

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.

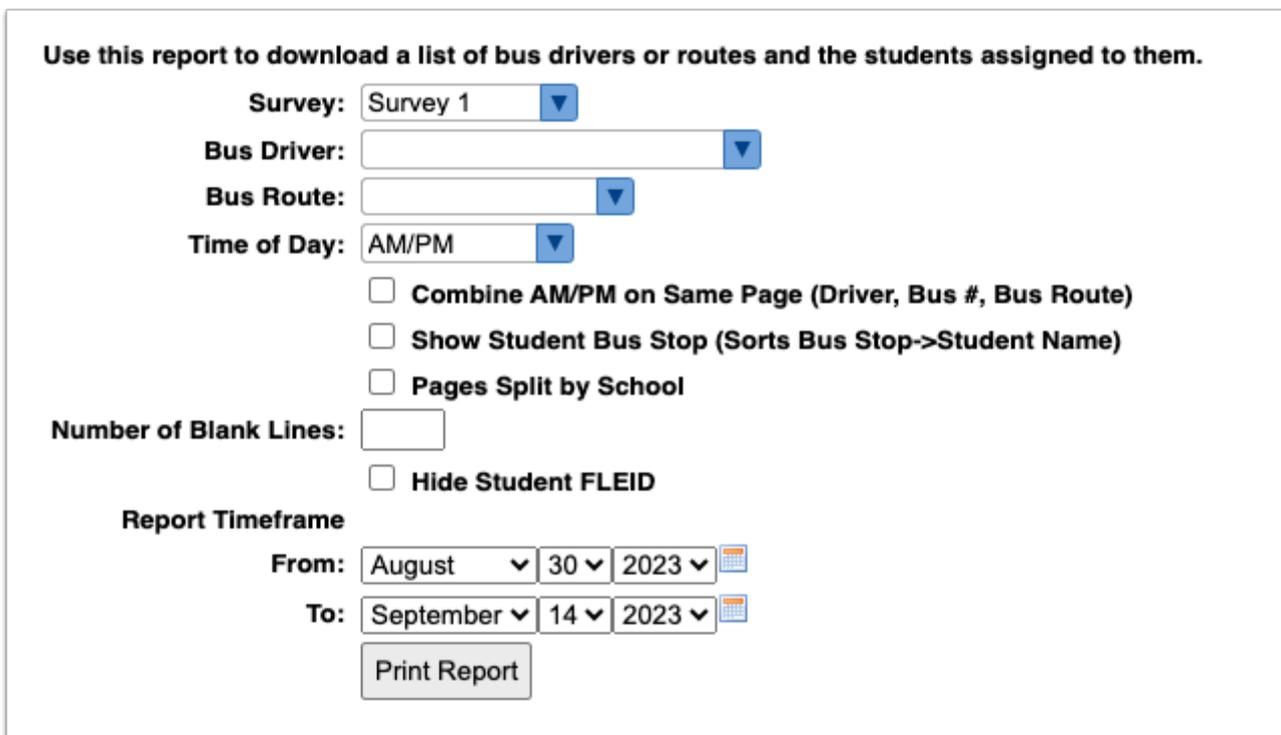
Bus Rosters

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



A screenshot of a software menu. On the left, there are four main categories: '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' category is highlighted with a red border. To the right of this category, a list of sub-items is displayed: 'Bus Rosters', 'Missing Children Report', 'Health Services Reports', 'Talented Twenty', and 'EWS'. The 'Bus Rosters' item is also highlighted with a red border.

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



A screenshot of the 'Bus Rosters' report configuration screen. At the top, it says 'Use this report to download a list of bus drivers or routes and the students assigned to them.' Below this are several input fields and options:

- Survey:** A dropdown menu with 'Survey 1' selected.
- Bus Driver:** A text input field with a dropdown arrow on the right.
- Bus Route:** A text input field with a dropdown arrow on the right.
- Time of Day:** A dropdown menu with 'AM/PM' selected.
- Three checkboxes:
 - 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:** A text input field.
- Hide Student FLEID
- Report Timeframe:**
 - From:** A date selector with 'August', '30', and '2023' selected, and a calendar icon.
 - To:** A date selector with 'September', '14', and '2023' selected, and a calendar icon.
- 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.

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