

SCHOOL BUS

Student Transportation Services of Waterloo Region

How To: Bus Planner Web

Who is your area Technician?

Every area of the region has a transportation technician that focuses on that area. Visit [Our Website](#) to find who your technician is!

What does STSWR use Aspen for?

- Retrieve student address changes
- Retrieve student information; new students, contacts

What are the benefits of BusPlanner Web?

- Accurate and up-to-date student transportation information (updated nightly)
- Easy to use
- Accessible
- Ability to create printable transportation information for teachers and families

How do you sign into BusPlanner Web?

1. Visit www.stswr.ca
2. At the bottom of the Home Page under BusPlanner, click 'Professional Login'
3. Use the school administrator login

NOTE: If you do not know your login information, please contact STSWR for assistance

Student
Student Alerts
Student Listing
Student Medical Report
Student Report
Student Transportation Listing

To look up individual student's transportation information

To create a list of transported students by Home Room

SCHOOL BUS

Who are the Technicians responsible for special education?

Technician	Area	Email	Extension
Angela Jackson	South	angela_jackson@stswr.ca	235
Susan Carriere	North	Susan_carriere@stswr.ca	233
Americo Medina	Central	Americo_medina@stswr.ca	229

Frequently Asked Questions

I've changed an address in Aspen and the student requires transportation. Can they ride the same day?

After STSWR receives an address change from the school, all eligible students will be assigned to the bus by an area Technician. The transportation information is then sent to the school and the bus operator via email. To ensure the safety of students, the bus operators require a minimum of two business days to communicate the change to drivers.

If I make a change to a student's profile that changes a student's eligibility for busing, when can I expect busing information?

Technicians receive two downloads from Aspen daily. Any changes that are made before 11:30 AM, the technician will receive the information after lunch. Any changes made after 11:30 AM, the technician will receive the next morning. If a change has been made and you do not receive an email within 48 hours, please contact your technician requesting an update.

I need more kindergarten tag supplies, how can I get more?

Contact Bogdana Jerinic, Executive Assistant (bogdana_jerinic@stswr.ca or extension 221) to place your request.

A student left an item on the bus, who can I contact to get it back?

A driver does a routine check of the bus after every run. Contact the bus company of the route to collect missing items:

- Campeau: (519) 893-9453
- Elliott (Elmira): (519) 669-5198
- Elliott (Breslau): (519) 648-9548
- Sharp: (519) 896-2822
- Voyago: (519) 593-1008

How do I find out if a student's new address is eligible for transportation?

Visit our website at www.stswr.ca. To the left of the home screen you will find the "Transportation Eligibility" widget. Once you have selected it, type in the student's address, school board and grade. Be sure to include specific programs.

Technician	Area	Email	Extension
Debby Gravenor	South West	debby_gravenor@stswr.ca	225
Andrew Newman	North East	andrew_newman@stswr.ca	234
Suvrit Babbar	Central West	Suvrit_babbar@stswr.ca	228
Nicki Proulx	Central East	nicole_proulx@stswr.ca	230
Marty Wilkinson	North West	marty_wilkinson@stswr.ca	231

How do I get a hold of my technician?

In case of an emergency and the technician is unavailable, press 0.