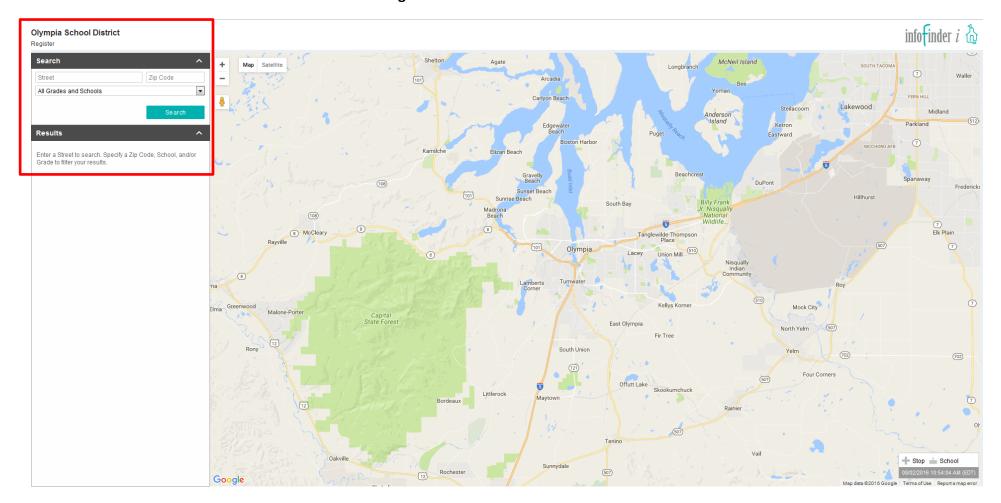# ONLINE BUS ROUTE FINDER USER GUIDE

Olympia School District Online Bus Route Finder Main Page

Searching for a bus route via an address and school

Step 1: Select the school from the drop down menu

Example: McKenny Elementary was selected

Olympia School District
Register

Search	^
Street	Zip Code
MCKENNY ▼	
	Search

Results	^

Enter a Street to search. Specify a Zip Code, School, and/or Grade to filter your results.

Step 2: Type in a Street Address

Example: Address of *3619 22nd Ave SE* for *McKenny Elementary*

Search	^
3619 22nd Ave SE ✕	Zip Code
MCKENNY ▼	
	Search

3619 22ND AVE SE, 98501

"I DON'T KNOW THE ZIPCODE..." or "I DON'T KNOW THE WHOLE ADDRESS..."

Example: Address of **_3619 22nd Ave SE_** ....which **_3619 22nd Ave_** if I do not know **_SE_** or **_NE_**?

Utilize the *Suggested Address* **highlighted in green**
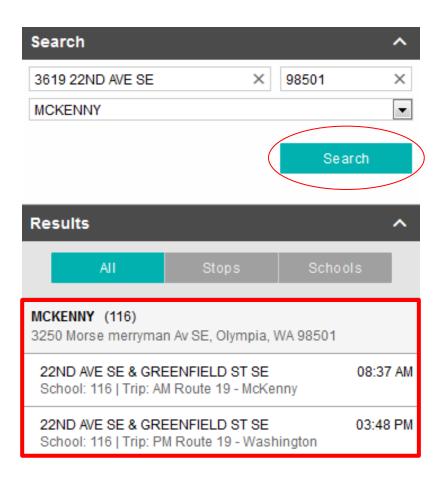
DID I SELECT THE CORRECT SUGGESTED ADDRESS?

The Address selected will show on the map to assist the user for accuracy

Example: Address searched for 3619 22nd Ave SE, 98501 is shown on the map. The School selected from the drop down menu is shown on the map

Step 3: Viewing the Results - **After selecting a school and an address, click on Search to view the bus route results**
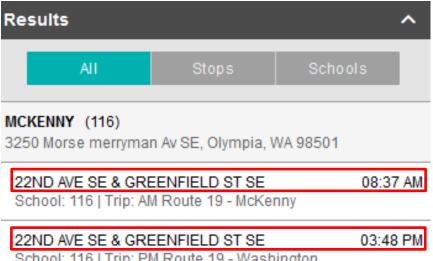
Example: Search for McKenny Elementary address of 3619 22nd Ave SE

Step 4: Interpreting the Results- Stop Location and Time

Example: Search Results for 3619 22nd Ave SE, McKenny Elementary

     Morning Stop Location: 22nd Ave SE & Greenfield St SE at 8:37 AM

     Afternoon Stop Location: 22nd Ave SE & Greenfield St SE at 3:48 PM
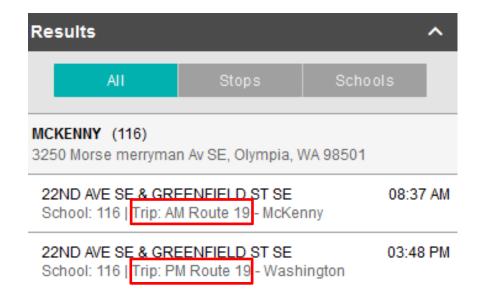
Step 5: Interpreting the Results- Bus Route Number

Example: Search Results for 3619 22nd Ave SE, McKenny Elementary

Morning Bus Route Number: Route 19

Afternoon Bus Route Number: Route 19

The bus route number is located on a black and white placard where the bus doors open. This placard is by the first window on the side of the bus. While buses do have bus numbers located on all sides, the black and white placard is the number that should be used when locating a bus route.
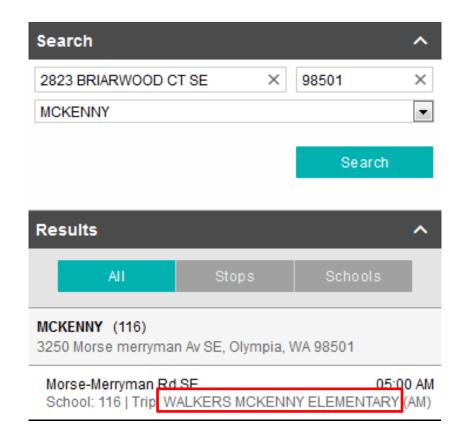

Bus Route - Placard

Bus Number – Sides of Bus

"MY SEARCH RESULT DOESN'T GIVE A BUS ROUTE, BUT DOES SHOW AS A WALKER TO SCHOOL…"

An address that is within the walk-zone of a particular school will show a result of "Walkers…" to the school. This means there is no available bus route or transportation provided.
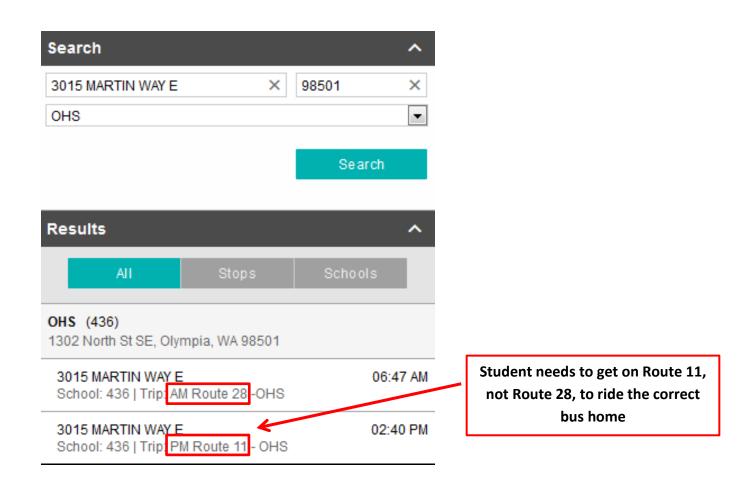
Example: 2823 Briarwood Ct SE for McKenny Elementary

DIFFERENT BUS ROUTES SHOW; DOES MY STUDENT RIDE THE SAME ROUTE ON THE WAY HOME?
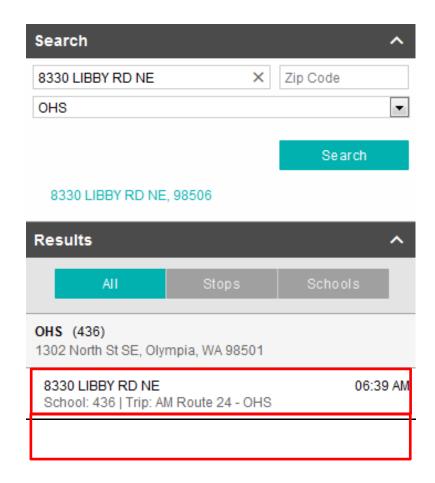
Rarely will a bus route not be the same number to and from school. It is important to check and make sure that routes are the same. If the bus route in the PM is different than the AM, make sure the student gets on the correct one.

Example: 3015 Martin Way E for OHS has Route 28 AM and Route 11 PM

Student needs to get on Route 11, not Route 28, to ride the correct bus home

"ONLY ONE BUS ROUTE SHOWS, WHAT IS THE OTHER BUS ROUTE?"

If a bus stop does not exist in the system, it will not be available for the user to see. Sometimes due to remote locations, there is no stop. If a user only sees one route, contact the **Transportation Department at 360-596-7700** to get more information and to have a stop added.

"NO BUS ROUTES SHOW, I HAVE THE CORRECT SCHOOL AND ADDRESS…WHAT DO I DO?"

If no bus route is generated, either the address is not in the school boundaries, or there is no bus route/stop in the system. Contact the **Transportation Department at 360-596-7700** for further information.

DO NOT PUT A STUDENT ON A BUS WITHOUT CONFIRMING WITH THE TRANSPORTATION DEPARTMENT THAT THE CORRECT BUS ROUTE HAS BEEN SELECTED OR DESIGNATED.