



Delays & Cancellations

on BusPlanner Web



The screenshot shows the top section of the BusPlanner Web website. On the left is the logo for the Student Transportation Service Consortium of Grey-Bruce. On the right is the 'Delays & Cancellations' link, which is highlighted in red and pointed to by a red arrow. Below this link is a dropdown menu for 'School Year' set to '2014-2015' and three navigation links: 'CONTACT', 'ABOUT', and 'FRANÇAIS'. The main content area features a large image of a yellow school bus on the left. To its right are three smaller images with corresponding text links: a school building for 'School Information', a student for 'Which School do I Attend?', and a school bus for 'Transportation Eligibility'. At the bottom of the page are two buttons: 'PARENT PORTAL' (yellow) and 'PROFESSIONAL PORTAL' (dark blue). A small copyright symbol is visible in the bottom right corner.

The "Delays & Cancellations" page is available to anyone.

Displayed on this page will be:

- General Notices - general statements for weather zones
- School Closures – when there are school closures each school is listed separately
- Transportation Status – when there are delays and/or cancellation each bus route is listed separately

Below is an example of what the page would look like if there are no notifications:

The screenshot shows the top navigation bar with 'CONTACT', 'ABOUT', and 'HOME' links. Below the navigation bar, the page title is 'Delays & Cancellations - TEST SITE ONLY'. There are search filters for 'Operator' and 'School', both set to '--ALL--', and a 'Route / Run' field. A 'Filter' button is present. Below the filters, there are three sections: 'General Notices' with the message 'There are no general notices at this time (11/02/2015 9:01:07 AM)', 'School Closures' with 'All schools are open at this time. (11/02/2015 9:01:07 AM)', and 'Transportation Status' with 'All routes are functioning normally at this time, unless mentioned under "General Notices" above. (11/02/2015 9:01:07 AM)'. There are also icons for RSS and Subscriptions.

Below is an example of what notifications would look like:

The screenshot shows the same page as above but with active notifications. The 'General Notices' section contains a message: '07 TEESWATER - ALL buses CANCELLED into Teeswater schools. All schools ARE OPEN. Schools: Sacred Heart (Teeswater), Hillcrest Central'. The 'School Closures' section contains a table with the following data:

School	Reason	Date
Hillcrest Central, HILLCREST ST W, Teeswater	Weather	9:08 AM 11/02/2015
Sacred Heart Teeswater, GORDON ST W, Teeswater	Weather	9:08 AM 11/02/2015

The 'Transportation Status' section contains a table with the following data:

Route	Operator	Status	Affected Schools	via Transfers	Date
001	Montgomery	Cancelled	• Hillcrest Central • Sacred Heart Teeswater		9:09 AM 11/02/2015
002	Montgomery	Cancelled	• Hillcrest Central • Sacred Heart Teeswater		9:09 AM 11/02/2015
003	Montgomery	Cancelled	• Hillcrest Central • Sacred Heart Teeswater		9:09 AM 11/02/2015

Below the table, there are radio buttons for 'Order By' with options: 'Order By Route Date/Time' (selected), 'Order By Run', 'Order By Operator', and 'Order By School'.

Methods to monitor Delays & Cancellations



RSS - Really Simple Syndication: an XML-based standard and format used to distribute recent news and other frequently updated content appearing on a website. Subscribing to a website RSS removes the need for the user to manually check the website for new content. Instead, their browser constantly monitors the site and informs the user of any updates. The browser can also be commanded to automatically download the new data for the user.



Subscriptions – Anyone can subscribe for email notifications for general notices, school closures and route cancellations & delays. You must first confirm that you have a valid email address. To subscribe click on the “Subscriptions” icon, then click on “Subscribe”. Enter your email address and press the “Subscribe” button. Our automated system will send you an email confirmation containing a link that you will need to click to complete the subscription process.

Once you have confirmed your email address you will be able to login and select what you want to subscribe to and update your information (if necessary).

The screenshot shows the 'SUBSCRIPTIONS: LOGIN' page. At the top right, there are navigation links for 'CONTACT', 'ABOUT', and 'HOME'. Below the header, the page title is 'Home : Subscriptions : Login'. The main heading is 'SUBSCRIPTIONS: LOGIN'. A paragraph explains that users must confirm a valid email address and provides a link to the subscribe page. There is a form with two input fields: 'Email:' and 'Password:'. Below the password field is a link for 'Forgot Your Password?'. A 'Login' button is located below the form. At the bottom, there are links for 'Subscribe' and 'Unsubscribe'.

The screenshot shows the 'Route Notification Subscriptions' page. At the top right, there are navigation links for 'CONTACT', 'ABOUT', and 'HOME'. Below the header, the page title is 'Home : Subscriptions'. On the left, there is a sidebar menu with 'My Information' highlighted in red. The main content area has a heading 'Route Notification Subscriptions' and a sub-heading 'Current Subscriptions'. Below this, there is a table with one row: 'Route # 001' and a 'Remove' button. Below the table is a section for 'Add Subscriptions' with instructions. There is a 'Find Route by:' section with a dropdown menu showing 'Route #', 'Bus Operator', 'School Board', and 'School Name'. A 'Find' button is next to it. A red arrow points from the 'My Information' sidebar to a red-bordered box on the right containing a list of actions: 'Update your Email Address', 'Change your Password', 'Select Language Preference', and 'Update your Status'.

CONTACT ABOUT HOME

Home : Subscriptions

My Information

Email

Change Password

Language Preference

Status

My Subscriptions

Route Delays & Cancellations

School Closures

General Notices

My Children

Unsubscribe

Logout

Route Notification Subscriptions

Current Subscriptions

Route #	Remove
001	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:

Route #
Bus Operator
School Board
School Name

- My Subscriptions:**
- Subscribe for Route Delays & Cancellations
 - Search by Route #, Bus Operator, School Board or School Name
 - Subscribe for one or more routes
 - Subscribe for School Closures
 - Search by Route #, School Board or School Name
 - Subscribe for one or more schools
 - Subscribe for General Notices

CONTACT ABOUT HOME

Home : Subscriptions : Children

My Information

My Subscriptions

My Children

Unsubscribe

Logout

Subscriptions: Children

The following children have been associated to your email address using the Student Login. These names will be used to send you information pertinent to them such as stop relocations, etc.

Student ID

PIN

My Children:
You can subscribe to receive emails when delays & cancellations (or route changes) occur which affect your child

CONTACT ABOUT HOME

Home : Subscriptions

My Information

My Subscriptions

My Children

Unsubscribe

Logout

Route Notification Subscriptions

Current Subscriptions

No subscriptions currently exist for your account

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:

Press to Unsubscribe

Home : Subscriptions

- My Information
- My Subscriptions
- My Children
- Unsubscribe
- Logout

Route Notification Subscriptions

Current Subscriptions
No subscriptions currently exist for your account

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:

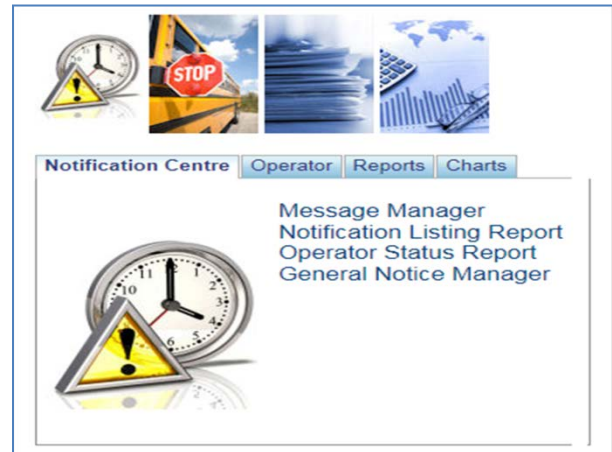
Press to Logout

Posting Notifications

School Screen



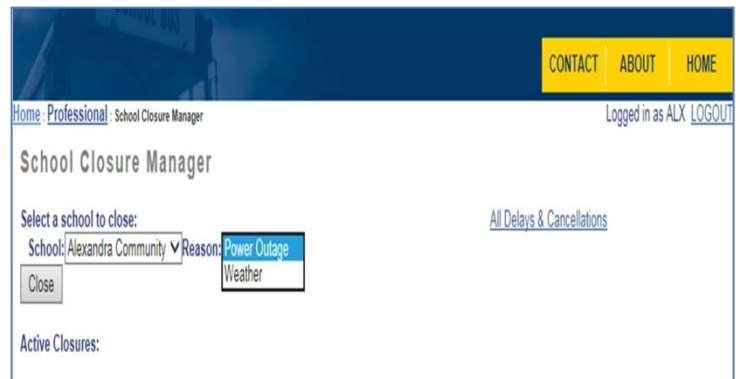
Operator Screen



School Closer Used to post School Closure messages

Only available to School Administration

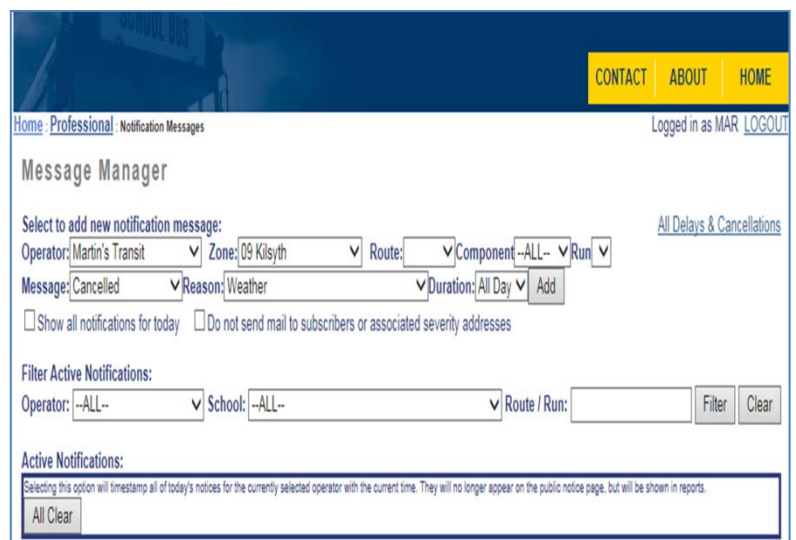
- Messages can only be modified by the System Administrator. The person posting the message cannot change it
- Select the "Reason" for closure
- Press the "Close" button
- School will then appear under "Active Closures"



Message Manager – Used to post Individual Route Cancellations and Delays

These postings will be done by Bus Operators

- Select Zone
- Select Route(s) – Or choose ALL
- Component
 - cancellations in the morning will always be for "ALL" components
 - cancellations in the afternoon will be for "PM" component
- Message – Select Cancelled or Delayed
- Reason – Select a reason
- Duration
 - cancellations in the morning will always be for "All Day"
 - cancellations in the afternoon will be for "PM"
 - Delays could be for AM or PM
- When all selections are complete press "Add" button



Notification Listing Report – a report listing notifications for the current day

- Can show and/or save a report of all notifications over a selected time period
- Can be saved to an Excel file or PDF

RouteID	RunID	Operator	User	Posted Time	Message	Reason	Severity	Duration	Clear At	Cancelled
505		Martin's Transit	bcampbell	08/01/2015 3:00:47 PM	Cancelled	Weather	Urgent	All Day		
506		Martin's Transit	bcampbell	08/01/2015 3:00:47 PM	Cancelled	Weather	Urgent	All Day		
507		Martin's Transit	bcampbell	08/01/2015 3:00:47 PM	Cancelled	Weather	Urgent	All Day		
508		Martin's Transit	bcampbell	08/01/2015 3:00:47 PM	Cancelled	Weather	Urgent	All Day		
509		Martin's Transit	bcampbell	08/01/2015 3:00:48 PM	Cancelled	Weather	Urgent	All Day		

Operator Status Report – This report is designed to work with the "All Clear" button in the Message Manager.

- The "All Clear" button can be pressed in the Message Manager to clear all notifications
- Not required for our district at this time

General Notice Manager

- Used to post the General or "canned" messages for a Zone (ie: ALL buses are CANCELLED)
- Messages can only be modified by the System Administrator. The person posting the message cannot change it
- Once a Notice is selected and the "Post" button is pressed the Notice will appear in a list of "Active General Notices"

Select to post a General Notice:

Notice: **01 CHESLEY, TARA, DESBORO**

Do Active

Duration: All Day

Do not send to Twitter

01 CHESLEY, TARA, DESBORO PM Buses
 02 PAISLEY
 02 Paisley PM Buses
 03 HR Buses PORT ELGIN, SOUTHAMPTON
 03 PORT ELGIN, SOUTHAMPTON
 03 Port Elgin, Southampton PM Buses
 04 WIARTON, HEPWORTH, SAUBLE BEACH
 04 Wiarton, Hepworth, Sauble Beach PM Buses
 05 LIONS HEAD, TOBERMORY
 05 Lions Head, Tobermory PM Buses
 06 ROUTE 90 - WALKERTON, CHEPSTOW
 06 WALKERTON & AREA ALL BUSES CANCELLED
 06 Walkerton & Area PM Buses
 07 LUCKNOW ONLY
 07 RIPLEY ONLY
 07 TEESWATER ONLY
 07 TEESWATER, LUCKNOW, RIPLEY
 07 Teeswater, Lucknow, Ripley PM Buses
 08 KINCARDINE
 08 Kincardine PM Buses
 09 KILSYTH - DERBY PUBLIC
 09 Kilsyth - Derby Public PM Buses
 10 HOLLAND-CHATSWORTH
 10 Holland-Chatswoth PM Buses
 11 OWEN SOUND ALL CANCELLED
 11 OWEN SOUND IN-TOWN ONLY
 11 Owen Sound PM Buses
 12 MEAFORD & THORNBURY
 12 Meaford & Thornbury PM Buses

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