

Student Transportation – Reporting Instructions

DAILY CANCELLATION REPORT

2023-24 DAILY CANCELLATION REPORT (OUTPUT):

The Daily Cancellation Report provides information on a consortium's cancelled routes by run, run type, cancellation reason, operator, school board, school, and the number of riders impacted. A template of the report has been provided to all consortia (included as an attachment and saved in the Ministry's SharePoint site).

2023-24 DAILY CANCELLATION REPORT SUBMISSION INSTRUCTIONS:

Naming the Daily Cancellation Report

1. The Daily Cancellation Report must be saved as a CSV file. Please use the following filename format – including the report name (CANCEL), the consortium's site number (XX) and the date during which the report was generated (YYYY-MM-DD):

Example 1: CANCEL_XX_YYYY-MM-DD.CSV

Example 2 (for Niagara Student Transportation Services): CANCEL_08_2023-05-09.CSV

2. For consortia that do not have the latest version of the software – or encounter obstacles using the software – please manually complete the report, saving it according to the above naming convention.

Submission of the Daily Cancellation Report to the Ministry's SharePoint site

Completed Daily Cancellation Reports must be submitted to the Ministry's SharePoint site. Please follow the instructions below to properly submit the report.

1. Navigate to the Ministry's SharePoint site: [Student Transportation Unit/Unité du transport des élèves - Home \(sharepoint.com\)](https://sharepoint.com)
2. Click the folder for your consortium
3. Click the folder titled "2023-24"
4. Click the folder titled "Daily Cancellations"
5. Upload the report under the above folder.

Time to Submit the Daily Cancellation Report (to the Ministry, Each School Day)

Consortia are to submit one Daily Cancellation Report each school day, before 9:30am, for the duration of the 2023-24 school year. Daily submissions of the report must include either or both of the following:

1. Route cancellations for the morning and the afternoon (i.e., the whole day); OR
2. Route cancellations that were not captured in the report for the prior school day.

The report can be generated using the latest version of your existing software. To ensure

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completeness and accuracy, please review the report prior to submitting it to the Ministry’s SharePoint site.

NOTE: If there are no cancellations to report, consortia are asked to submit a CSV file with only the title line (see “Naming the Daily Cancellation Report”) to the ministry.

DATA ENTRY INSTRUCTIONS:

Item #	Field Name	Column Notes	Example
1	Consortia Number	Consortia Number (1 to 34) assigned by the ministry	25
2	School Year	Value should be "2023-24"	2023-24
3	Reporting Date	Date report was generated (format of YYYY-MM-DD)	2023-09-05
4	Cancellation Date	Date when the cancellation occurred (format of YYYY-MM-DD)	2023-09-05
5	Route ID	Unique reference code for each route – assigned by the consortium	B815
6	Run ID	Reference code for each run – assigned by the consortium	815AM
7	Run Type	Two valid options: <ul style="list-style-type: none"> AM – Runs that pick-up students from home, including mid-day pick-up; OR PM – Runs that drop students off at home, including mid-day drop-offs. 	AM
8	Board ID	5-digit board financial ID	81791
9	School BSID	6-digit school BSID	950687
10	Number of Riders	Riders on the run	20
11	Operator ID	Operator’s (Ontario) registered Business Identification Number	280131615
12	Reason	Six valid options: <ul style="list-style-type: none"> Inclement Weather – Route cancelled due to weather and poor driving/road conditions; Bus Mechanical – Route cancelled due to mechanical issues with the bus; No Driver: Route cancelled due to no driver being available; School Issue: Route cancelled due to school closure (e.g., power outages); Medical: Route cancelled due to driver medical issue; OR, Other: Route cancelled for reasons other than the above. 	Inclement Weather

DAILY CANCELLATION REPORT SUBMISSION BEST PRACTICES:

When submitting the Daily Cancellation Report, consortia should ensure that:

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1. The file is saved as a CSV (Comma-Separated Values);
2. The file is named properly and according to the aforementioned naming convention (CANCEL_XX_YYYY-MM-DD.CSV);
3. The file has been reviewed, ensuring completeness and accuracy of data;
4. A single Daily Cancellation Report is uploaded to the Ministry's SharePoint site, each day (corrections to cancelled routes can be made in subsequent days); and,
5. The file has been uploaded to the Ministry's SharePoint site before 9:30AM.

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OPERATOR REPORT

2023-24 OPERATOR REPORT (OUTPUT):

The Operator Report provides information relating to the operators that are contracted by a given consortium, including the operator and the operator’s registered business name, operating name, business address, branch name, and branch address. A template of the report has been provided to all consortia (included as an attachment and saved in the Ministry’s SharePoint site).

2023-24 OPERATOR REPORT SUBMISSION INSTRUCTIONS:

Naming the Operator Report

1. The Operator Report must be saved as a CSV file. Please use the following filename format – including the report name (OPERATOR), the consortium’s site number (XX) and the date during which the report was generated (YYYY-MM-DD):

Example 1: OPERATOR_XX_YYYY-MM-DD.CSV

Example 2 (for Niagara Student Transportation Services): OPERATOR_08_2023-05-09.CSV

2. For consortia that do not have the latest version of the software – or encounter obstacles using the software – please manually complete the report, saving it according to the above naming convention.

Submission of the Operator Report to the Ministry’s SharePoint site

Completed Operator Reports must be submitted to the Ministry’s SharePoint site. Please follow the instructions below to properly submit the report.

1. Navigate to the Ministry’s SharePoint site: [Student Transportation Unit/Unité du transport des élèves - Home \(sharepoint.com\)](https://sharepoint.com)
2. Click the folder for your consortium
3. Click the folder titled “2023-24”
4. Click the folder titled “Reports”
5. Upload the report under the above folder.

Time to Submit the Operator Report (to the Ministry, once in September 2023)

Consortia are to submit one Operator Report at the beginning of September 2023.

The report can be generated using the latest version of your existing software. To ensure completeness and accuracy, please review the report prior to submitting it to the Ministry’s SharePoint site.

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DATA ENTRY INSTRUCTIONS:

Item #	Field Name	Column Notes	Example
1	Consortium Number	Consortia Number (1 to 34) assigned by the ministry	25
2	School Year	Value should be "2023-24"	2023-24
3	Reporting Date	Date report was generated (format of YYYY-MM-DD)	45170
4	Operator ID	Operator's (Ontario) Business Identification Number (BIN)	230839334
5	Registered Business Name	Business name	First Student
6	Operating Name	Operating name	First Student 519-941-2582
7	Business Address	Business address	24 Bronte St., Orangeville, Ontario L9W 2Z9
8	Branch Name	Branch name	First Student (Orangeville) 123-456-7899
9	Branch Address	Branch address	24 Bronte St., Orangeville, Ontario L9W 2Z9

NOTE: To ensure accuracy of operator-related information, please do the following:

1. Upon completing the Operator Report, confirm that the Operator ID matches the Operator's BIN in the Ontario Business Registry ([Ontario Business Registry | ontario.ca](https://www.ontario.ca/business-registry))
 - a. To view the Ontario Business Registry, click the link above and scroll down to the section titled "Search for an entity" and click "Search the Ontario Business Registry"; or,
2. If the Operator ID cannot be located in the Ontario Business Registry, use Canada's Business Registry ([Canada's Business Registries \(canadasbusinessregistries.ca\)](https://www.canadasbusinessregistries.ca)) instead.

OPERATOR REPORT SUBMISSION BEST PRACTICES:

When submitting the Operator Report, consortia should ensure that:

1. The file is saved as a CSV (Comma-Separated Values);
2. The file is named properly and according to the aforementioned naming convention (OPERATOR_XX_YYYY-MM-DD.CSV); and,
3. The file has been reviewed, ensuring completeness and accuracy of data.

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SCHOOLS REPORT

2023-24 SCHOOLS REPORT (OUTPUT):

The School Report provides information relating to the schools serviced by a given consortium. This information includes the board and school and the school's address, zone, zone, bell time, earliest arrival time, and latest departure time. A template of the report has been provided to all consortia (included as an attachment and saved in the Ministry's SharePoint site).

2023-24 SCHOOLS REPORT SUBMISSION INSTRUCTIONS:

Naming the Schools Report

1. The Schools Report must be saved as a CSV file. Please use the following filename format – including the report name (SCHOOL), the consortium's site number (XX) and the date during which the report was generated (YYYY-MM-DD):

Example 1: SCHOOL_XX_YYYY-MM-DD.CSV

Example 2 (for Niagara Student Transportation Services): SCHOOL_08_2023-05-09.CSV

2. For consortia that do not have the latest version of the software – or encounter obstacles using the software – please manually complete the report, saving it according to the above naming convention.

Submission of the Schools Report to the Ministry's SharePoint site

Completed Schools Reports must be submitted to the Ministry's SharePoint site. Please follow the instructions below to properly submit the report.

1. Navigate to the Ministry's SharePoint site: [Student Transportation Unit/Unité du transport des élèves - Home \(sharepoint.com\)](https://sharepoint.com)
2. Click the folder for your consortium
3. Click the folder titled "2023-24"
4. Click the folder titled "Reports"
5. Upload the report under the above folder.

Time to Submit the Schools Report (to the Ministry, once in September 2023)

Consortia are to submit one Schools Report at the beginning of September 2023.

The report can be generated using the latest version of your existing software. To ensure completeness and accuracy, please review the report prior to submitting it to the Ministry's SharePoint site.

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DATA ENTRY INSTRUCTIONS:

Item #	Field Name	Column Notes	Example
1	Consortium Number	Consortia Number (1 to 34) assigned by the ministry	25
2	School Year	Value should be "2023-24"	2023-24
3	Reporting Date	Date report was generated (format of YYYY-MM-DD)	2023-09-01
4	School ID	The school ID in the transportation system	TDHS
5	School BSID	6-digit school BSID	950687
6	Board ID	5-digit board financial ID	66271
7	Full School Name	The school's name in the transportation system	Eglington Primary School
8	School Address	School's address	123 Front Street, Toronto
9	School Zone	Weather zone or planning zone	Zone 4
10	AM Bell Time	24-hour time format	8:30
11	AM Bell Time Alternate	Blank if not applicable	8:45
12	Earliest Arrival Time	24-hour time format	7:40
13	Actual Earliest Arrival Time	Blank if not available at this time	7:45
14	PM Bell Time	24-hour time format	14:45
15	PM Bell Time Alternate	Blank if not applicable	15:05
16	Latest Departure Time	24-hour time format	15:50
17	Actual Latest Departure Time	Blank if not available at this time	15:45

SCHOOLS REPORT SUBMISSION BEST PRACTICES:

When submitting the Schools Report, consortia should ensure that:

1. The file is saved as a CSV (Comma-Separated Values);
2. The file is named properly and according to the aforementioned naming convention (SCHOOL_XX_YYYY-MM-DD.CSV); and,
3. The file has been reviewed, ensuring completeness and accuracy of data.