

Part 1: K-12 School Transportation Rollover Process – Pre-Rollover Guide

Transitioning from one school year to the next can be complicated. But with the right strategy, you can get benefits beyond just making the process easier—it can become an opportunity to optimize routes, reduce inefficiencies, and ensure a safer, smoother start to the year.

This guide outlines what to consider pre-rollover to ensure your actual routes rollover goes smoothly.

Pre-Rollover Preparation: Treat Data as a Strategic Asset

1. Conduct a Comprehensive Data Cleanup

Effective rollover begins with accurate data. Before you begin the actual process, be sure to clean up your existing data to ensure your rollover process builds on a clean foundation rather than compounding issues from the current year. You'll save time, reduce errors, and make sure your transportation system is fully prepped for the upcoming year.

Prior to initiating the rollover:

- **Fix missing or incomplete information:** Identify and clean up unrouted students, withdrawn students, and records with missing or inaccurate school or grade information.
- **Ungeocoded students:** Fix any missing geolocation by either correcting the address or manually pinning the location in your routing software.
- **Review students without a school or grade:** These are often graduated or improperly synced students.
- **Review school or rider type changes:** Review students who have had school or rider-type changes following your nightly SIS sync.
- **Review withdrawn students:** Many times, withdrawn students can be removed from the routing system or flagged as non-riders.
- **Bus stop cleanup:** Merge or delete duplicate or inactive stops that are no longer needed.
- **Review bell times or fixed stop times:** Audit routes and recalibrate schedules using anchor stops to better reflect actual operations.

Step-by-Step Checklist

1. **Do a data cleanup.**
2. **Confirm feeder schools and boundary settings.**
3. **Check school session start dates and grade settings.**
4. **Conduct the rollover from the current school year,** advancing students to the next grade and school assignment.
5. **Clone the routes** from the previous school year into the new school year, enabling you to work on route adjustments ahead of time.
6. **Clone your transportation plans** to preserve your routing infrastructure.
7. **Remove graduated students** from new school year routes, freeing bus capacity.
8. **Adjust bus schedules** for students changing schools so that after rollover, they can be routed based on their new school placements. Use automated tools such as auto-assign to streamline this process (for example, from elementary to middle or from middle to high school).
9. **Do a final cleanup** using your routing software's auto-assign feature to automatically assign unrouted students that remain after running batch assigns—but don't forget to manually review cases like special education needs, new addresses, or program transfers that the system may not catch. Manually assign students who require special accommodations or attend schools outside their zoned boundary.
10. **Use tablet data and scan logs** to detect active/inactive riders and update accordingly.

2. Confirm Feeder School and Boundary Settings

Accurate feeder patterns are the backbone of a successful rollover. Misaligned boundaries or missing feeder settings can tie students to the wrong school or grade level, creating hours of manual cleanup.

Take this time to verify your district's promotion logic and confirm that it reflects both school policy and your routing strategy. Ensure each school is correctly configured with feeder school logic or boundary assignments.

- Review and set feeder relationships (e.g., 5th graders at Blue Moon Elementary feed into 6th grade at Wheatland Middle).
- For schools with split feeder patterns, use boundary-based promotion logic.
- Check for any schools feeding into multiple institutions and adjust the settings accordingly.

3. Create a Backup

- If your routing system provides a backup or sandbox feature, take the time to backup your existing plans, routes, and assignments before beginning the rollover process.

Tools to Make the Process Easier and More Accurate

Tablet Technology for Drivers

Modern tablets enable real-time visibility into student ridership. They also provide feedback loops between the plan and reality, helping your team course-correct faster and more accurately.

- Verify ridership through scan-on/scan-off logs
- Detect skipped stops or unassigned riders

A Modern Routing System

Modern routing technology provides features and tools that make the rollover process easy—such as auto routing, sandboxes, mass communication that includes bus schedules and times, calendar-based scheduling and the ability to do mass updates and assignments based on criteria within the student records.

Professional Routing Services

For districts with limited internal capacity, outsourcing your routing process can free up time and reduce risk. Professional services teams bring expertise and tools that help districts stay compliant and efficient, even with tight staffing.

- Outsource routing to experienced professional services teams to handle rollover and routing at scale

Conclusion: From Tactical to Transformational

Rollover can be far more valuable than just an annual ritual. When done right, it can provide a strategic opportunity and help your transportation department reduce stress and operate more efficiently. With the right tools and this refined process, you can build a transportation system that adapts to your district's evolving needs.

Ready to kick-start your rollover process?

Learn more about EZRouting, part of our transportation management platform. You can also request [information and pricing!](#)



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