UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

3319 Goldmine Road
Monroe, NC 28110
704.296.3015
704.226.1895
www.ucpsnc.org

Student Bus Assignment Process

This process addresses students requesting a bus assignment for the first time.

- Parent visits School
- School validates that parent has legal custody
- School validates home address, phone number & a.m./p.m. drop off locations
- School updates transportation codes in Infinte Campus
- Alternate stop requests (including all EC accommodations) are to be entered by the school into System Management.
- Transportation receives request from school electronically in the nightly Infinite Campus import
- Transportation assigns students a stop location in Edulog
    - Existing stop locations are easy to assign as no change in routing directions is required; students may ride immediately by way of a temporary boarding pass issued by the school administration – bus drivers should be advised BEFORE a student rides (Schools cannot create new stop locations)
    - New stop locations require a 3-5 business day processing time to allow investigative work as necessary –
        - (NOTE: could be 5 to 10 workdays at the beginning of school, depending on volume of requests)
- School will need to review System Management for alternate/new stop approvals. Students assigned to existing stops will be filtered in Web School Assistant during nightly import.
- Students not assigned a bus may ride using a temporary boarding pass to an existing stop location; Infinite Campus MUST be updated with any student address, phone number or rider changes BEFORE transportation changes occur!
- Please only enter "Yes" in the Infinite Campus Transportation code field if the student is requesting transportation services

Note: Any student that does not show up in Web School Assistant with an assigned stop location may ride the bus by accessing current bus stop locations; it is imperative that the rider codes be updated in Infinite Campus so that the information displayed via TIMS/Web School Assistant is accurate. INFORMATION ENTERED less than two weeks prior to school start may not be displayed in Web School Assistant until after school begins.

Parents Requesting Information regarding bus stops

- Parents should deal exclusively with school personnel on matters regarding bus stop locations; please help parents avoid the runaround.
- Transportation will handle matters related to time complaints, driver complaints and issues of that nature, but not issues on bus stop assignments (unless there is an appeal – AFTER the normal process of requesting a stop through the school office is followed)

Approved 12/12/2017
Revised 06/17/2026

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

3319 Goldmine Road
Monroe, NC 28110

704.296.3015

704.226.1895

www.ucpsnc.org

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.