

## Part 2: K-12 School Transportation Rollover Process 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 when it comes time to complete the rollover, to ensure your actual routes rollover goes smoothly.

### Time to Rollover: What to Consider

#### 1. Use Anchor Times and Driver Feedback

Rollover isn't just about student data—it's about timing and safety. Anchoring stop times ensures that schedules align with bell times, and input from drivers offers on-the-ground accuracy. Don't skip the opportunity to incorporate these insights before the first day of school.

- Use anchor times at school stops to ensure accurate bell time alignment
- Utilize driver roll call sheets or tablets for accurate stop and timing feedback

#### 2. Scenario Planning and Optimization in a Sandbox

##### Route Optimization via Auto-Consolidate

In most Transportation departments, every bus and driver counts.

Tap into your routing system's auto-consolidate feature to test if fewer vehicles can serve the same ridership without compromising efficiency or unduly extending student ride times so you can make more informed decisions when facing staffing or equipment constraints.

##### Auto-Generate "What-If" Scenarios

Unsure if a new bell schedule or school zone layout will work? If your routing software offers a Sandbox feature, use it to run exploratory routing scenarios. It's perfect for evaluating policy changes, adjusting capacity, or planning for district growth. Use sandbox functionality to:

- Auto-generate routes by region or sector
- Experiment with reduced capacity buses, alternate start times, or neighborhood-based consolidation

### 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.

## 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, calendarbased 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.

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Ready to kick-start your rollover process?

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