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)

Searching for bus maintenance schedule in BusOps

1. Click Fleet
2. Click Bus Maintenance Schedule
3. Click Search

Optional

4. Searching by entering BUS NO, GARAGE LOCATION, FROM DATE, and TO DATE
5. Clicking column heading to sort by ascending, descending, default order of the column
6. Entering full or partial data in the text box for filtering data records to be displayed
BusOps Easy Guide
Fleet > Bus Maintenance Schedule – Add new record

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Adding new bus maintenance schedule in BusOps
1. Click Fleet and select Bus Maintenance Schedule from menu bar
2. Click + Add new record

Enter data in required fields (fields with *)
3. Select BUS NO
4. Select SERVICE TYPE (PCHP FLAG and GARAGE BASIS will be auto-populated accordingly)
5. Select SCHEDULE DATE
6. Select SCHEDULE TIME
7. Select SCHEDULED AT GARAGE (initially set to maintenance garage according to bus PARKING LOCATION but can be overridden by selecting a different garage from dropdown; system auto-populates default maintenance locations)
8. Click Add or Cancel
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Editing bus maintenance schedule in BusOps
1. Click **Fleet** and select **Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**
3. Click **Edit** on the record to be modified
4. Modify record data shown in the popup window, if applicable
5. Click **Update** or **Cancel**
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Deleting bus maintenance schedule in BusOps

1. Click **Fleet** and select **Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**
3. Click **Delete** on the record to be deleted
4. Click **OK** or **Cancel** in the popup window to confirm or cancel the deletion
Login to TSD BUSOPS

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1. Click **Fleet > Reports > Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
   - **GARAGE** – Select the garage location where bus maintenance is performed at. After garage selection, the DATE parameter field will become activated.
   - **DATE** – Select the date of the maintenance. If WEEKLY, this will be treated as the starting date.
   - **DAY/NIGHT** – Select day or night or all maintenance.
   - **SERVICE TYPE** – Select bus maintenance service type.
   - **DAILY/WEEKLY** – Select the report format of daily or weekly.
3. Click **View Report** button to produce and display the report on screen

**NOTE:** When a bus maintenance schedule is marked as complete in MCMS, after 2 minutes, a new maintenance schedule can be entered in BusOps Bus Maintenance Schedule.
BusOps Easy Guide
Fleet > Reports > Out-of-Service Buses

Step by Step Instructions

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

1. Click Fleet > Reports > Out-of-Service Buses from menu bar
2. Select search parameters, if applicable, then click Search
   1. When Current Location Code is selected, Service Status of ‘Out of Service’ will be pre-set for the report

3. Click View Report button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
6. By default, report records are grouped by Location and bus capacity
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 **Fleet > Reports > Bus Report** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the arrow icon to navigate pages of the report
5. Click on the disk icon to export report to PDF or Excel format
6. Click on refresh icon to refresh the report on screen
7. Click on the printer icon to send report to a printer connected to the computer
8. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
9. Hover mouse over the report header column to see a tool tip popup describing the column
BusOps Easy Guide
Fleet > Reports > B14 Spare Bus

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 **Fleet > Reports > B14 Spare Bus** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
BusOps Easy Guide
Fleet > Reports > B15 Bus Service Status

Step by Step Instructions

Login to TSD BUSOPS
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1. Click Fleet > Reports > B15 Bus Service Status from menu bar
2. Enter search parameters, if applicable, then click Search.
3. Click View Report button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
Login to TSD BUSOPS

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1. Click **Fleet > Reports > B19 Buses – Location and Route** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
6. By default, report records are grouped by Location and bus capacity