Transportation Department Online
Bus Registration Process

Q1: My child requires bus transportation how do I register?

1. Register online.

2. If you require assistance in completing the registration form, contact your school's administrative assistant.

Q2: How do I register online?

1. Go to the web address: https://www.awinfosys.com/das/sd34/ and follow the instructions below to login:

   a. To activate your account, click on "click here" and complete the required information:

   b. Fill in the required information

      • You do NOT have to fill out the Student PEN.
      • You will need your child's **Pupil** number. Most students in grades 6 - 12 will know their number. For students in Grades K-5 ask the school's administrative assistant.
      • If you have an email address on file with the school, you must use the **same** one to request transportation services.

Parent Account Request Form

Please supply an accurate Student Pupil # as this will ensure you always receive important Bus routing information.

Student PEN:

Student Pupil #:

Birth Date: ☐ (dd/mm/yyyy)

Legal Last Name:

Your EMail Address:

Your First Name:

Submit   Cancel

---

   c. Click "Submit" and a prompt will appear to check your email for login information

- Click "OK". You will automatically be returned to the registration login page.
- Now go to your email site and retrieve your login information (make sure you are checking the same email you just provided).
- Enter your new login credentials, that you just received by email, on the bus registration login page.

S S D A S

Student, School and District Administration System

Please enter login information

User Name:

Password:

Login →

Parents

You must activate your child. If you have more than one child each child needs to be activated. Please click here to activate your child(ren) and/or if you have forgotten your username or password.

1. Change your password.

   a. You will now be prompted to create a new password. Be sure to write this new password down and keep in a safe place. **You will need this password for all future communication with the School Bus Department**.

b. Your password must:

- Be at least 10 digits long.
- Contain at least one uppercase letter.
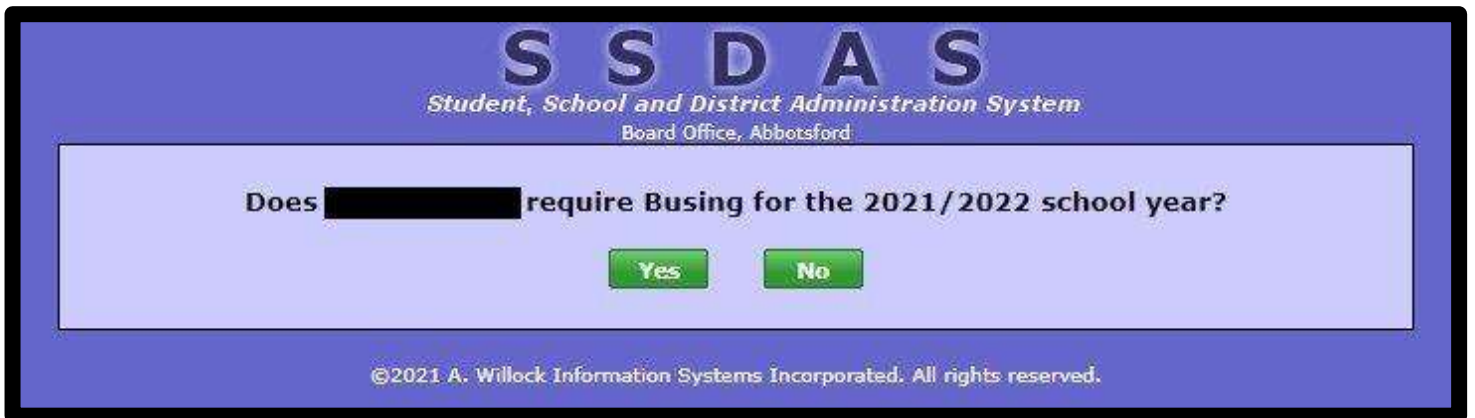- Contain at least one lowercase letter.
- Contain at least one number.

3. Once you have successfully logged in and your password has been changed, you will be presented with the following screen asking if (your child's name) requires busing. Click "Yes" to go to the Busing Request Form or "No" to state that your child does not require busing.

4. Once inside the Transportation Busing Request Form, confirm your address and contact information and update anything that is not accurate.

a. Make sure you select whether you need "a.m." and/or "p.m." busing from the listed address.

b. Provide emergency contacts that Transportation may call.

c. Once your information is complete click the **"Submit Changes"** button.

5. If your child has an alternate address due to parental custody agreements, click the "Add an Alternate Address" button and complete the form. Alternate stops are subject to approval by the Transportation Department.

   a. Click the **"Submit Changes"** button when complete.

   b. Once information is submitted it will be held for approval by the Transportation Department. Bus number, stop locations, and times will be sent out the last week of August via the email you provided.

Q3: I have more than one child that requires busing?

1. When registration for your first student is complete, a prompt will appear informing you that your information has been submitted. Click "OK".
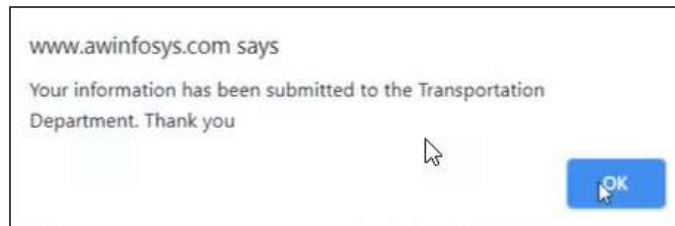
2. the system will automatically ask if your next child requires busing. Click "Yes" to go back to the Busing Request Form or "No" to state that your child does not require busing.
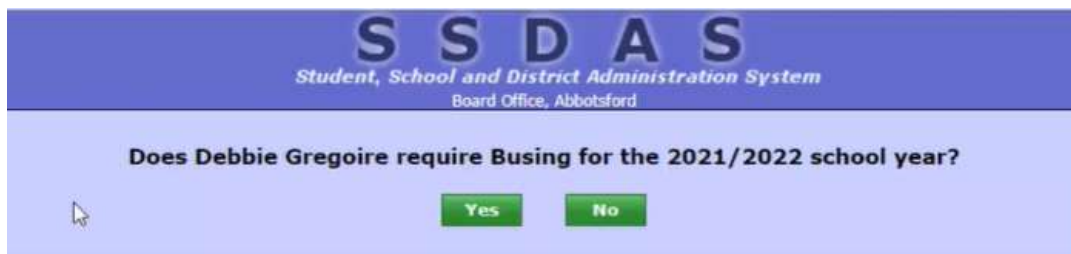
3. Repeat **Step 3 in Q2.**
4. After all students who require busing are entered, the system will default to your "Home – Profile" page. Each registered student will appear on their own tab at the top of the page. This is now the first page you see every time you login.

*Please Note:

If changes need to be made on the student's profile (e.g., contact email, contact phone numbers, home address), it is the **PARENT'S RESPONSIBILITY** to login to the registration system and make the appropriate changes. This ensures effective communication between the Transportation Department and home.