

Part 3: K-12 School Transportation Rollover Post-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. Once you've completed the rollover, your work's not quite done. Follow these best practices to ensure you're ready to roll on the first day of school!

Post-Rollover: What to Consider

1. Audit and Verify

After the rollover is complete, audit your student assignments, routes, and timing data to ensure accuracy. These final checks are crucial to catching any missed issues before the first day of service.

- Run reports or use filters to ensure that all student riders are routed
- Review route efficiency using GPS overlays and actual vs. planned comparisons

2. Communicate Clearly

Transparency with families, staff, and drivers can make or break your rollout. Distribute route reports early and clearly communicate any changes. The more informed your community is, the smoother the transition will be.

- Use exportable route reports or tablet-based communication to inform drivers
- Notify parents and school teams of bus stop changes in advance. If your routing software has mass communication abilities, you may be able to send all new student assignments, including stop locations and times, to parents all at once.
- If your routing software has unlimited user licensing, invite school administrators to have view access to routes and student bus schedules, eliminating the endless phone calls from staff as adjustments are made to schedules.

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.

3. Monitor and Adjust

In the days and weeks after school starts, real-world conditions will reveal issues that simulations didn't catch. Monitor route efficiency using GPS or tablet logs, and make timely adjustments based on actual performance.

- Compare planned stop times to actual scan data
- Recalculate stop times using real ride data from tablets or driver logs

4. Maintain Clean User and Vehicle Records

As part of your post-rollover hygiene, take time to audit your user accounts and vehicle assignments. Removing inactive staff and validating driver-bus pairings improves operational security and prevents confusion on day one.

- Remove inactive drivers and users
- Confirm correct vehicle-driver assignments for accurate route sheets

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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