this page in BusPlanner Web.

You can access **My Subscriptions** from the **Parent** dropdown menu.

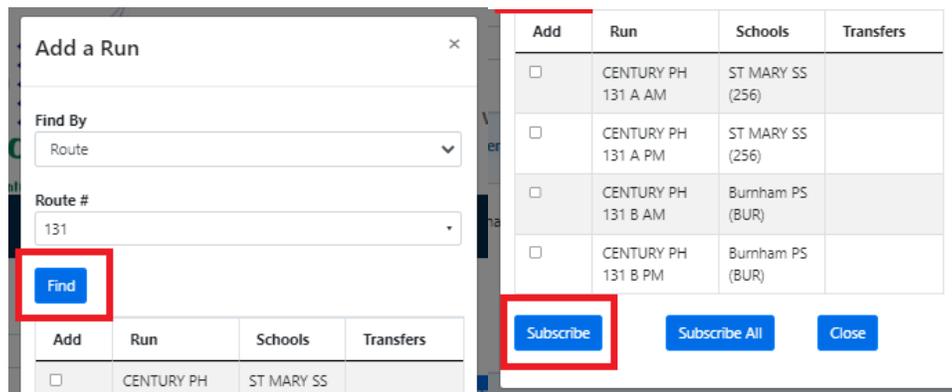


In **My Subscriptions** you can select your student and view all the alerts you want to receive.

If you would like **Transportation Alerts**, select **Add a Run**.



Here you can search by the Run, Route, Bus Operator, School Board or School Name.

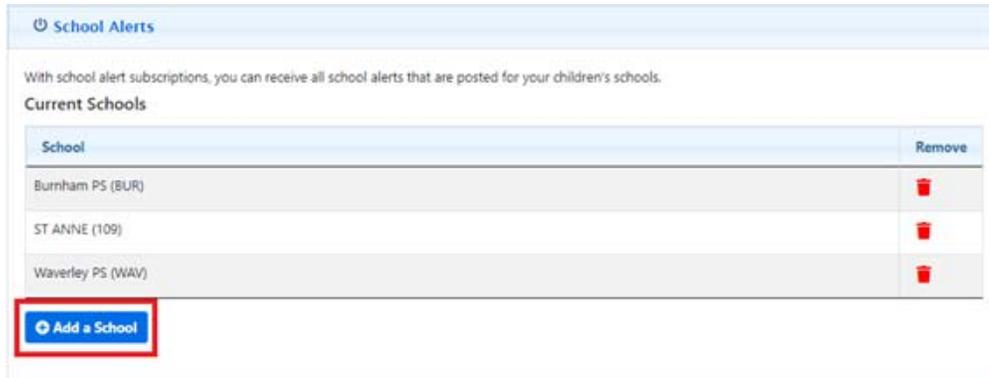


Use the dropdown menus to select how you want to search then click **Find**. A list of options will come up for you to select what you want to subscribe to.

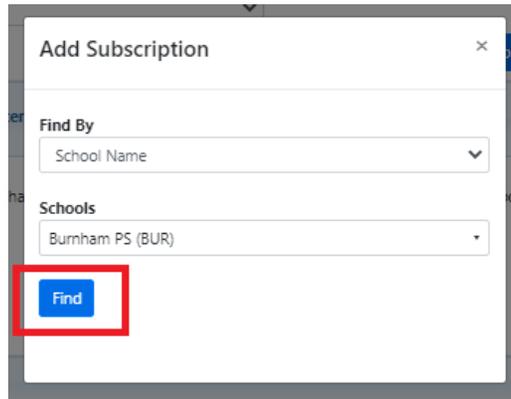
In the **Add column**, check the box you want then click **Subscribe**.

School Alerts will give you notifications about your student's school.

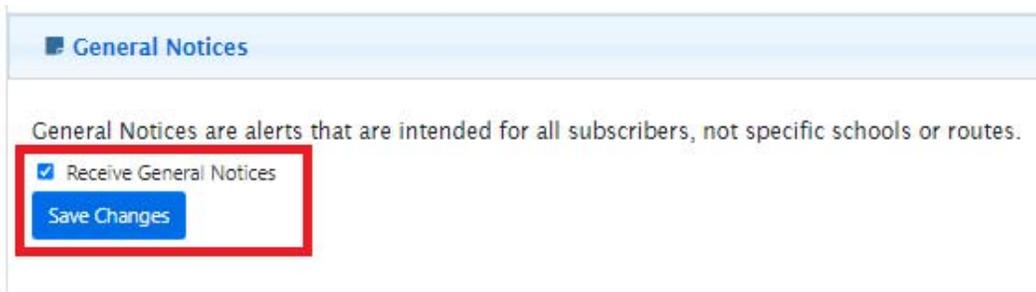
Under School Alerts, it should automatically show the school your student is enrolled in. If not, then you can manually add them. If you have more than one student and they go to different schools, they will all appear here as well.



If the school isn't showing, you can manually add it here by clicking **Add a School**.



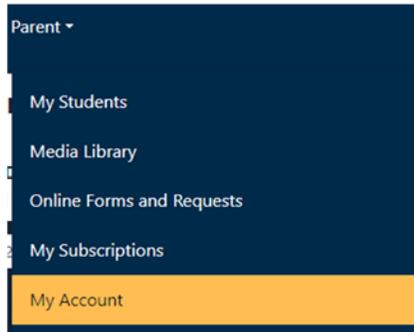
General Notices are general notification emails sent to everyone that subscribes to them. This does not include your specific schools or routes. If you would like them, check **Receive General Notices** then **Save Changes**.



Remember to **Update Subscribers** in the bottom right corner when you have a change that you want to save.

My Account - Click [HERE](#) to open this page in BusPlanner Web.

Clicking **My Account** will show your **Email** and **Preferences**.



Here you can change the email that is connected to your account. After changing your email, enter your password, enable or disable **I want to receive email alerts**, then click **Update**.

Alternate Address (Daycare/Sitter) Request

My Account

Name
[Redacted]

✉ Email

Current Email
[Redacted].ca

New
email@domain.invalid

email@domain.invalid

I want to receive email alerts

To make these changes, please enter your password:
[Redacted]

Update

In **My Account** you can also update your **Preferences**.

My Account

Name
TestGill, TestTay

✉ Email

✉ Preferences

Preferred Language
en-CA

Account Enabled

Update

[Change my password](#)

[Delete my Account](#)

This allows you to select your **Preferred Language** using a dropdown menu, enable or disable **Account Disabled**, **Update** your changes, **Change my password**, or **Delete my Account**.

Note: Disabling your account will stop alerts being sent through email, enabling will allow email alerts.

Contact Us

If you need to get set up or have any other issues, click [HERE](#) or the **Contact** button on the bottom of the page.

School Year: 2022-2023 Language: English (Canada)

[About](#) **Contact** [Privacy Statement](#) [Parent Portal](#) [Professional Portal](#)

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Make sure to fill out all the information along with a message, check **I'm not a robot**, then click **Send**.

Contact

Use this form to contact the transportation department.

First Name John	Last Name Doe
Email johndoe123@gmail.com	Phone Number (123)456-7890
Student First Name Jane	Student Last Name Doe
Student ID 123456789	School Name Adam Scott CVI (ASV)
Message 	

I'm not a robot 

