

## Instructions/Tips for Bus Routes for School/Transportation Information Search

The first screen you see will ask you for a User Name and Password.

The User name is **guest** and the Password is **union** (all lowercase letters).

**Step 1** – Select a grade

**Step 2** – Enter address information (house #and street) no zip required

The street needs to be in a specific format and street names need to be complete. Apartment numbers are not needed

Abbreviations: Do not use st, nd, rd, or th after a number street.

North – N	South – S	East – E	West – W
Thirty First – 31	Thirty Second – 32	Thirty Third – 33	Thirty Fourth – 34
Avenue – AV	Street – ST	Circle – CIR	Court – CT
Drive – DR	Road – RD	Lane – LN	Place – PL

### Examples:

Grade 4 <sup>th</sup>	7902 S Sheridan Rd
Grade 3 <sup>rd</sup>	801 N Sweet Gum Ave
Grade 6 <sup>th</sup>	10610 E 66 ST S
Grade 6 <sup>th</sup>	5656 S 129 E Ave

When you submit your information, it will search the map information. If your address cannot be located, it may give a list of possible options to select from and you can rerun the search.

If it tells you that the Home address could not be located and the address format is correct, your address may be outside the Union District. Contact your child's school or the Enrollment Center for clarification.

If your address is found, you will get a page giving you the name of the school of attendance, bus status (ride or walk), the distance from the address to the stop (or school if a walk area), the stop location and the bus number and time. The bus number is usually the same AM and PM.

No afternoon return time is given due to the number of factors that may affect it. As a general rule, your student should be home 30 to 35 minutes after their school's release time.