



## Transportation Department Online Registration Process Questions and Answers

### 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 secretary.

### Q2: How do I register online?

A: Go to the web address: <https://www.awinfosys.com/das/sd68> and follow the instructions below:

At the login window put in your username and password

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.

If you do not have an account you must request one by clicking on the link and complete the required information:

**Parent Account Request Form**

Please supply the following information about your child (only 1 of Student PEN or Student # are required)

Student PEN:

Student #:

Birth Date:  (dd/mm/yyyy)

Legal Last Name:

Your EMail Address:

Your First Name:

Submit Cancel





You require your child's MyEdBC student number. Most students in grades 6 -12 will know their number. For students in Grades K-5 check the first page of the agenda book for the number or contact your school.

If you have an email address on file with the school, you must use the **same** one to request transportation services. If you do not have an email on file, it will be updated at the time of transportation registration.

Check your email to retrieve your access information (make sure you are checking the same email you provided).

Navigate your web browser to <https://www.awinfosys.com/das/sd68> and enter your login information.

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.

SSDAS  
Student, School and District Administration System  
GEORGE BONNER MIDDLE SCHOOL, Cowichan School District

Does [redacted] require Busing?

Yes No

1. Once inside the Transportation Request Form, confirm your address information and update anything that is not accurate. This information will also be forwarded back to your child's school for their records.
  - 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. This may be different than your school emergency contact information.
- c. Once your information is complete click the “Submit Changes” button.

The Transportation Department will use the provided information for busing requests. **Submit Changes**

Anticipated School of Attendance None selected						Anticipated Grade None selected					
Special Needs (Ministry Designated)						Medical Alert					
Mother's Name						Father's Name					
Apt#		Street#		Street Name		Apt#		Street#		Street Name	
City			Prov BC			City			Prov		
Postal Code						Postal Code					
Home Phone #						Home Phone #					
Work Phone #						Work Phone #					
Cell Phone #						Cell Phone #					
EMail						EMail					
	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>		<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>
<b>AM</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>AM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PM</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your child need to be met at this bus stop? <input type="checkbox"/>						Does your child need to be met at this bus stop? <input type="checkbox"/>					
Date to commence riding <input type="text" value=""/> (dd/mm/yyyy)						Date to commence riding <input type="text" value=""/> (dd/mm/yyyy)					
Emergency Contact #1 Name						Emergency Contact #1 Phone #					
Emergency Contact #2 Name						Emergency Contact #2 Phone #					
Program(s)											
Alternate addresses are to be provided for parental or daycare AM and/or PM pickup and/or drop off only											
										<b>[+] Add an Alternate Address</b>	
										<b>Submit Changes</b>	





2. If your child has an alternate address(es) due to parental custody agreements or child care needs, click the “Add an Alternate Address” button and complete the form. You may add more than one alternate address if needed.
  - a. Click the “Submit Changes” button when complete.

Alternate addresses are to be provided for parental or daycare AM and/or PM pickup and/or drop off only

Alternate Address #1		[-] Remove
Address		City
Province	PostalCode	
Phone (Primary)	Phone (Other)	
Bus Required (AM) <input type="checkbox"/>	Bus Required (PM) <input type="checkbox"/>	
Notes:		
		[+] Add an Alternate Address
Submit Changes		

- b. After submission, updated information that is pending approval will be highlighted in yellow. See example below

Bus Required NO AM and PM	
Notes spends one week with each parent. Bus request is for alternating weeks.	

- c. Once information is submitted it will be held for approval by the Transportation Department.

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

**A:** You need to request an account for each child by clicking on the link as shown in the answer to question 2. Repeat the steps for each child you have. You will get an updated password emailed to you each time, but all your children will show under their own tab when you are done.





**S S D A S**  
*Student, School and District Administration System*  
 GEORGE BONNER MIDDLE SCHOOL, Cowichan School District

**Student - MacKenna** Student - Bryn Utilities

**Profile** **Busing** **Marks**

\* Items highlighted in yellow are pending [Change Info](#)

First Name MacKenna	Last Name Brynn
Grade Level GRADE 6	Id 461234
School GEORGE BONNER MIDDLE SCHOOL	School Phone#
Medical Alert NO	
YES	
ALLERGY to Kiwi / Mares. Mother severely allergic to nuts. Do not eat nuts when @ Mac's house	

After the student(s) have been registered on-line you will also be eligible to register with Zonar Z Pass + to receive Apple iPhone or e-mail alerts which will notify you when your student gets on and off the school bus increasing student safety.

Once your student has received their bus pass card with an RFID number on the back, you can follow the provided instructions to register for notification alerts through Zonar Z Pass +. Bus pass cards will be distributed through your student's school office.

Please note that this change in registering for the school bus does not mean that bus routes are expanding. Other than new bus service from the Cedar Attendance area to Ladysmith Secondary for 2015-16, the level of school bus service remains the same as the 2014-15 school year. If you are unsure of your child's eligibility to ride the school bus, please contact the Transportation Department at 250 741-5214.