

# Bus Rosters

The Bus Rosters module serves as a way to produce a list and printout of Bus Drivers and their students for attendance purposes during the FTE window.

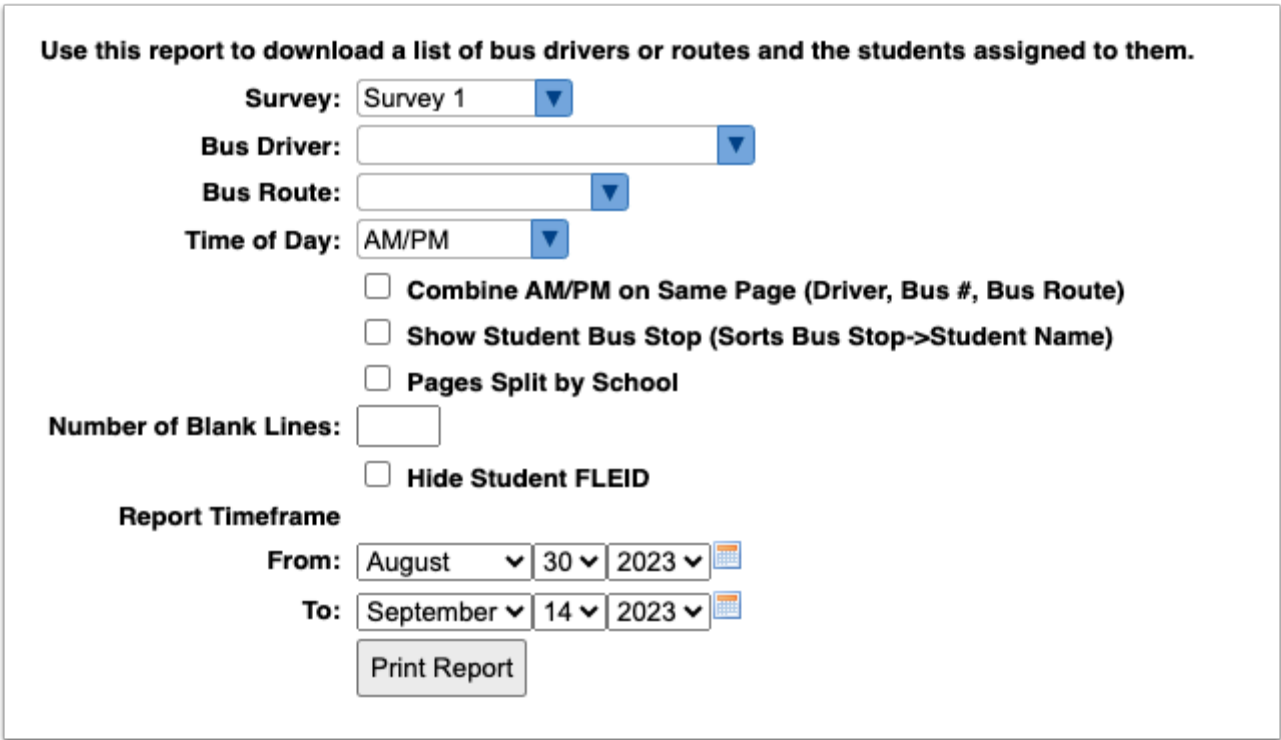
## Bus Rosters

1. From the **Florida Reports** menu, click **Bus Rosters**.



A screenshot of a software menu. On the left, there is a vertical list of menu items: 'Forms' (with a calendar icon), 'Billing' (with a green bill icon), 'Eligibility' (with a football icon), and 'Florida Reports' (with a green map of Florida icon). The 'Florida Reports' item is highlighted with a red rectangular box. To the right of this menu, a sub-menu is displayed, listing several options: 'Bus Rosters', 'Missing Children Report', 'Health Services Reports', 'Talented Twenty', and 'EWS'. The 'Bus Rosters' option is also highlighted with a red rectangular box.


Upon selecting Bus Rosters, the corresponding screen will display, as shown in the image below.



A screenshot of a report configuration screen. At the top, a bold instruction reads: "Use this report to download a list of bus drivers or routes and the students assigned to them." Below this, there are several input fields and checkboxes. The 'Survey' field is a pull-down menu currently showing 'Survey 1'. The 'Bus Driver' and 'Bus Route' fields are also pull-down menus, currently empty. The 'Time of Day' field is a pull-down menu showing 'AM/PM'. Below these are three checkboxes: 'Combine AM/PM on Same Page (Driver, Bus #, Bus Route)', 'Show Student Bus Stop (Sorts Bus Stop->Student Name)', and 'Pages Split by School'. The 'Number of Blank Lines' is a text input field. Below that is another checkbox: 'Hide Student FLEID'. The 'Report Timeframe' section includes 'From' and 'To' date pickers. The 'From' date is set to August 30, 2023, and the 'To' date is set to September 14, 2023. At the bottom of the form is a 'Print Report' button.

2. Select the applicable **Survey** from the pull-down.

3. Select a **Bus Driver** from the pull-down. Here you can select one or multiple drivers; you also have the option to select All Drivers at the top of the list to pull data for all drivers.

 Bus Drivers must first be set up via [Student Fields](#).

4. Select the **Bus Route** from the pull-down, if filtering by driver and route. You can select one or multiple routes, as well All Routes.

Use this report to download a list of bus drivers or routes and the students assigned to them.

Survey:  ▼

Bus Driver:  ▼

**Bus Route:**  ▼

Time of Day:  ▼

☐ Combine AM/PM on Same Page (Driver, Bus #, Bus Route)


☐ Show Student Bus Stop (Sorts Bus Stop->Student Name)


☐ Pages Split by School

Number of Blank Lines:

☐ Hide Student FLEID

Report Timeframe

From:  ▼  ▼  ▼ 

To:  ▼  ▼  ▼ 

5. Select the **Time of Day** from the pull-down; here you can select AM, PM, or both.

6. Select the check box to **Combine AM/PM on Same Page (Drive, Bus #, Bus Route)** on the printed report. This allows you to cut down the number of pages generated in the report.

7. Select the **Show Student Bus Stop (Sorts Bus Stop->Student Name)** check box to display the bus stop on the report.

8. Select the **Pages Split by School** check box to separate the report by school number first with driver, route number, and bus number following.

9. Enter the **Number of Blank Lines** you want generated in the report to output for write-ins.

10. Select the check box to **Hide Student FLEID** from the report.

11. Set the **Report Timeframe** to specify dates you would like to appear on the roster (the 11 day attendance window). Here you can select the applicable month, day, and year from the provided pull-downs, or click the calendar icon for a calendar view.

12. Click **Print Report** to generate the bus roster for previewing and printing.

Use this report to download a list of bus drivers or routes and the students assigned to them.

Survey: Survey 1

Bus Driver: All Drivers

Bus Route: 65

☒ Combine AM/PM on Same Page (Driver, Bus #, Bus Route)

☒ Show Student Bus Stop (Sorts Bus Stop->Student Name)

☒ Pages Split by School

Number of Blank Lines: 5

☐ Hide Student FLEID

Report Timeframe

From: August 30 2023

To: September 14 2023

Print Report

In the print preview, click the printer icon to print or click the down arrow to download the report to your computer.

bus\_rosters.pdf 1 / 1 100%

District: 44	School:	Fiscal Year: 2223	Survey Period: 1	Signature of Driver:				
Driver Name:	Bus Number:	Bus Route:	Date:					
Student Name	Grade	Schl Instr	Yr-Rd	Days	Bus	Transp	Vehi	Dist
Student ID #			ESY	in	Stop	Member	Cat	Enr
				Term		Cat		