

# BUSPLANNER DELAYS

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## Getting Started

1. When you install and open the app for the first time, the “Welcome to BusPlanner Delays” page will open. Click **Next** to move on to the Setup page.
2. The **Setup** page will open. Choose the school district or organization relevant to you from the dropdown, or enter the **Quick Code** provided by your local transportation office.
3. Click **Verify**. If your dropdown selection or access code is valid, a welcome message will appear.
4. Click **Next**.

← Setup

Let's choose the school board  
or transportation authority  
in charge of your student's  
transportation

Select ▼

OR

Enter Quick Code

Verify

Next

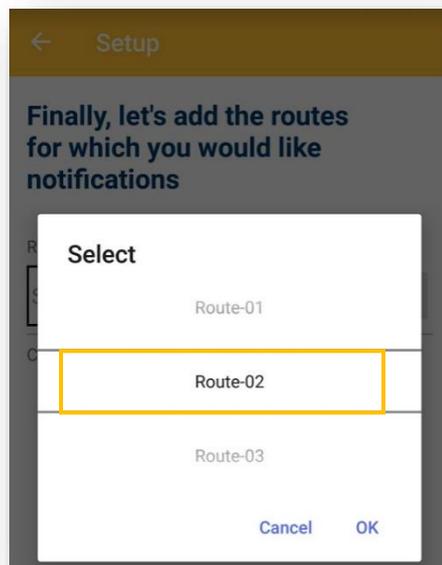
## Adding Route Notifications

First, add the school that your child attends:

1. On the Settings page, click **For My Child's Bus**.
2. Choose a **School** from the dropdown menu.
3. Click the **+** button. The school will appear in the list below the dropdown.
4. Click **Next**.

Next, choose your child's route:

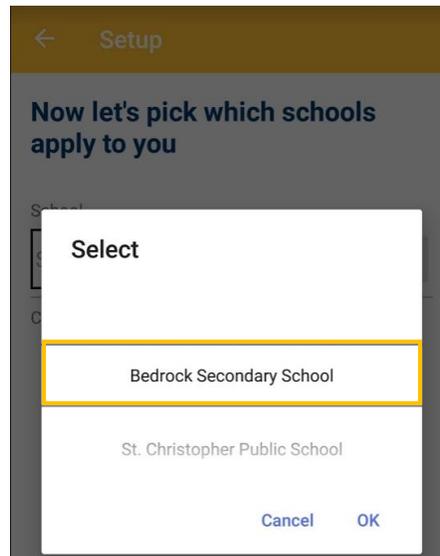
1. Choose a **Route/Run** from the drop-down:



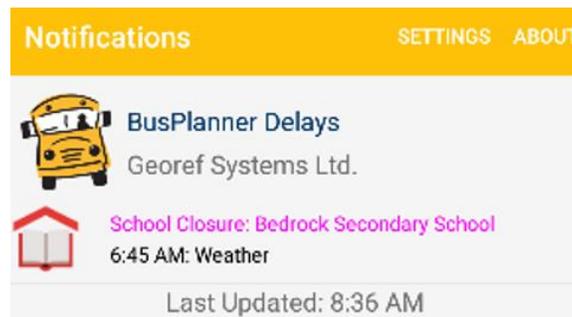
2. Click **OK**, then the **+** button. The route will appear in blue in the list below.
3. Click **Done**. Any route delays or cancellations will be listed on the main page.
4. If there are no delays or cancellations, the routes will not appear.

## Adding a School Closure Notification

1. Click **Settings**. Enter your access code. (See **Getting Started** above.)
2. On the Settings page, click **For Specific Schools and All Their Bus Routes** to open the school settings:



3. Choose a **School** from the dropdown.
4. Click **OK**, then the **+** button. The school will appear in the list below.
5. Click **Next**. Any school closures will be listed on the main page:



6. If there are no school closures, it will not appear.

## Changing Your Subscriptions

1. Click **Settings**.
2. Repeat the steps of choosing a transportation organization (or adding your Access Code) and choosing a route or school, as above.

**Note:** If you previously added a school or route, it will already appear by default.

3. To remove a school or route, click the **“bin”** icon beside the item in the list.