# BusQuest Information

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

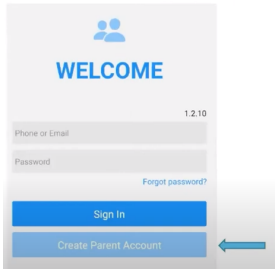


- Download the BusQuest App using one of the following links.

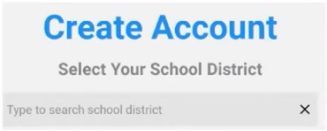
IOS: BusQuest on the App Store

Android: BusQuest - Apps on Google Play

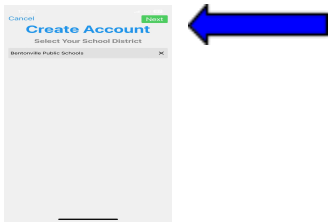
- On the Welcome screen select Create a Parent Account.



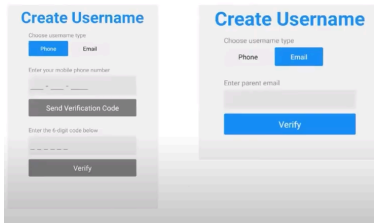

- Type in **Bentonville Public Schools** in the search field:



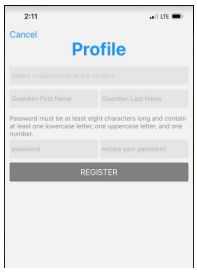

- Select: **Bentonville Public Schools, AR** when it appears
- Click next in the top right corner




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



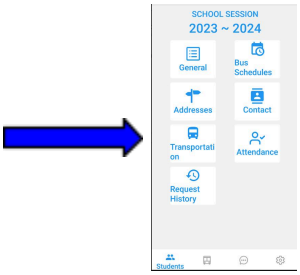
- Click Send Verification Code
- You will receive either an email or text message with a verification code
- Enter the Verification code and click **Verify**
- You will then be taken to the Profile page



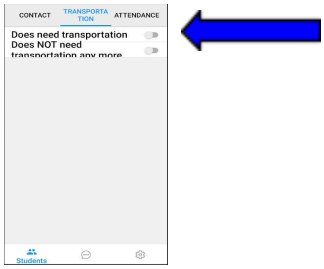

- Fill out the details and **click Register**
- A pop-up box will appear that shows your account has been created.
    - Click Ok
    - This will take you to the Welcome page where you will enter your phone number/email address and then your password to log in.
    - Once logged in, complete the Transportation 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

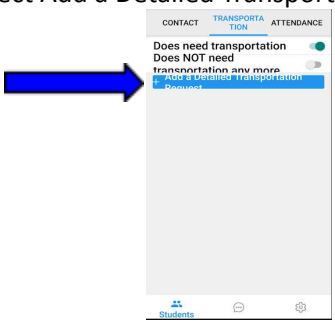
- Under the students tab, select the student you want to make changes for.
- Select the Transportation tab



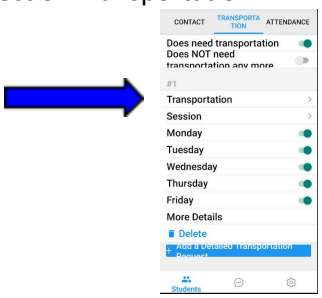

- Choose Does Need Transportation



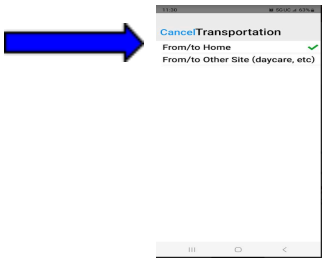
- Select Add a Detailed Transportation Request



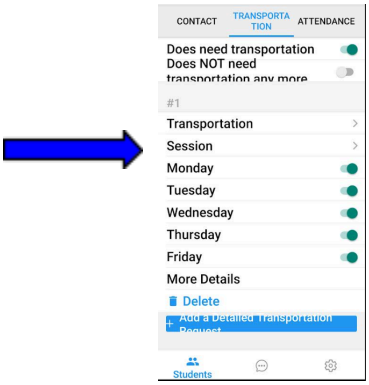

- Select on Transportation



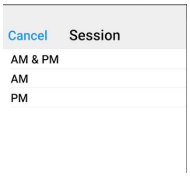

- Choose From/To Home




- Select Session




- Choose AM, PM, or Both AM & PM

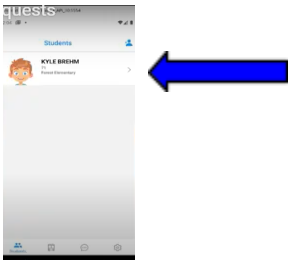



- Click Save
- Bentonville Schools will only route students to and from the primary address on file.

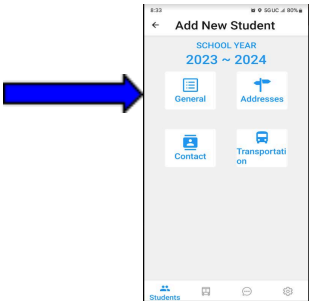
- If presented with a court order, Bentonville Schools will route your student(s) to and from the secondary address in the court order, as long as both parents live within the same school zone.
- If you signed your student up for Boys & Girls Club in the afternoon, choose AM for morning pick up
- Click 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



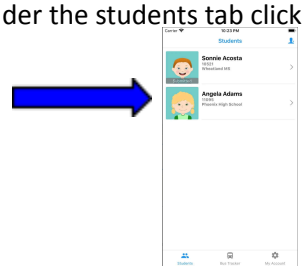

- Click the General tab



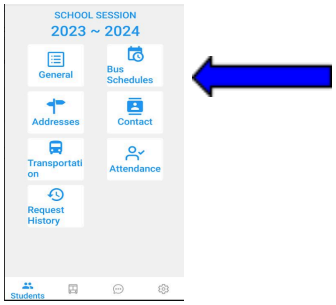

- If you are the **primary contact**, fill in the information
- Select Save
- The system will search and verify the information as a match, the system will automatically link the student to your account
- If you are not the primary contact and no match is found, fill in your students information
- Select 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

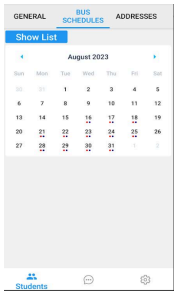
- Under the students tab click the student whose bus information you want to view.



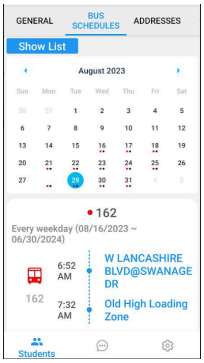

- Click on Bus Schedules




- 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.