

TRAVERSA PARENT LETTER

AUGUST 6, 2026

SCHOOL GUIDE TO TRAVERSA

Log in using your assigned
Username and Password

Welcome to Jefferson Parish Public Schools!

**Student Transportation**
powered by Traversa

Username

Password

Login

[Forgot Password?](#)

SCHOOL GUIDE TO TRAVERSA

Select Advanced Routing

25-26 School Year

Menu Map Students Resources AVL Rollout **Advanced Routing** Administration

Search for a Vehi

dashboard management

imports	runs	runs	runs	students	students	students
0	21	1	26	4351	9274	9207
failed imports this week	overloaded runs	runs needing time update	runs with no students	not on run	with no schedules	with no stop assignment

drivers
2
call-outs today

SHUTTLE INPUT

Weather - Marrero, LA
few clouds 75 F
high: 76, low: 73
wind NNE@10mph

announcements
Welcome to our Friday meeting, Feb 23.

notes
hide

tyler technologies
Student Transportation
powered by Traversa

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Select Runs

Student Transportation - powered by Traversa

Routing Menu **Runs** Run Groups Bus Stops Criteria Fleet Schedule

9+ ? hide chat Sea

Advanced Routing

runs 1672 runs effective today	runs 5 require driver assignment	runs 2 require vehicle assignment	unlocated students 210 addresses	missing vehicle or driver 5 runs	missing important info 25 students
runs 26 runs with no students	runs 644 affected by vehicle maintenance	runs 21 overloaded runs			
runs 879 affected by network updates	runs 1 runs needing time update	runs runs with missing student seats			
runs runs with a time shift this week					

[illegible]

Year	Percentage
1990	75%
1995	78%
2000	80%
2005	82%
2010	85%

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The screenshot shows the 'Runs' application interface. On the left, there's a sidebar with 'Add a new Run' and a list of runs. The main area displays a table of runs with columns: NAME, UNID, DRIVER, VEHICLE, USED, HOURS, and TIME. A 'Filter' dialog box is open, showing options to filter by Name, Description, Run Date, Active Days, Vehicle, Driver, Additional Employee, Group, Run Time, and Run Distance. A red arrow points from the text 'RUN GROUP' to the 'Group' field in the filter dialog.

NAME	UNID	DRIVER	VEHICLE	USED	HOURS	TIME
000AVIDA001	C-1000A					
000AVIDA002	C-1000A					
000AVIDA003	C-1000A					
000AVIDA004	C-1000A					
000AVIDA005	C-1000A					
000AVIDA006	C-1000A					
000AVIDA007	C-1000A					
000AVIDA008	C-1000A					
000AVIDA009	C-1000A					
000AVIDA010	C-1000A					
000AVIDA011	C-1000A					
000AVIDA012	C-1000A					
000AVIDA013	C-1000A					
000AVIDA014	C-1000A					
000AVIDA015	C-1000A					
000AVIDA016	C-1000A					
000AVIDA017	C-1000A					
000AVIDA018	C-1000A					
000AVIDA019	C-1000A					
000AVIDA020	C-1000A					

Filter

Run Data Custom Fields

Name (contains)

Name (select)

Description

Run Date

Active Days

Vehicle

Driver

Additional Employee

Group

Run Time

Run Distance

Apply Cancel

Select PM RUN GROUP

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The screenshot shows the SAP Run Job Scheduler interface. On the left, there is a list of jobs with columns: NAME, DESCRIPTION, OWNER, STATUS, USED, HITS, and TIME. A red arrow points to the 'RUNTIME' column. On the right, the 'Add a new Run' dialog is open, showing the 'Run Data' tab. The dialog has fields for 'Run Name', 'Run Date', and 'Run Time'. The 'Run Name' field is highlighted with a red box. The 'Run Date' field is set to '2023-10-27' and the 'Run Time' field is set to '10:00:00'. The 'Run Name' field contains the text 'RUNTIME'.

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[illegible]

Export to Excel

[illegible]

These are used
to generate the
parent letters.

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Select the “Hamburger Menu”

The screenshot shows the Traversa School Guide interface for the 25-26 School Year. A red circle highlights the 'Menu' button (Hamburger Menu) in the top navigation bar. The interface includes a search bar, a dashboard with various metrics, and a sidebar with navigation options.

25-26 School Year

Navigation Bar:

- Menu (Hamburger Menu)
- Map
- Students
- Resources
- AVL
- Rollout
- Advanced Routing
- Administration

Search Bar: Search for a Vehi

Dashboard Metrics:

Metric	Value	Description
imports	0	failed imports this week
runs	21	overloaded runs
runs	1	runs needing time update
runs	26	runs with no students
students	4351	not on run
students	9274	with no schedules
students	9207	with no stop assignment
drivers	2	call-outs today

Weather - Marrero, LA
few clouds 75 F
high: 76, low: 73
wind NNE@10mph

announcements
Welcome to our Friday meeting. Feb 23.

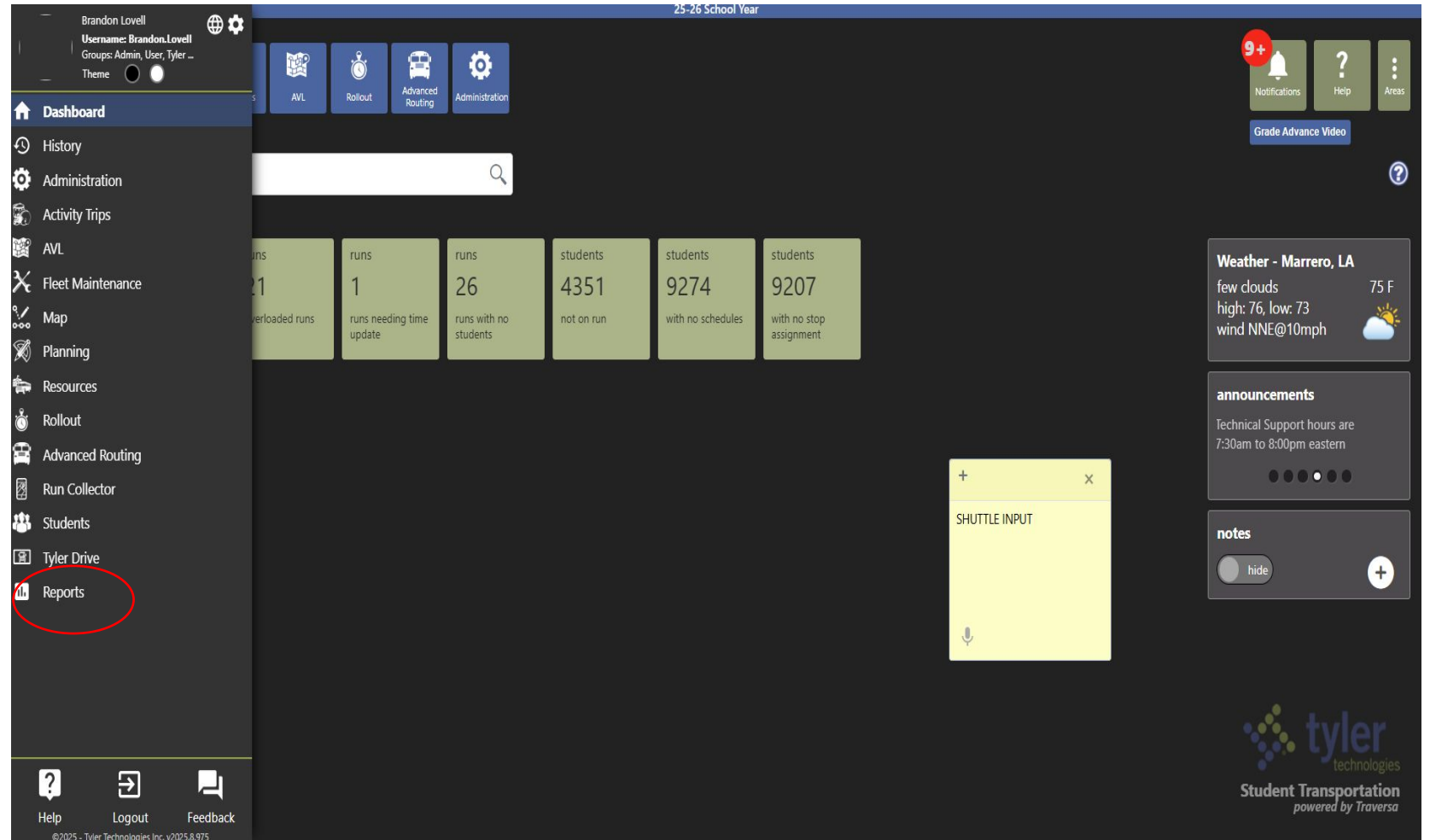
notes
hide +

SHUTTLE INPUT

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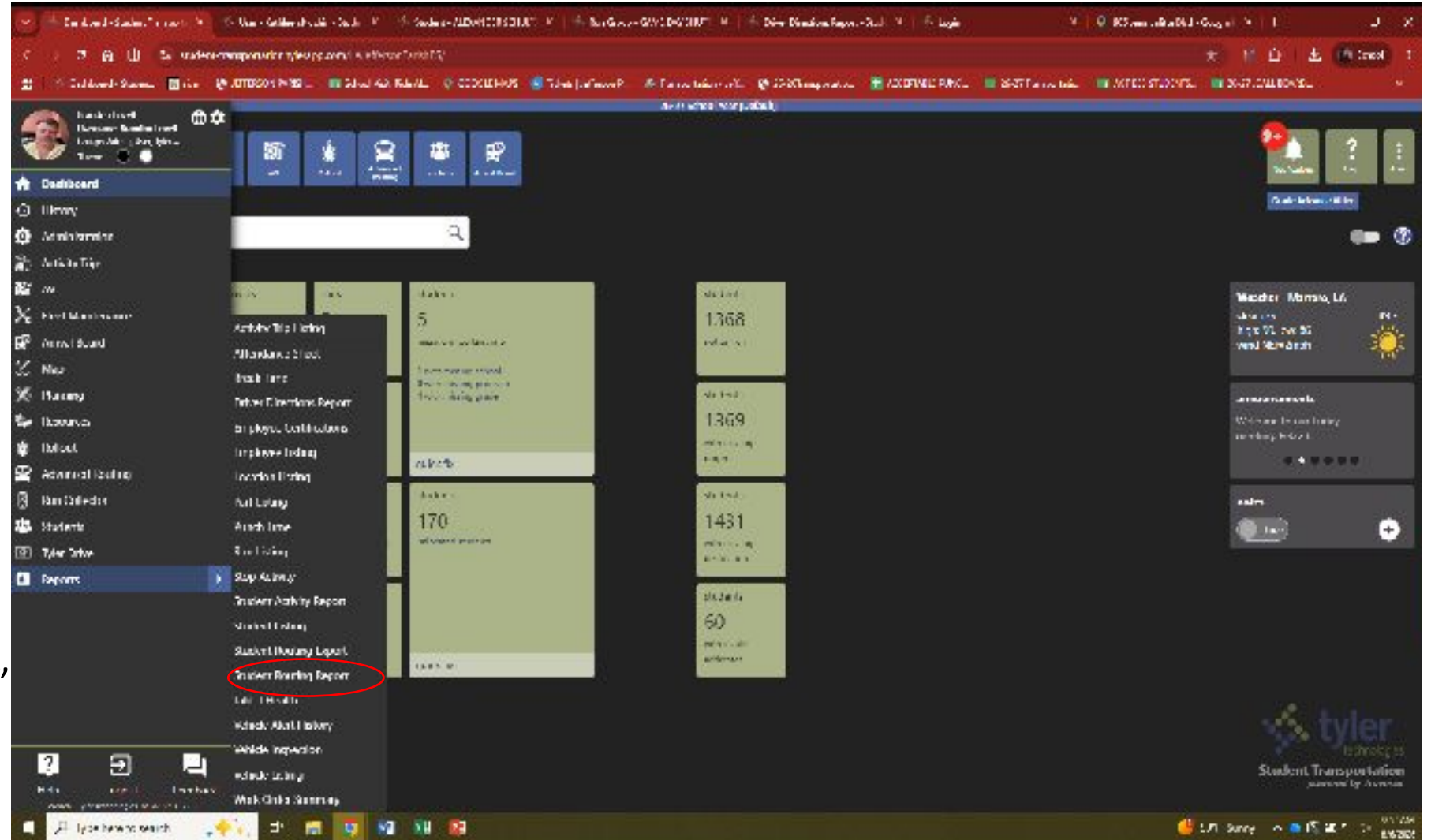
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Select the “Reports”



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Select the
“Student Routing Report”



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Input a bus run from your
previously downloaded
Excel document

Student Transportation - View Report

Students

Student Routing Report

Student: Last Name: First Name:

Grade: School:

Bus: (highlighted with a red oval)

Routing: Start Date: End Date:

Print Report

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Student Routing Report

Student	Fuller	Student ID		First Name	
Last Name		Grade		Program	
Address		City		City School District	
State		Phone Number	610-274-1234	Search/Generate	
Birth		Student	Fuller	Print	Letter
Uploading Address		Includes Address to			

Letter should be selected

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Student Routing Report

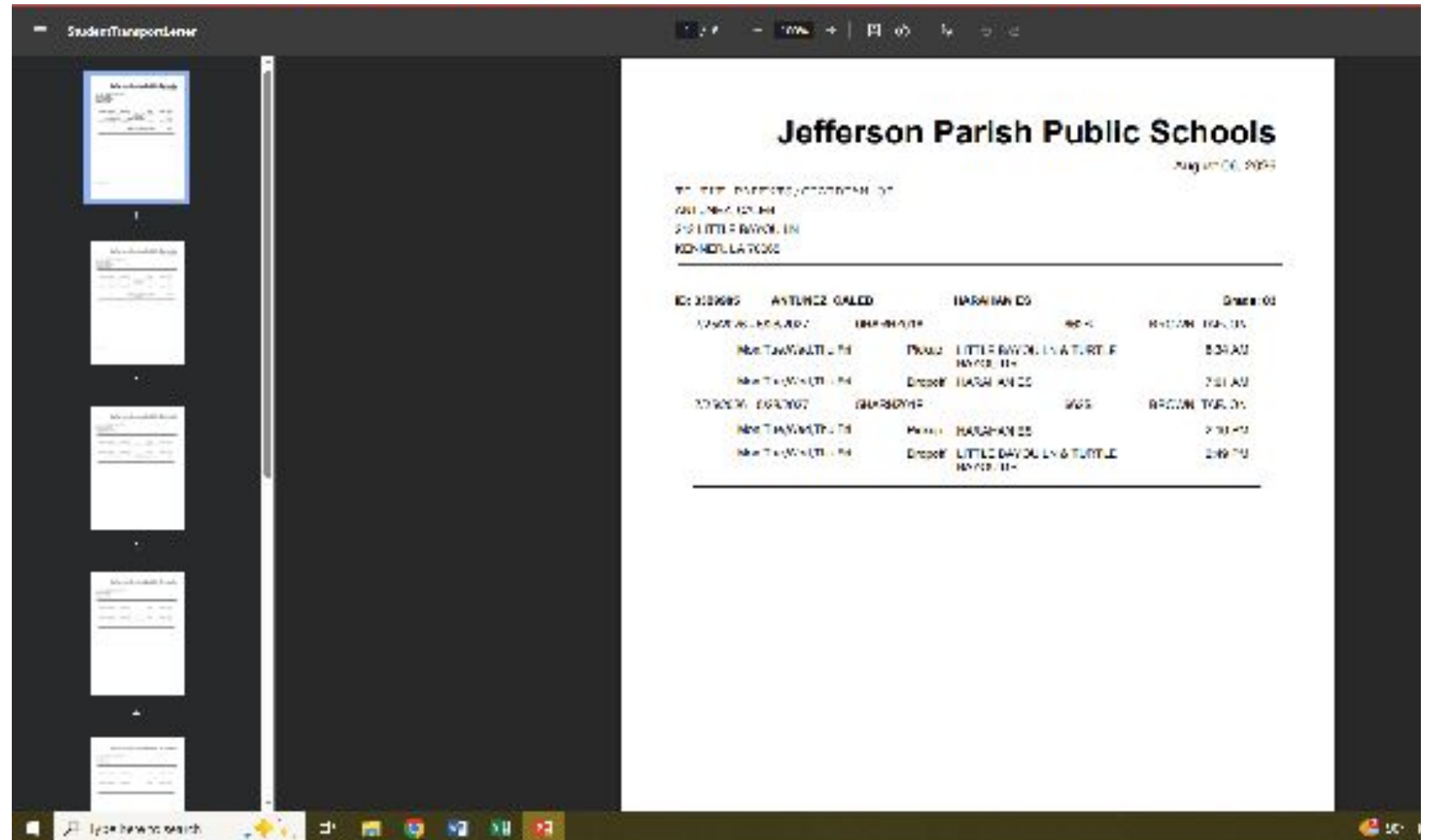
Student	Fuller	Student ID		First Name	
Last Name		Grade		Program	
Address		City		City School District	
State		Phone Number	616-271-1111	Search/Generate	
Birth		Student	Fuller	Print	10
Updating/Deleting Worksheet		Worksheet Worksheet ID			



Print

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Parent letters ready to be downloaded and printed



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ANY QUESTIONS?

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