BusQuest Information

What is BusQuest? BusQuest is the main communication tool for parents to make changes to their student's Transportation plan.

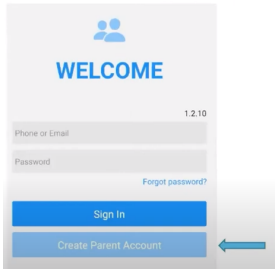


- Download the BusQuest App using one of the following links.

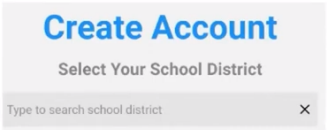
IOS: BusQuest on the App Store

Android: BusQuest - Apps on Google Play

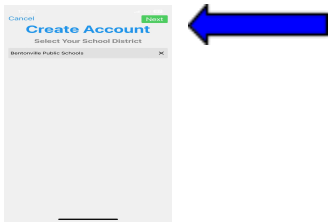
- On the Welcome screen select Create a Parent Account.



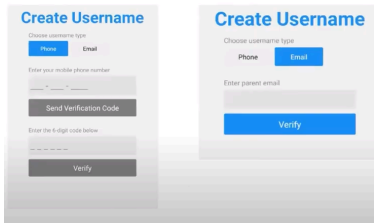
- Type in **Bentonville Public Schools** in the search field:



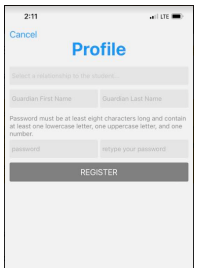
- Select: **Bentonville Public Schools, AR** when it appears
- Click next in the top right corner



- On the Create Username screen, select either your phone number or email to register your account



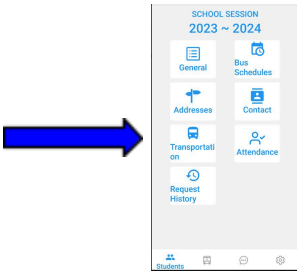
- Click Send Verification Code
- You will receive either an email or text message with a verification code
- Enter the Verification code and click **Verify**
- You will then be taken to the Profile page



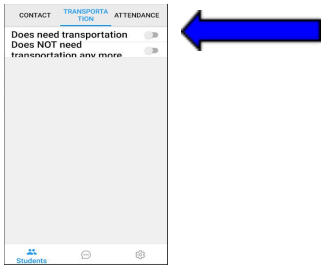
- Fill out the details and **click Register**
- A pop-up box will appear that shows your account has been created.
    - Click Ok
    - This will take you to the Welcome page where you will enter your phone number/email address and then your password to log in.
    - Once logged in, complete the Transportation Set Up and submit.
        - For directions, see Transportation Set Up / How To Send Change Request on the following page.
- Now that BusQuest is set up, you can look up your students' bus information, link all your students to one account and send change requests directly to the Transportation department.

Transportation Set Up / How To Send Change Request

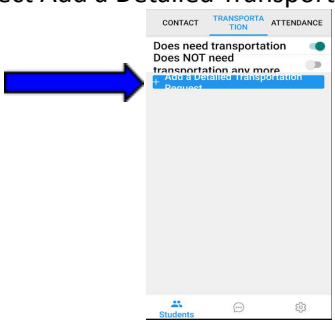
- Under the students tab, select the student you want to make changes for.
- Select the Transportation tab



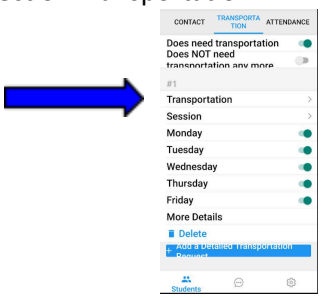
- Choose Does Need Transportation



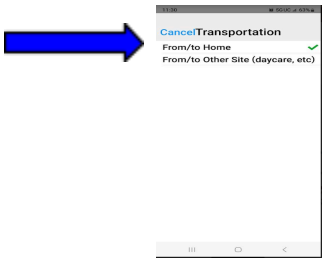
- Select Add a Detailed Transportation Request



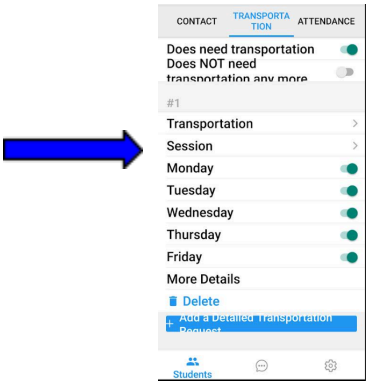
- Select on Transportation



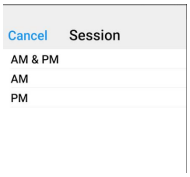
- Choose From/To Home



- Select Session



- Choose AM, PM, or Both AM & PM

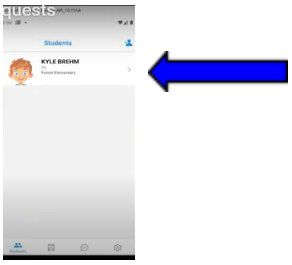


- Click Save
- Bentonville Schools will only route students to and from the primary address on file.

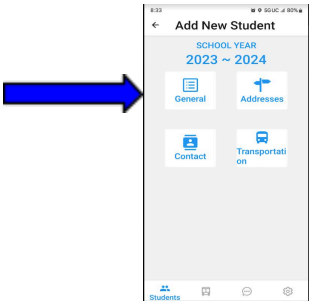
- If presented with a court order, Bentonville Schools will route your student(s) to and from the secondary address in the court order, as long as both parents live within the same school zone.
- If you signed your student up for Boys & Girls Club in the afternoon, choose AM for morning pick up
- Click Save
- For dropoff at Boys & Girls club in the afternoon:
    - The Boys & Girls Club must approve your students registration
    - Go back to the Transportation tab
    - Select From/To Other Site
    - Then Click Session and select PM
    - Click Save
- A notification will be sent to the Transportation office. Once it has been reviewed, it will be approved or declined.
- At any time you can log into the BusQuest to check the status of your request.

How To Link All Your Students To Your Account

- Click on the students tab
- Click on the blue person plus tab in the top right hand corner



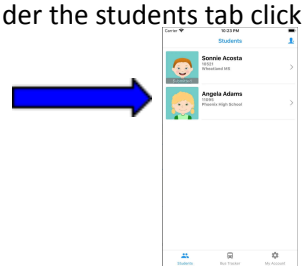
- Click the General tab



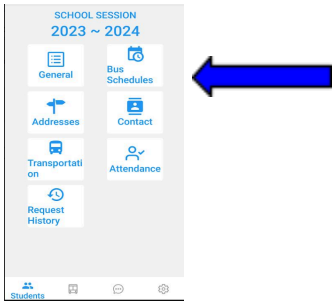
- If you are the **primary contact**, fill in the information
- Select Save
- The system will search and verify the information as a match, the system will automatically link the student to your account
- If you are not the primary contact and no match is found, fill in your students information
- Select Save
- Your request will then be sent to the Transportation department for verification and approval
- Once verified as a contact, your students' information will be linked to your account

How To View Students Bus Schedule

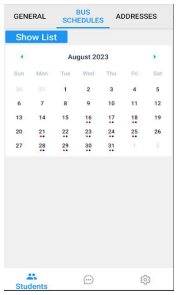
- Under the students tab click the student whose bus information you want to view.



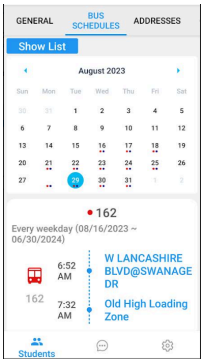
- Click on Bus Schedules



- Click on the date (number) or dots under any date to see scheduled bus information



- Your students' bus information will be displayed below.



If no information is displayed or if the information is incorrect, you will need to submit a change request.