



Eastern Lancaster County School District

Transportation Department

Empowering Learners as Global Thinkers and Producers

TRANSPORTATION PORTAL INSTRUCTIONS

To find your child's busing schedule follow the instructions below:

Step 1 - Go to elanco.mybusplanner.com.

Step 2 - Click on "Parent Portal".

Step 3 - Log into your account with your Email and Password.

If you have forgotten your password, click on "Forgot Your Password?" and enter your email address. You will receive an email to reset your password.

Once logged into your account, you should see your child's bus information. If you do not see your child's information, you may have to add your child to your account. Follow the instructions for "Adding a Student" on the back of this page.

****If you have never created an account with MyBusPlanner, you will need to follow the MyBusPlanner New User instructions on the back of this page.****

You can also access the Transportation Portal by going to www.elanco.org and selecting Departments then Transportation Services .

2024-2025 Bus Information will be available to access after Tuesday, August 6, 2024.

REMINDER: Bus routes are subject to change. Please check the system the day before the first day of school to obtain the most up-to-date busing information for your child.

If you have questions about your child's transportation, you can contact the Transportation Department at (717) 354-1523.

ADDRESS CHANGES

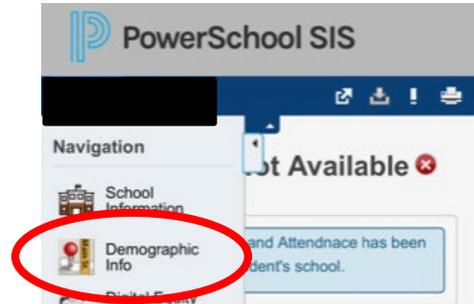
If your address is incorrect or needs to be changed, please call or email Central Registration at 717-354-1142 or registration@elanco.org

MyBusPlanner NEW USER INSTRUCTIONS

To access the Transportation Portal, you will need the following information:

Child's Name	DOB	Grade
Student ID Number*	School	

*To locate your child's Student ID Number, from a desktop computer or the browser on your mobile device, log into your PowerSchool parent portal and navigate to the Demographic Information page on the left.



Step 1 – Go to elanco.mybusplanner.com.

Step 2 – Click on “Parent Portal”.

Step 3 – Click on “Create an Account” (Located next to Log In button).

Step 4 – Enter your email, password, and check “I’m not a robot”, then Submit.

Step 5 – You will receive a confirmation email. Click on “Confirm” in the email to confirm your account.

Step 6 – You now will be able to log into the Transportation Portal and will need to add your child to your account using the information above.

"Adding a Student" Instructions

Step 1 – Once you are logged in, Click on “Add Student”.

Step 2 – Enter the requested information (Student ID#, Birthdate, School, & Grade), Click “Add Student”.

After adding the student, your child's bus information will appear. You will see their pick-up time, drop-off time, location of the stop, and bus number.

PLEASE NOTE: You will need to add each of your children separately. This will only need to be completed once. Each time you log into your account, your child's information will be listed.

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