

Help Center

Just a click away!



Transportation

e-book

ChildPlus
Online



800.888.6674
childplus.com

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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Transportation

The **Transportation** module provides a way to track and enter **Transportation Routes** and the participants who are assigned to each **Route**.

Routes

Use **Routes** to add participants to bus routes, including:

- Designate the time period (first and last day) that a participant will be part of the route
- Designate and map pick-up and drop-off locations
- Designate the days of the week that a participant rides
- Establish the order in which each bus rider should be picked up and dropped off



Before you can assign participants to routes, ChildPlus administrators must set up routes in **ChildPlus Desktop >> Setup >> Module Setup >> Transportation Routes**.

Add a Participant to a Route

Use this section to add an individual participant to a bus route.

ChildPlus Online

To add a participant to a bus route in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Transportation >> Routes**.
2. Click or tap **Add Child to Route**.
3. Select a **Route**.
4. Enter the first day the participant rode (or is scheduled to ride) on this route in the **First day on this route** field.
5. Enter the last day the participant rode (or is scheduled to ride) on this route in the **Last day on this route** field.
6. The participant you added will show up at the end of the list. Use the up and down arrows to modify the order in which the participant is picked up/dropped off (if necessary).
7. The **Pick Up / Drop Off Location** defaults to the participant's living address listed in the **Application** module. If the participant will be picked up/dropped off at a location other than their living address, click or tap **Edit** to enter a different address.
8. Select the days the participant rides on the bus route.
9. Use the **Notes** field to document additional details about the participant or their stop on the bus route.
10. Click or tap **Save**.

PIR - Transportation

This section provides a way to track totals for the **Transportation** related question on the PIR. We recommend that programs visit the **PIR** section throughout the program year to update fields as needed.

ChildPlus Online

To add or update PIR information in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Transportation >> PIR**.
2. Select the correct **Program Term** record.
3. Complete the [field](#).

Field	Description	PIR Question
Is transportation provided for this child in this program term?	Select whether your program provides transportation for the participant	A.28

4. Click or tap **Save**.



You can also add or update PIR information in **Services >> PIR >> PIR Information >> Transportation**.