BusOps – First Time Login

1. Open Internet Explorer by going to Start > All Programs > Internet Explorer and clicking once
2. Go to “Tools” (Alt+X) and select “About Internet Explorer”
3. In about popup, verify version shown is 10 or higher. Close the popup (Contact your administrator if your version of Internet explorer is less then version 10)
4. In the URL field,
   - BusOps PROD: type http://busops.lausd.net and press Enter key
   - BusOps TEST: type http://tran2da.lausd.net/test/login.aspx and press Enter key
5. Save BusOps’ login page for future reference by either adding it to your “favorites”, saving it to your desktop as a link, or making it your home page.
6. Login to BusOps by using your single sign on (SSO) credentials (Type only your username and not “@lausd.net”)
7. Verify your name appears on top right side of the screen
8. Once logged in, select various screens and reports to verify you have proper access (Contact your supervisor if you don’t see a screen/report or can’t perform needed function)
9. To log out, select “Logout” link in top right corner (Below LAUSD logo)
Step by Step Instructions

Filepath: **Dispatch > ABS Rundown**

1. Navigate to “Dispatch > ABS Run Down”
2. Select **START DATE** and **END DATE**
3. Enter desired route range in **ABS BEGINNING ROUTE** and **ABS ENDING ROUTE**
4. Click **RUN** button to generate report. Click **OK** in the confirmation popup
5. Click on **ABS Run Down** link to display generated report
BusOps Easy Guide
Dispatch > RBE

Login to TSD BUSOPS
Click the link to access BUSOPS using SSO userid/password [http://busops.lausd.net/Login.aspx](http://busops.lausd.net/Login.aspx)

1. Click Dispatch and select RBE – Route Bus Employee from menu bar
2. Enter ROUTE or BUS or EMPLOYEE NO
3. Click Search
Step by Step Instructions

Filepath: Dispatch > Dispatch Rundown

1. Navigate to Dispatch > Dispatch Rundown
2. Enter date in both START DATE and END DATE
3. Check the RUNDOWN LOCATION checkbox to activate the location dropdown list
4. Select appropriate location from the dropdown
5. Click RUN button. Click OK in the confirmation popup.
6. Click on Dispatch Run Down link to display report for ABSs linked to the location in step 4
Login to TSD BUSOPS
Click the link to access BUSOPS using SSO userid/password http://busops.lausd.net/Login.aspx

1. Click Dispatch and select AIM/FAIM – Absenteeism Input from menu bar
2. Enter search parameters (i.e., EMPLOYEE NO, ROUTE NUMBER, BEGIN/END DATE), if applicable
3. Click Search button to display records in data grid

NOTE: Below buttons’ availability is based on user role permissions
4. +Add new record to add/create new absenteeism record in popup window
5. Edit to update absenteeism record in popup window
6. Delete to delete absenteeism record
7. View to display read only absenteeism record in popup window
Step by Step Instructions

Filepath: Dispatch > AIM/FAIM – Absenteeism Input

1. Navigate to “Dispatch > AIM/FAIM – Absenteeism Input”
2. Click + Add new record
3. Select ROUTE NUMBER
4. Select ABSENCE TYPE
5. Select ABSENCE DATE to indicate absence’s start date
6. ABSENCE REPORTED ON date/time is auto populated and can be modified if applicable.
7. Enter ABSENCE REPORTED BY
8. Make a selection in COVER REQUIRED to indicate if route needs cover driver, if applicable.
9. Select PARKING LOCATION to select cover driver from, if applicable. Select COVER EMP or mark the absence as no cover by marking the NO COVER? checkbox
10. If absent driver’s bus could be used as a loaner during absence, mark SPECIAL BUS field as “No”.
11. For AIM records, ignore RETURNED DATE field. Enter data in other fields, if applicable.
12. Click Add to create absence or Cancel to cancel

NOTE: Fields with (*) are required fields.
Step by Step Instructions

Filepath: Dispatch > AIM/FAIM – Absenteeism Input

1. Navigate to “Dispatch > AIM/FAIM – Absenteeism Input”
2. Click + Add new record
3. Select ROUTE NUMBER
4. Select ABSENCE TYPE
5. Select ABSENCE DATE to indicate absence’s start date
6. ABSENCE REPORTED ON date/time is auto populated and can be modified if applicable.
7. Enter ABSENCE REPORTED BY
8. Make a selection in COVER REQUIRED to indicate if route needs cover driver, if applicable.
9. Select PARKING LOCATION to select cover driver from, if applicable. Select COVER EMP or mark the absence as no cover by marking the NO COVER? checkbox
10. If absent driver’s bus could be used as a loaner during absence, mark SPECIAL BUS field as “No”.
11. For FAIM record, select/enter RETURNED DATE.
12. Enter data in other fields, if applicable.
13. Click Add to create absence or Cancel to cancel

NOTE: Fields with (*) are required fields.
Login to TSD BUSOPS

Click the link to access BUSOPS using SSO userid/password [http://busops.lausd.net/Login.aspx](http://busops.lausd.net/Login.aspx)

*(NOTE: The availability of +Add new record button is based on user role permission)*

1. Click **Dispatch** and select **CDA – Assign Cover Driver** from menu bar
   Search for coverage
2. Click **Search** to display existing data in COVER ROUTE DETAILS and AVAILABLE COVER DRIVERS grids
3. Search by specific route or parking location, enter **ROUTE NUMBER** or select **PARKING LOCATION** from dropdown then click **Search**
Step by Step Instructions

Filepath: Dispatch > CDA - Cover Driver Assignment

1. Navigate to **Dispatch > CDA – Cover Driver Assignment**
2. Verify 2 data grids on screen. First grid for cover drivers currently assigned to absences and second for all available cover drivers
3. Click **Search**. Verify **AVAILABLE COVER DRIVERS** grid shows all available cover drivers
4. Click + **Add new record** to assign cover driver to an absence
5. Select **ROUTE NO** of absent driver’s route
6. Route details are auto populated
7. **AVAILABLE COVER DRIVERS** can be filtered by typing heavy or light in LIGHT/HEAVY and press **Enter**
8. Filter **AVAILABLE COVER DRIVERS** by typing “Full” or “Part” in FULL/PART TIME and press **Enter**
9. Once a desired cover driver is located, select **COVERED BY DRIVER NO.**
10. Click **Add** to save the assignment
Releasing Cover Drive

1. Navigate to Dispatch > CDA – Cover Driver Assignment and click Search to display all assigned cover drivers
2. In COVERED BY ROUTE NO column filter, type route number of cover driver that needs to be released and press Enter
3. Click Release link next to cover driver record. Click OK on verification popup
4. Reset the screen then click Search again
5. In AVAILABLE COVER DRIVERS search grid, search for released cover driver to ensure CD was released

Step by Step Instructions

Filepath: Dispatch > CDA – Cover Driver Assignment
BusOps Easy Guide

Dispatch > LSA – Loaner Spare Assignment

Login to TSD BUSOPS
Click the link to access BUSOPS using SSO userid/password http://busops.lausd.net/Login.aspx

(NOTE: The availability of +Add new record and Release buttons is based on user role permission)

1. Click Dispatch and select LSA – Loaner Spare Assignment from menu bar
Search for loaner/spare buses

2. Click Search to display existing data in ASSIGNED LOANER/SPARE BUSES and AVAILABLE LOANER/SPARE BUSES grids

3. Search by specific route or parking location, enter EMPLOYEE NO or select ASSIGNED BUS from dropdown then click Search

4. If user role permission allows, user can click Release button to release/return the bus back to pool
Step by Step Instructions

Filepath: Dispatch > LSA – Loaner/Spare Assignment

1. Navigate to Dispatch > LSA – Loaner/Spare Assignment and click Search to pull all Loaner and spare assignments
2. In ASSIGNED BUS column filter, type the bus number that needs to be released and press Enter
3. Click Release link next to Loaner/Spare Bus record. Click OK on verification popup
4. Reset the screen by clicking on Reset button then click Search again
5. In “AVAILABLE LOANER/SPARE BUSES” grid, search for released bus number to ensure newly released loaner/spare shows as available
Step by Step Instructions

Filepath: Dispatch > Reports > D6 Daily Dispatch

1. Navigate to report by going to “Dispatch > Reports > D6 Daily Dispatch”
2. Input desired search parameters in various search parameters
3. Click “View Report” button to see the report (button should be clicked every time search parameters are changed)
4. Due to report’s layout, Use Column Sorting options (Up/down triangles) to rearrange report by different columns
5. Use PAGE NAVIGATION option to move through all pages of report
6. Use “SAVE” icon to save report as either PDF or Excel file
7. Use “PRINT” icon to print report to a local or network printer
Step by Step Instructions

Filepath: Dispatch > Reports > D6 Daily Dispatch

1. Navigate to “Dispatch > Reports > D6 Daily Dispatch”
2. Select date value in **Start Date**
3. Select date value **End Date**
4. Optional: Select an ABS from the **ABS** dropdown
5. Optional: Select range of routes
6. Click **View Report** to generate the report
7. Click on **PRINT** icon to print report
8. Click on **SAVE** icon to save report as PDF
Step by Step Instructions

Filepath: Dispatch > Reports > D26 Mountain Qualified Driver

1. Navigate to report by going to “Dispatch > Reports > D26 Mountain Qualified Driver”
2. Input desired values in various search parameters
3. Click View Report button to see the report (button should be clicked every time search parameters are changed)
4. Use Column Sorting options (up/down triangles) to sort report by different columns
5. Use PAGE NAVIGATION option to move through all pages of report
6. Use SAVE icon to save report as either PDF or Excel file
7. Use PRINT icon to print report to a local or network printer

NOTE:

Begin Date: Begin Date Unavailable
End Date: End Date Unavailable
Step by Step Instructions

Filepath: Dispatch > Reports > D27 District Route - Special

1. Navigate to report by going to “Dispatch > Reports > D27 District Route – Special”
2. Input desired search parameters
3. Click View Report button to see the report
4. Use Column Sorting options (up/down triangles) to sort report by different columns
5. Use Page Navigation option to move through all pages of report
6. Use SAVE icon to save report as either PDF or Excel file
7. Use PRINT icon to print report to a local or network printer