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](http://busops.lausd.net) and press Enter key
   - **BusOps TEST**: type [http://tran2da.lausd.net/test/login.aspx](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)
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 **Incident > Incident Maintenance** from menu bar
2. Enter search parameters (i.e., REPORT NUMBER, ROUTE NUMBER, INCIDENT BEGIN/END DATE, EMPLOYEE NO, BUS NUMBER), if applicable
3. Click **Search** button to display records in data grid
4. Click **+Add new record** button to add incident record in Incident Details popup window
5. Click right arrow icon to show Incident Investigation records. Click **+Add new record** button to add new incident investigation record, **Edit** to modify, or **Delete** to delete. Click right arrow icon again to retract Incident Investigation grid.
6. Click **Edit** to modify the incident record in popup window
7. Click **XClone** to create delayed routes record
8. Click **Notify** to display Incident Notification in popup window for entering notification data and sending notifications to various stakeholders by email/fax
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 **Incident > Incident Maintenance** from menu bar
2. Click + **Add new record** to display Incident Details popup window
3. Select **INCIDENT TYPE**
4. Select **ROUTE NO**
5. Enter **VEHICLE NO** if not auto populated
6. Select **BOARD/CONTRACT**
7. Enter **EMP/CONTRACT NO** if not auto populated
8. Select **INCIDENT DATE TIME.** Click in the field to adjust TIME, if needed.
9. Select **REPORTED DATE TIME.** Click in the field to adjust TIME, if needed.
10. Enter **REPORTED BY**
11. Enter **DELAY MINUTES**
12. Click **Add** to save or **Cancel** to cancel save

**NOTE:** 3-11 are required fields (field with *). Enter pertinent incident data in other fields if applicable.
BusOps Easy Guide
Incident > Delayed Routes

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:** To add delayed routes, go to Incident > Incident Maintenance and click Xclone of the incident record.

1. Click Incident > Delayed Routes from menu bar
2. Enter search parameters (i.e., DELAYS FROM/TO, BOARD/CONTRACTOR, MINIMUM DELAY minutes, ROUTES FROM/TO, REGION), if applicable
3. Click Search button to display records in data grid
4. Click the page number or left/right arrow icons to go to desired page of records. User can change the data grid page size by clicking and selecting desired page size.
5. Shows number of items and number of pages in current search result
6. Depending on user role permissions, View/Edit/Delete button will be available accordingly. Only the delayed routes (not the incident route) can be deleted, if Delete button is available.
BusOps Easy Guide
Incident > Investigation and Hospital

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 Incident > Investigation and Hospital from menu bar
2. Incident investigation and hospital records can be searched by specifying a REPORT NUMBER or
3. Click Search to display all records in BusOps
4. Click the expand button (right arrow icon) to display Incident Hospitals record grid for Add/Edit/Delete. Click the expand button again to retract data grid on screen.
5. Click Edit to display and update incident investigation record.
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 **Incident > Student Injury** from menu bar
2. Enter a **REPORT NUMBER** and press **Enter** to display the student injury data grid
3. Enter **STUDENT NAME** (required), AGE, ADDRESS, PHONE, HOSPITALIZED, HOSPITAL. By default, system provides 10 rows for student injury data entry on the screen.
4. Click + **Add new record** to add 10 more rows, if applicable
5. Click **Save** to save the records
6. Click **Delete** to delete a record, if applicable