
Transportation Eligibility (OPS-P008)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1. This procedure is used to determine yellow school bus transportation eligibility for Saint Louis Public Schools students.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1. Operations Manager: (Administration of the transportation routing software (EDULOG));
- 2.2. Route Analysts: (Scheduling of bus stops, runs, and routes ((4 SLPS Route Analysts))

3.0 APPROVAL AUTHORITY:

- 3.1. Toyin Akinola; Manager Operations Systems Technology
- 3.2. Deanna Anderson; Assistant Superintendent of Operations
- 3.3. Special Administrative Board

4.0 DEFINITIONS:

- 4.1. Run: A sequence of stops to or from school.
- 4.2. Route: One or more runs
- 4.3. Tier: One or more routes based on school bell times

5.0 PROCEDURE:

- 5.1. Manually download Student demographic data (newstu.dat), an ASCII file from SIS.
Review data for errors: To ensure that all the text file columns are aligned
 - 5.1.1. Transportation data file is stored in SIS under
 - 5.1.1.1. Management → Import and Export → Export SIS Extraction Module → Transportation SLPS.
- 5.2. Manually upload Student data into EDULOG (Transportation Routing System). Run maintenance utilities.
 - 5.2.1. Copy the student data file into EDULOG
 - 5.2.2. Run in-built Edulog maintenances:
 - 5.2.2.1. RebuildAllKeys: Rebuilds files in the transportation database.
 - 5.2.2.2. UpStu: Updates the student information in Edulog from SIS. This utility uses two text files to complete the download process: Newstu.dat and Stuprm.data
 - 5.2.2.3. ADScan: Match student addresses to the geocode.
 - 5.2.2.4. ADDUpd: This utility corrects street names in student location fields.
 - 5.2.2.5. Rebuildwalkpathfiles: Used after geocode changes to rebuild the files used to determine student walk paths to stops.

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- 5.2.2.6. SCHDST: Determines the distances from schools to all node locations.
- 5.2.2.7. STUDST: Determines the distances from student locations to their assigned schools.
- 5.2.2.8. STUSOPDIST: Determines the distances from the student locations to their assigned stops (for pickup and drop-off services)
- 5.2.2.9. BTHASGN: Use this utility to assign a selected group of students to stops all at once.
- 5.2.2.10. BTHELG: This utility calculates eligibility codes based on posted boundaries for schools and student locations in the geocode.
- 5.2.2.11. DUMPALL: The DUMP All Files utility updates the files used by the Edulog report writer from the actual transportation files.

5.3. Route Specialists begins scheduling

- 5.3.1. Create stops, assign students to stops, insert the stops on runs, insert runs on routes, and tier the routes.

5.4. Retrieve Special Education customized and formatted data (excel spreadsheet) from SIS.

- 5.4.1. Run and save on to my desktop the Special Education customized report in SIS.

6.0 ASSOCIATED DOCUMENTS:

6.1. N/A

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bus Letters	Network	3 years	Discard as	Password
Bus Manifests	Folder		desired	protected
Bus Route directions and summaries				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/14/09	A	Initial Draft

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