

# 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 designated Transportation Technician.  
Visit [STSWR.ca/about-us/contact](http://STSWR.ca/about-us/contact) to find your technician!

### What does Transportation get from Trillium?

1. Student address changes
  2. Mode of transportation changes
- Example: Decline transportation

### 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 [STSWR.ca](http://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**

**School Administration** ▾ Charts ▾

Dashboard

Address Eligibility  
*Identify the student's eligibility*

Student Search  
*Look up individual students transportation information*

Reports  
*Create students listing reports*

Student

Student Alerts

Student Listing  
*Lists of students (bus and non-bus students)*

Student Medical Report

Student Report

Student Transportation Listing  
*Lists of students (assigned students only)*

Route

Route Changes

Route Details by Route

Route Details by Run

Route Directions By Route

Route Directions By Run

Route Listing by Route

Route Listing by Run

Route Schools  
*List of runs and operators for school*

Route Summary by Route

Route Summary by Run  
*Bus schedule (stops and times)*

# SCHOOL BUS

## Who deals with Special Education requests?

Technician	Area	Email	Extension
Angela Jackson	South	angela_jackson@stswr.ca	233
Kyle Stief	North	kyle_stief@stswr.ca	235

### Can a student ride the same day I change the address?

Changes are downloaded to us from Trillium twice per day. After downloads, we identify requests and make changes, which are then sent to the school and the operators. Operators require two business days to implement the change.

## Frequently Asked Questions

### How can I get more kindergarten tag supplies?

Contact Administrative Assistant Susan Carriere at extension 221 or [susan\\_carriere@stswr.ca](mailto:susan_carriere@stswr.ca) to submit your request.

### If I make a change to a student's profile that impacts eligibility for bussing, when can I expect bussing information?

If you do not receive an email within 48 hours on business days, please contact your technician to request an update.

### A student left an item on the bus, where can I go to get it back?

Drivers complete routine checks 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 [STSWR.ca](http://STSWR.ca) and select 'Transportation Eligibility.' Enter the student's new address, school board, and grade. Choose applicable specific programs (e.g. Fast Forward) to get the correct information.

## How do I reach my technician?

Technician	Area	Email	Extension
Deb Gravenor	South West	debbie_gravnor@stswr.ca	225
Andrew Newman	North East	andrew_newman@stswr.ca	234
Tom Suliman	Central West	tom_suliman@stswr.ca	228
Nicki Proulx	Central East	nicole_proulx@stswr.ca	230
Marty Wilkinson	North West	marty_wilkinson@stswr.ca	231
Morgan Potts	South East	morgan_potts@stswr.ca	229

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