

n a s s a u  
**BOCES**  
Board of Cooperative Educational Services

**Nassau BOCES Transportation**

**Data Entry and Reporting**

**Fall 2021**

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## Timetable

Districts can enter transportation requests over the web from 7/8/21 through 8/10/21.

## Please Note

- Web accessed reports will be available during the registration period, providing you a listing of all students who have been registered. The link for these reports is on the transportation request page.
- After 8/10/21, all requests for transportation must be faxed to the Nassau BOCES Transportation Department at 516-496-7155.
- If you need any assistance, please contact the Transportation Department at 516- 396-2020.

## Instructions for using the web form

1. Go to the Nassau BOCES web site: [www.nassauboces.org](http://www.nassauboces.org). On the homepage, at the bottom of the page click “Business Services”. On the left side choose Transportation Services. This will bring you to the Transportation page where you can login.

Business Services

Home » Business Services

Overview

- + Cooperative Bidding and Purchasing
- + District Resources
- + Instructional Programs
- Graphic Arts and Printing
- Transportation Services**


### Transportation Services

CoSer: 605.010, 605.020, 614.500

Nassau BOCES' **Transportation Services** provides busing utilizing direct routing from a student's residence or home district to any site that houses any Nassau BOCES student program including all Special Education locations, Career and Technical Education, the Long Island High School for the Arts, the Teenage Parenting Program, Doshi STEM Institute and Springboard. Transportation service includes providing a matron or nurse when required as well as two-way radio communication, GPS tracking in every vehicle and overall route monitoring by a safety coordinator. Travel time is kept to a minimum. This service is eligible for Transportation Aid.

Transportation Services also provides long-distance coach buses, as well as busing for local field trips to Nassau BOCES-approved sites across Long Island, New York City and other areas in New Jersey and upstate New York for those districts participating in the Nassau BOCES Outdoor and Environmental Education programs. Please visit our **Outdoor and Environmental Education** program website for site information.

Nassau BOCES provides an important service by monitoring the driver records and vehicle inspections before each long distance trip as required by state and federal regulations.



#### Quick Links

**Transportation for Fall 2021 will be open from July 8, 2021 to August 10, 2021 - Password Required.**

Transportation Instructions (PDF)

#### Contact:

Lisa Rice, *Senior Manager*  
(516) 396-2020  
Fax: (516) 496-7155

Click here to login

2. Choose “Enter Student information”. You will be asked for the user name and password (this has been given to the Business Official in your district) if you do not know your user name or password, contact the Nassau BOCES Transportation Department at 516-396-2020.

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**Transportation for [Current Session] will open from [Start Date...] to [End Date...]**

The deadline for online entry of transportation requests for [Current Session]

For assistance, call the Transportation Office, (516) 396-2020.

[Enter student information \(password required\)](#)

[View your reports for \[Current Session\] \(password required\)](#)

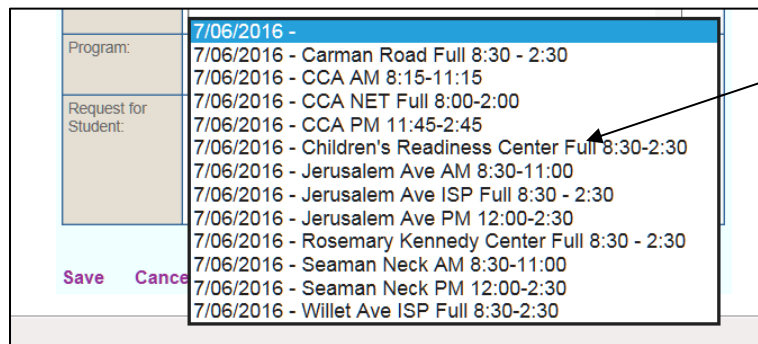
[Get more information about Transportation Services](#)

[Business Services Home Page](#)

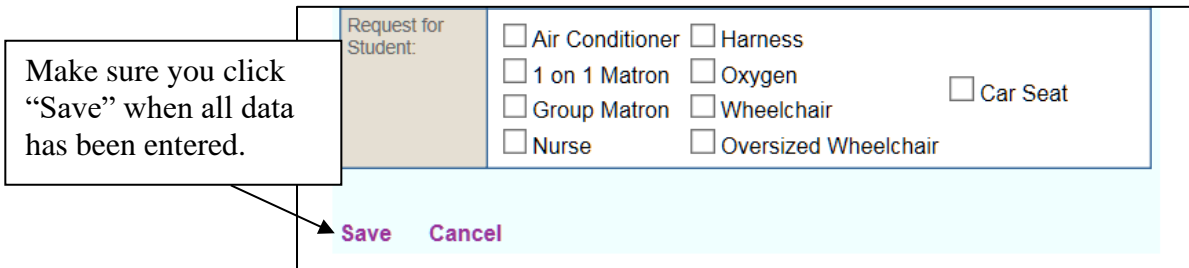
3. Once the page loads, you will be brought into the Transportation Menu Page.



4. Click on add student. The Data Entry page will load. Complete each request form as per each student needs.
5. The “Special Needs” field is a memo field which is not limited by number of characters. You can use the “Special Needs” fields to also enter any alternative pick up or drop off addresses.
6. Select the program/school from the pull down menu.



7. Finish by checking all the requests for students (e.g. Matron, Wheelchair, etc) that are from the student IEP.



8. **Please note:** To log off the user should click the log off button/link in the upper right hand corner to properly close out the sessions, then close the browser.

## Editing Transportation Requests

From the main menu select student's last name:

To edit click on the student's last name

Last Name	First Name	Address	Program
Jones	Sally	100 Main Street	Rosemary Kennedy Center 8:30 - 2:30
Smith	Abigail	245 Pleasant Place	Jerusalem Ave 8:30-11:00

You will be brought into the student request panel :

View Report

First Name	Abigail	Last Name	Smith
Street Address	245 Pleasant Place ---		
City	Nassauville	Zip Code	18552
Home Phone:	516-888-4444	Emergency Phone:	516-777-4444
Birthdate: Format (mm/dd/yyyy)	03/20/2002		
Parent/Guardian:	Amelia Smith		
Alternate Site:	<input type="checkbox"/>		
Special Needs:			
Program:	[Dropdown Menu]		
Request for Student:	<input type="checkbox"/> Air Conditioner <input type="checkbox"/> Harness <input checked="" type="checkbox"/> 1 on 1 Matron <input type="checkbox"/> Oxygen <input type="checkbox"/> Group Matron <input type="checkbox"/> Wheelchair <input type="checkbox"/> Nurse <input type="checkbox"/> Oversized Wheelchair		

[Edit](#) [Delete](#)

Scroll to the bottom left hand corner and select **edit**.

At this point, you will have the ability to modify the data generated for the student account. Make the necessary changes, such as address changes or telephone numbers. Confirm the data is accurate before saving (lower left-hand corner). After saving, you will be brought to a view only panel. At this point, you have the ability once again to confirm the data is accurate or select edit again to re-modify.

## Deleting Transportation Requests

From the main menu select the student's name:

Last Name	First Name	Address	Program
Jones	Sally	100 Main Street	Rosemary Kennedy Center 8:30 - 2:30
Smith	Abigail	245 Pleasant Place	Jerusalem Ave 8:30-11:00

You will be brought into the student request panel:

Alternate Site:

Special Needs:

Program:

Request for Student:

Air Conditioner  Harness  
 1 on 1 Matron  Oxygen  Car Seat  
 Group Matron  Wheelchair  
 Nurse  Oversized Wheelchair

Edit Delete

Scroll to the bottom left hand corner and select **delete**.

You will receive confirmation;

Message from webpage

Are you sure you want to delete?

OK Cancel

By clicking OK, it will delete the generated data, returning you back to the details menu.

## Overview for Reporting

You will be able to review the data you have entered into the Transportation Request form in its entirety by accessing a web report. The report will show you all the data you have entered, sorted first by BOCES program, and then alphabetically by student last name. This report will be updated each night, and will contain all the data entered through the prior day. At the main page choose “View Report”.

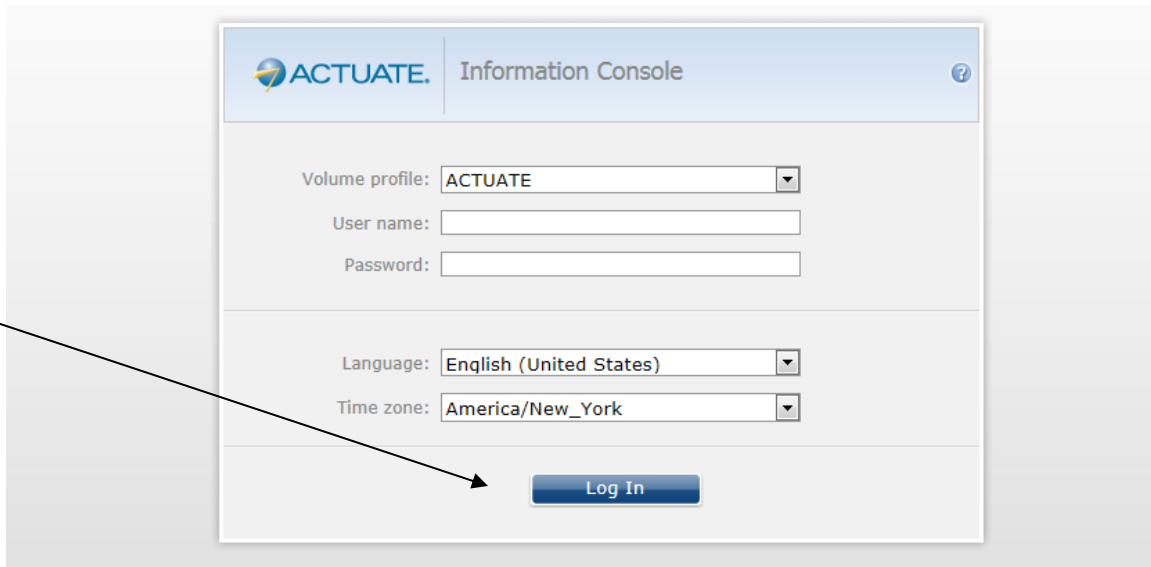


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### Transportation Requests Fall 2021

Last Name	First Name	Address	Program
Jones	Sally	100 Main Street	Rosemary Kennedy Center 8:30 - 2:30
Smith	Abigail	245 Pleasant Place	Jerusalem Ave 8:30-11:00

To access the report, use the same user name and password you use to enter data on the Request form.



**ACTUATE.** Information Console

Volume profile:

User name:

Password:

Language:

Time zone: