



Dear Parents and Guardians,

As communicated last week we are enhancing our systems for September 2018 and are excited to share some further details with you. The enhancements described below will be available to parents and guardians starting July 3, 2018.

You are encouraged to read this memo carefully to fully understand the process requirements.

BusPlanner

Starting July 3, 2018, parents and guardians will have access to all their children's busing information via our new on-line communications tool, BusPlanner at: <https://hrce.mybusplanner.ca/>.

This website provides access to information such as school data, school assignments by address and general transportation eligibility.

Parent/Guardian Portal

To access specific information regarding your child's transportation, you are required to create an account via the *Parent/Guardian Portal* as indicated below.



Language

[CONTACT](#) | [ABOUT](#)

SCHOOL BUS

School Information

Which School do I Attend?

Transportation Eligibility

PARENT PORTAL | **PROFESSIONAL PORTAL**

To create an account, BusPlanner users must enter a valid email address and click “submit”. You will receive an email notification confirming your account login.

Language English (Canada) ▾

CONTACT ABOUT HOME

Home:Subscriptions:Login Signed in as [redacted] Sign out

SIGN IN

In order to receive email notifications, you must first confirm that you have a valid email address. If you already have an account, login with it now. If not, please subscribe now. If you are unable to authenticate your child you can still subscribe for route delays and cancellations, school closures and general notices. Click on My Subscriptions to select the types of notifications that you wish to receive.

Email
Password

Show Password
 Remember me next time. [Forgot Your Password?](#)

I'm not a robot  reCAPTCHA Privacy - Terms

Submit

Sign In Unsubscribe

Efforts are made to ensure this information is accurate and up-to-date. Should there be any discrepancy, the transportation office has the final word. Georef & BusPlanner Web are registered trademarks of Georef Systems Ltd.

Using your account login, you can now begin to personalize your account by entering your children’s information. This is known as a subscription.

Four pieces of information are required to add your child(ren) to your BusPlanner account:

- Child’s student ID number – 10 digit number that can be found on the student’s report card or by contacting your child’s school.
- Street number of student’s home address that is registered in PowerSchool (e.g. 123 Main Street)
- Student’s school name
- Student’s grade for September 2018

Language English (Canada) ▾

CONTACT ABOUT HOME

Home:Subscriptions:Students Signed in as [redacted] Sign out

Subscriptions: Students

The following students have been associated to your email address using the Parent Sign In. These names will be used to send you notifications regarding their transportation.

Student ID [redacted]
Street Number 244
School Basinview Drive Community School ▾
Grade 3 ▾

I'm not a robot  reCAPTCHA Privacy - Terms

Add Student

Once the information has been entered, click on “add student” to complete the subscription process.

Parents/guardians will then be able to access options including *Transportation Eligibility, Stop and Route Information* and *Suggested Walking Path*.

Language English (Canada) ▾

CONTACT ABOUT HOME

Home: Subscriptions Signed in as [redacted] [Sign out](#)

Route Notification Subscriptions

Current Route Subscriptions

Route #	Remove
Route002	Remove

Add Subscriptions

To subscribe to route notifications, use the below form to find the route(s), select the check box beside it, and then select the 'Subscribe' button at the bottom

Find Route by:

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An example of the information available to parents/guardians by clicking on the *Transport Information* box is demonstrated in the screen shots below.

Language English (Canada) ▾

CONTACT ABOUT HOME

Home: Subscriptions: Transportation Information Signed in as [redacted] [Sign out](#)

Student Information

Student [redacted] ▾

Transportation Map GPS

Basinview Drive Community School (BVC): 4 Eligibility: Walker TravelCode: : Schedule: Every Day

To School:
Pickup: [Please Contact Transportation](#)
Drop off: [Please Contact Transportation](#)

From School:
No
Transportation
Information

Generated: 2018-06-13 5:33 PM

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Language English (Canada) ▾

CONTACT ABOUT HOME

Home: Subscriptions: Transportation Information [Sign out](#)

My Information

- My Subscriptions
- Route Delays & Cancellations
- School Closures
- General Notices
- My Students
- Transport Information
- Unsubscribe
- Sign Out

Student Information

Student [REDACTED]

Transportation Forms Map GPS

[REDACTED]

Basinview Drive Community School (BVC): 4 Eligibility: Walker TravelCode:: Schedule: Every Day

To School:

Pickup: [Please Contact Transportation](#)

Drop off: [Please Contact Transportation](#)

From School:

Pickup: [Please Contact Transportation](#)

Drop off: [Please Contact Transportation](#)

Generated: 2018-06-20 2:32 PM

To PDF

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BusPlanner has the ability to generate email notifications to parents/guardians regarding changes to transportation impacting their children. Parents/guardians may set up their account to receive email notifications by checking the boxes for all notifications they want to receive. The options are available on the left side of the screen, as shown above.

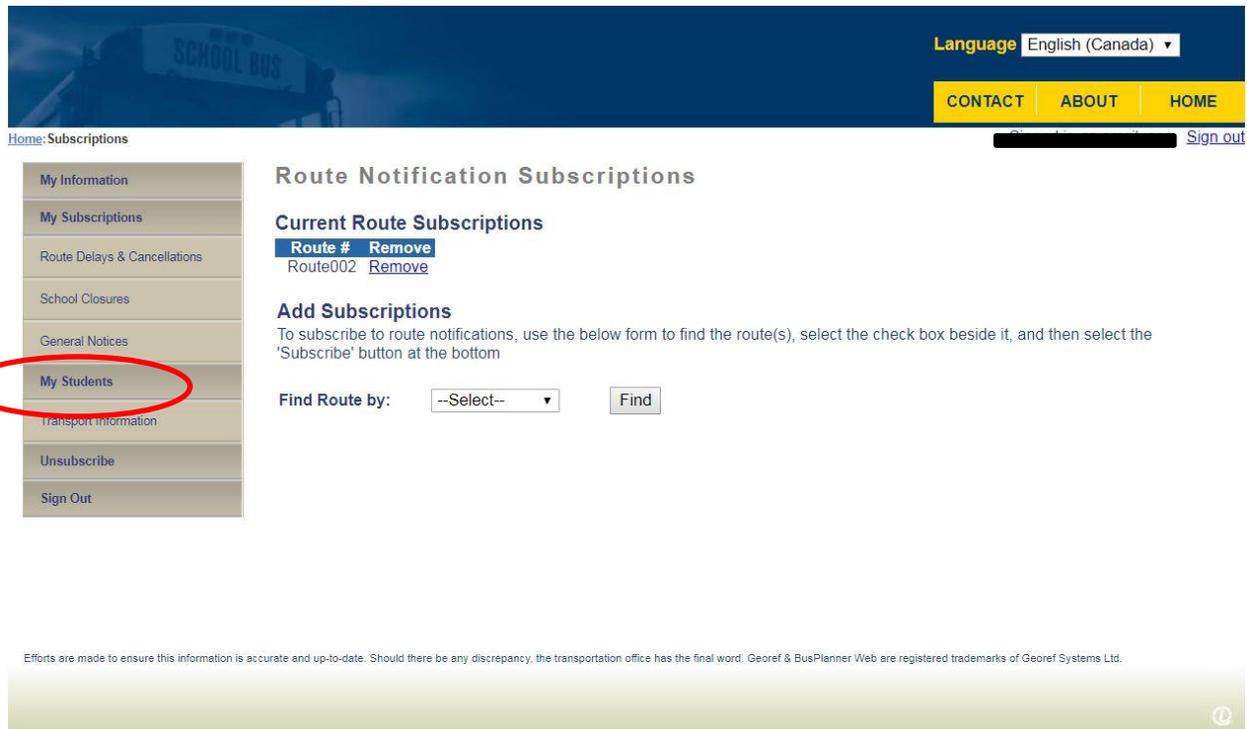
Bus Manifests

To improve safety, passenger manifests (a list of students assigned to the bus) will be maintained on all busses. This will ensure school staff and bus drivers are aware of all students assigned to each bus and bus stop. Adherence to the manifest(s) will also prevent overcrowding, as all eligible students are assigned a seat.

For safety reasons, if a student is not on a route manifest they will not be permitted to travel on the bus.

Where's My Bus?

We're also introducing a new bus tracking link called "**Where's My Bus**". It is connected to the portal and routing software to ensure accuracy of bus location information for parents/guardians. This new tool is replacing the current app called Bus Tracker. The *Where's My Bus* link can be found within the *My Students* option of the Parent Portal of BusPlanner. Parents/guardians must log in to their account and add their child's information in order to track their child's bus. Further details will be made available over the summer.



The screenshot shows the BusPlanner website interface. At the top right, there is a language dropdown set to "English (Canada)" and navigation buttons for "CONTACT", "ABOUT", and "HOME". Below the navigation is a breadcrumb trail: "Home: Subscriptions". On the left is a vertical menu with items: "My Information", "My Subscriptions", "Route Delays & Cancellations", "School Closures", "General Notices", "My Students" (circled in red), "Transport Information", "Unsubscribe", and "Sign Out". The main content area is titled "Route Notification Subscriptions" and includes a section for "Current Route Subscriptions" with a table showing "Route # Route002" and a "Remove" link. Below that is an "Add Subscriptions" section with instructions and a "Find Route by:" dropdown menu set to "--Select--" with a "Find" button. At the bottom, there is a small disclaimer: "Efforts are made to ensure this information is accurate and up-to-date. Should there be any discrepancy, the transportation office has the final word. Georef & BusPlanner Web are registered trademarks of Georef Systems Ltd."

Courtesy Bussing

The Halifax Regional Centre for Education (HRCE) provides transportation to all students who live 2.4 km or more (Grades P-6) and 3.6 km or more (Grades 7-12) from school. For students who live within these distances, and do not otherwise qualify for transportation based on a special need, transportation of their children to and from school is the parent's/guardian's responsibility.

The HRCE does provide an opportunity for students who live within these distances to apply for transportation as a "courtesy", provided there is available seating on the bus and it does not impact routing or scheduling.

To apply for a courtesy seat, parents/guardians must log in to BusPlanner at <https://hrce.mybusplanner.ca/>, and complete the online form "Request for Courtesy Bussing".

It is important to note that courtesy seating may be discontinued at any time, should an eligible student require transportation.

All courtesy seat applications will be reviewed between **July 3rd and August 3rd** by HRCE. Criteria for approvals will be determined based on available seating, and the distance of the student's transportation address (from PowerSchool) to the school, only after all eligible students have been assigned to routes.

Parents/guardians will be notified via email by August 27th, 2018 whether their request for courtesy bussing has been approved. Once courtesy seats are approved Stock will email all routing information to the parent/guardian. It is important to note that no additional bus stops will be created in walking zones as this impacts on-time arrivals.

We are committed to improve transportation service and create a positive transportation experience for students, parents/guardians and staff in the coming school year. Further notification regarding these changes will continue over the summer. We look forward to a successful transportation start up in September 2018.

Sincerely,

Crystal Truax
Regional Manager, Stock Transportation

Ron Heiman
HRCE Director Operations Services