

ST. COLETTA BUS DUTY

School Pilot & Implementation Kit

A real-time, role-based workflow for safer arrivals and dismissals

DEMO / PILOT PROPOSAL • SAMPLE DATA ONLY

<https://school-bus-duty.pillor-nicole.chatgpt.site>



Prepared for school leadership, operations, student services, and IT review

1. One-page proposal

Decision requested

Approve a two-week, limited pilot of the Bus Duty app. Begin with sample or de-identified records. Use real student information only after school leadership and IT approve access, hosting, retention, and support procedures.

The operational problem

- PM buses can be delayed while staff confirm whether a student is absent or left through the front door.
- Runner, Board Manager, PDA, Front Door, and Admin duties require fast handoffs without losing bus order.
- Only about nine buses fit safely in the bus circle; a new set must not enter until the previous set has departed.
- Double routes and student-specific pickup exceptions must be visible immediately to the correct staff.

Proposed workflow

Step	Staff action	Shared result
1	Choose AM, PM, or Front Door	Correct shift workspace
2	Select staff name and position	Role instructions and permissions
3	Work the active bus set or student list	Ordered, shared assignments
4	Confirm attendance, front-door status, or bus movement	Real-time updates across devices
5	Admin reviews and exports the record	Shift closeout and spreadsheet archive

Pilot success measures

- Faster confirmation of absent/front-door students before PM boarding
- Fewer bus-order corrections and fewer unresolved students at release
- Reliable real-time updates across the devices used during the pilot
- Staff confidence in role instructions, controls, and recovery procedures

Pilot guardrail

Keep the current paper/radio process available as the fallback during the pilot. The app supports - but does not replace - staff judgment, student supervision, emergency procedures, or school policy.

2. Privacy, security, and records review

This section is a planning summary, not a certification or legal opinion. School leadership and IT should approve the production configuration before real student data is entered.

Minimum necessary data

- Use a school-controlled ID where practical; avoid extra medical, family, or contact information.
- Limit notes to operational facts needed for the current arrival or dismissal.
- Treat accessibility and wheelchair indicators as sensitive and restrict editing to authorized administrators.

Access and accountability

- Staff select their name for operational attribution; admin access must use a separate protected credential supplied privately.
- Review who may edit attendance, dismissal exceptions, added riders, and bus-set status.
- Preserve timestamps, staff attribution, undo history, and the activity log for review.

IT review before production

- Verify hosting ownership, encryption in transit/at rest, backups, uptime, support, retention, deletion, and incident response.
- Confirm compatibility with FERPA obligations, school policy, vendor agreements, and record-retention rules.
- Decide whether the source of truth is Excel, Google Sheets, or an approved database and define secure synchronization.

Operational safeguards

- Do not display admin passwords on posters or shared handouts.
- Use school-managed devices or approved browsers where possible; lock devices when unattended.
- Define a downtime procedure: radio/paper fallback, later reconciliation, and incident reporting.

3. Two-week pilot plan

Before pilot

Name an executive sponsor and pilot owner; IT/privacy review; load sample data; identify 4-8 test staff; print fallback rosters.

Training day

15-minute overview; role practice; PM exception scenario; double-route scenario; offline/fallback drill.

Week 1 - shadow mode

Use sample or de-identified data alongside the existing process. Log confusing steps, slow updates, and missing data.

Week 2 - limited live use

If approved, use one arrival/dismissal team or one bus set. Keep paper/radio backup active. Conduct daily five-minute debriefs.

Closeout

Export records; review metrics and feedback; document defects; decide revise, extend, or stop.

Go / no-go checklist

- ☐ Leadership approval recorded
- ☐ IT and privacy review completed
- ☐ Pilot users and roles confirmed
- ☐ Sample/import file validated
- ☐ Admin credential distributed privately
- ☐ Fallback procedure rehearsed
- ☐ Support contact and escalation path posted
- ☐ End-of-shift export and reset tested

4. Position instructions

Runner

Select buses in the exact arrival order for the active set (maximum nine). Mark each bus Arrived, Loaded, and Departed as applicable. Do not take student attendance. Do not start the next set until every bus in the current set has departed.

Board Manager

Confirm the ordered bus list matches the board. Record buses in the same order and relay bus numbers by walkie. For PM double routes, read the taking/not-taking student instructions. Do not take attendance.

AM PDA 1 / PDA 2

Choose a bus, mark each scheduled student Present or Not Riding Today, add an approved unscheduled rider when needed, and mark Bus Unloaded only after students are accounted for. The completed bus moves to Unloaded Buses; return to the main screen to add another bus.

PM PDA 1 / PDA 2

Choose a bus and account for every student using Present, Absent, Boarded, or Left Through Front. Use live front-door updates to resolve exceptions quickly. Add an approved unscheduled rider if needed. Mark Bus Loaded when complete; return to the main screen for another bus.

Front Door

Select staff name, then mark student arrival/dismissal information: Present, Late, Left Early, or Absent/Left Through Front as configured. Add a concise note only when operationally necessary. Updates should appear to PM PDA staff in real time.

Admin

Maintain students, buses, staff, schedules, accessibility indicators, and exceptions. Review the full activity table, correct authorized records, export the spreadsheet record, close out the shift, and clear the correct bus-set/shift data only after confirming the export.

Shared operating rules

- Confirm the correct shift before making changes.
- Never assume a student status; escalate unresolved information.
- Keep the bus set in order and respect the nine-bus safety limit.
- Use Emergency Hold or the school emergency process when safety requires it.
- If live updates fail, announce the fallback and reconcile records afterward.

5. Five-minute demonstration script

1. Open the landing page and choose PM Duties.
2. Select a staff name and Runner; build an ordered three-bus set and mark the first bus Arrived.
3. Switch to Board Manager and show the identical order and student-specific double-route message.
4. Switch to PM PDA; open a bus, account for students, and show a front-door exception appearing in real time.
5. Mark the bus Loaded and show it move to the completed section, then return to the main screen.
6. Open Admin without sharing the password; show the activity log, export, end-shift review, and clear controls.

6. Pilot feedback form

Date: _____ Staff: _____ Role: _____ Shift: AM / PM / Front Door

1 2 3 4 5 I could understand what to do without extra coaching.

1 2 3 4 5 Updates appeared quickly enough for safe operations.

1 2 3 4 5 Bus order and set status were clear.

1 2 3 4 5 Student status and front-door information were easy to confirm.

1 2 3 4 5 I knew what to do if information was missing or the app was unavailable.

What slowed you down? _____

What increased safety or clarity? _____

What should change before broader use? _____

Recommendation: ☐ Proceed ☐ Revise and retest ☐ Stop pilot

Approvals / notes: _____