

# Setup > Bus

Last Modified on 08/23/2023 8:39 am EDT

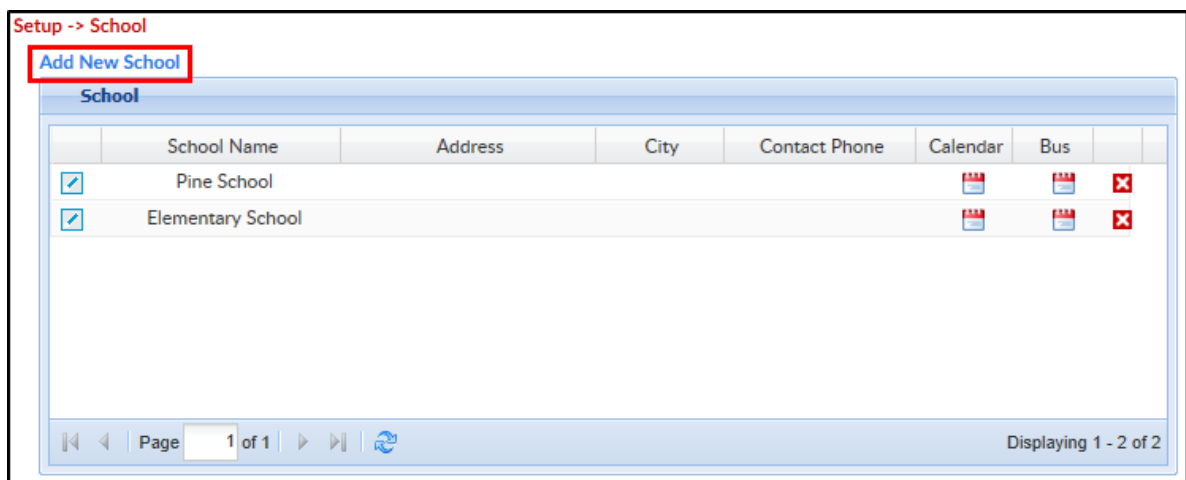
Centers can setup bus run schedules to other centers or locations for pickup or drop-off service. Setting up bus run schedules allows students to be associated to buses and appear on bus rosters.

**Key Point:** Bus schedules are setup at a center level and not at the business level. Bus setup at the business level will not apply to centers underneath. Schools must be setup and **Yes** must be selected in the **Year-Round Schedule** to allow collapsible billing to function in the system.

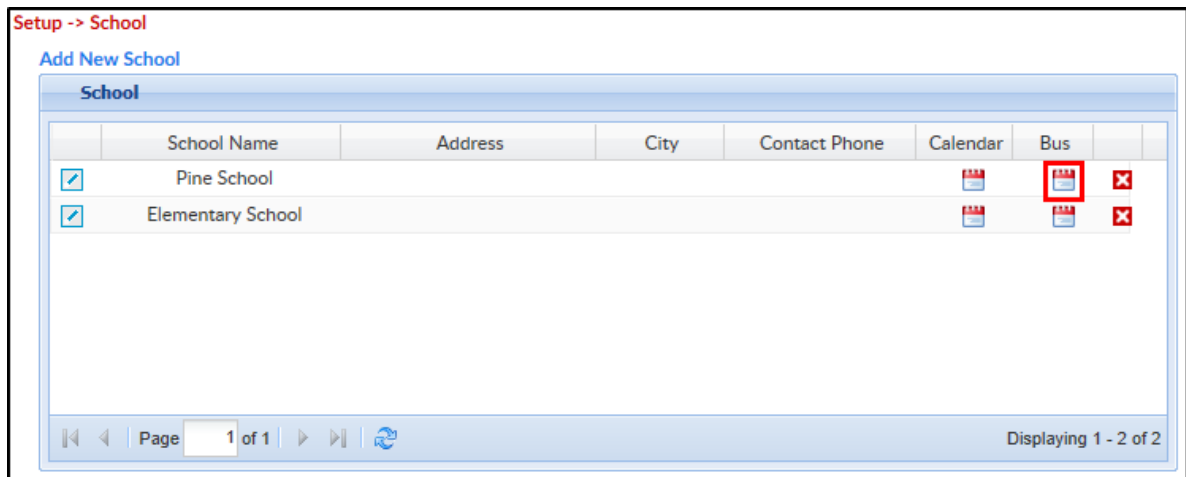
## Setup Bus Routes

To setup a new bus route, follow the steps below:

1. From the Setup>Bus screen, click Add New School



2. Scroll down and complete the form
  - o School name – enter the name of the school the bus originated from
  - o Year-round schedule – select yes if using [collapsible billing](#)
  - o Half day kindergarten
  - o Address
  - o Contact name/phone
  - o Notes
3. Click Submit
4. Click the Edit icon under the Bus column for the correct school



5. Complete the Edit/Save Schedule form
  - Select Type
    - Pickup at School
    - Drop Off to School
6. Include in Roster
  - Yes
  - No
7. Half Day Kindergarten Indicator
  - Yes
  - No
8. Enter a Start Date
9. Enter an End Date if applicable, leave blank if no end date is needed
10. Select the days of the week
11. Enter the Expected Departure time
12. Enter the Expected Arrival time
13. Click Save to create the schedule
  - Please note: Each date is created on a new line, see below

Table View		Calendar View		Bus Schedule - Pine School				
	School	Start Date	End Date	Day	Type	Departure	Arrival	
<input checked="" type="checkbox"/>	Pine School	09/18/2018	12/31/9999	Mon	Drop Off	08:15	08:30	
<input checked="" type="checkbox"/>	Pine School	09/18/2018	12/31/9999	Wed	Drop Off	08:15	08:30	
<input checked="" type="checkbox"/>	Pine School	09/18/2018	12/31/9999	Fri	Drop Off	08:15	08:30	