

## Introduction to BusPlanner

Duration: 2 days

### Overview

Introduction to BusPlanner is perfect for any staff member that is new to your office (or new to our software). Our BusPlanner experts will spend two full days equipping you to use BusPlanner Pro for day-to-day route planning and administrative tasks.

This course is designed to give new users the skills and knowledge required to work within the BusPlanner environment. Users will learn to move around the map, find and locate students (and other objects), assign students to busing under various scenarios, and build and manage bus stops, runs, and routes.

### Goals

- Understand the basic tools and terminology that make up BusPlanner
- Understand and use “find” tools to locate a specific object
- Edit features within BusPlanner
- Understand route planning methodologies
- Manipulate and display results on screen

### Audience

This course is designed for users that are new to BusPlanner and that require a working knowledge of how to use the program.

### Prerequisites and recommendations

Introduction to BusPlanner is recommended for all users of BusPlanner and ideally should be the first course taken.