



BusPlanner Quick Start Guide

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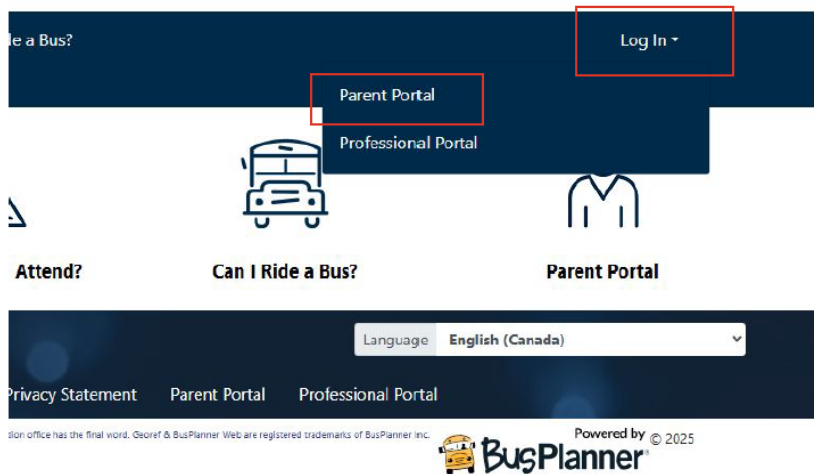
*****PLEASE NOTE – IT MAY TAKE US A FEW WEEKS TO IMPLEMENT YOUR REQUEST IN THE SYSTEM, BUT IN THE MEANTIME YOUR CHILD/CHILDREN CAN RIDE THE BUS AS NEEDED. ROUTE INFORMATION WILL BE POSTED ON THE SCHOOL DISTRICT WEBSITE AND BE UPDATED FOR ACCURACY ON BUSPLANNER BY SEPTEMBER 1. *****

1. Previously Registered Bus Riders

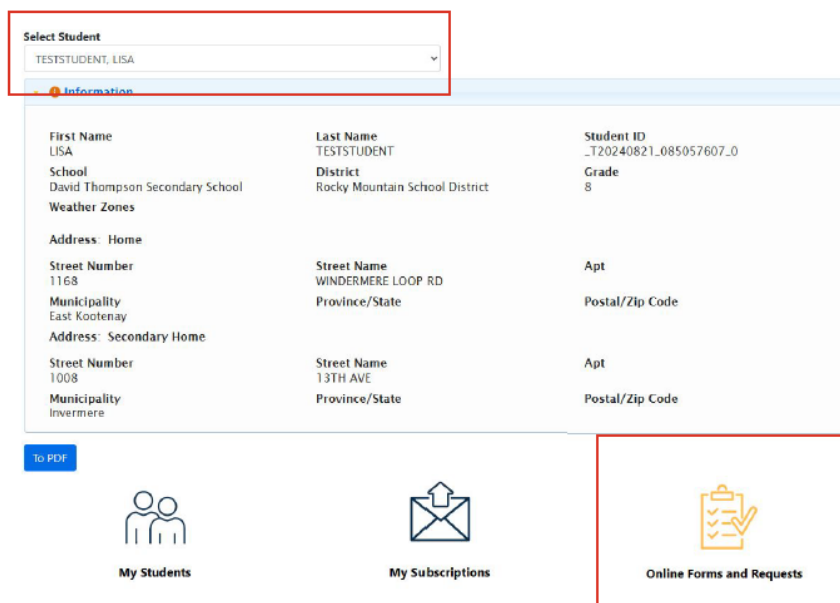
****If you registered your child last year and you still live at the same address you do not need to register them again. However, if you no longer need transportation, please notify lisa.clifton@sd6.bc.ca ****

If you have moved anytime after May 1, 2025 or there is another change to your child's contact information you must complete the Change of Address Form with the relevant details. To do so follow the steps below:

1. Navigate to rmsd.mybusplanner.ca
2. Log In to your account.



3. Use the **“SELECT STUDENT”** tool to select the child you wish to update and then click on **“ONLINE FORMS AND REQUESTS”**



4. Click on **“CHANGE OF ADDRESS FORM”** and fill out the details as required and submit your form.

[Home](#) [Public ▾](#) [Parent ▾](#)

Online Forms and Requests

Name

TESTSTUDENT, LISA

Change of Address form: Change of Address form

[For students returning to Rocky Mountain SD 6: CLICK HERE TO REGISTER FOR TRANSPORTATION](#)


[Returning to SD6 Courtesy Ride Request: Non-Eligible Rider Transportation Request](#)

School Year: 2024-2025 ▾

Language: **English**

[About](#) [Contact](#) [Privacy Statement](#) [Parent Portal](#) [Professional Portal](#)

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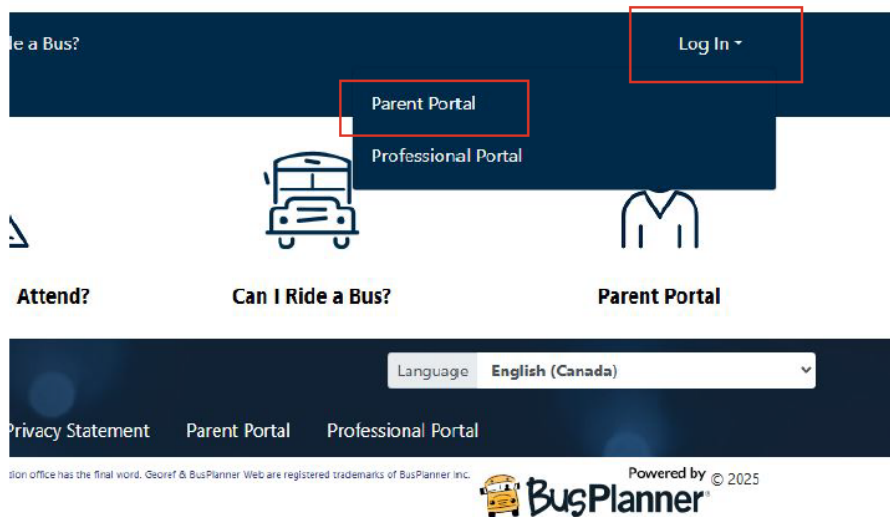


2. Unregistered Riders Returning to School District 6 and Kindergarten Kids

If your child attended an SD6 school last year or will be in kindergarten this year, and did not ride the bus but will require transportation this year, you must create an account and fill out the registration form. To do so follow the steps below:

1. Navigate to rmsd.mybusplanner.ca
2. Create an account by clicking on “**LOG IN,**” navigating to “**PARENT PORTAL,**” and then clicking on “**CREATE ACCOUNT.**” Please ensure to use the email you have on file with the school, or the site will not link you to your children. If you need to find out what email you have on file, please contact lisa.clifton@sd6.bc.ca.

Screen 1:



Screen 2:

3. Select your student and then click **“ONLINE FORMS AND REQUESTS.”**

The screenshot shows a web interface for selecting a student. At the top, a dropdown menu labeled 'Select Student' is open, showing 'TESTSTUDENT, LISA' as the selected student. Below this, a table displays student information: First Name (LISA), Last Name (TESTSTUDENT), Student ID (_T20240821_085057607_0), School (David Thompson Secondary School), District (Rocky Mountain School District), Grade (8), and Weather Zones. Below the table, there are three buttons: 'To PDF', 'My Students', and 'Online Forms and Requests'. The 'Online Forms and Requests' button is highlighted with a red box.

4. Select your form:

The screenshot shows the 'Online Forms and Requests' page. At the top, there is a navigation bar with 'Home', 'Public', and 'Parent' links. Below the navigation bar, the page title 'Online Forms and Requests' is displayed. Underneath, there is a section for 'Name' with a dropdown menu showing 'TESTSTUDENT, LISA'. Below this, there are two links: 'Change of Address form: Change of Address form' and 'Returning to SD 6 Transportation Request: CLICK HERE TO REGISTER FOR TRANSPORTATION'. The latter link is highlighted with a red box. Below the links, there is a section for 'School Year' with a dropdown menu showing '2024-2025'. At the bottom, there is a footer with links for 'About', 'Contact', 'Privacy Statement', 'Parent Portal', and 'Professional Portal'. A small bus icon is visible in the bottom right corner.

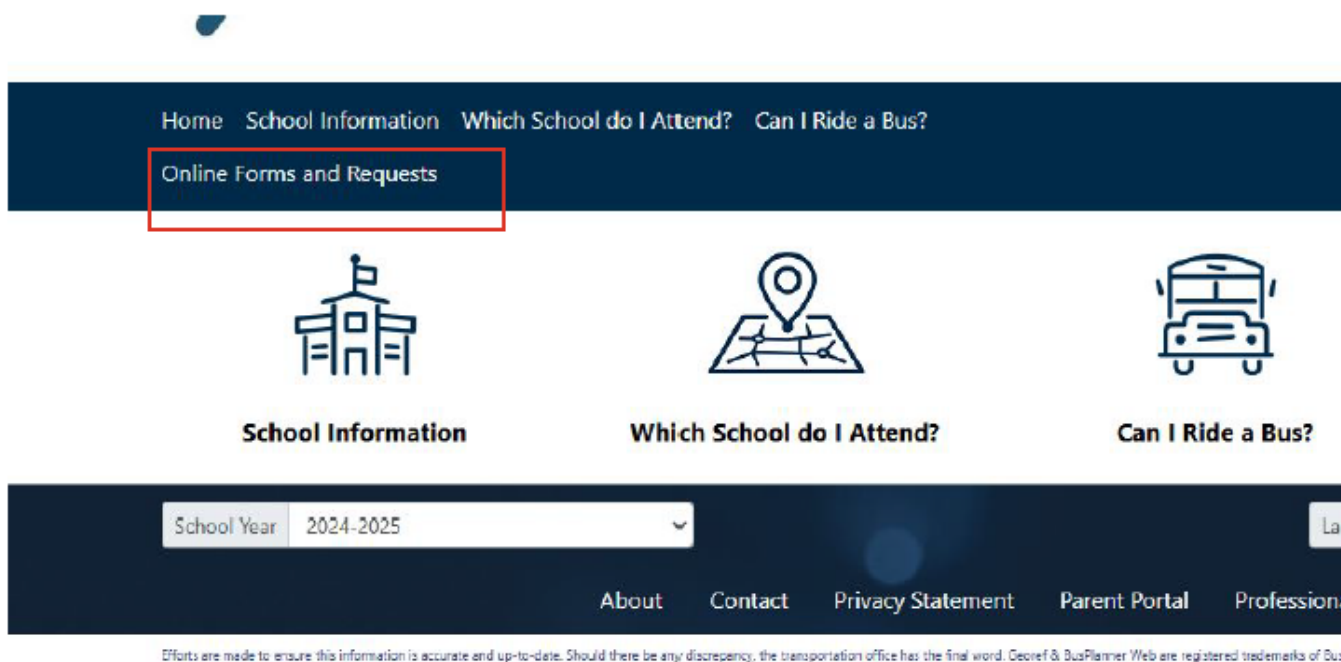
5. Fill out the **“RETURNING TO SD6 TRANSPORTATION REQUEST”** form. Greyed-out areas will not be fillable for you and will be auto-filled with your students’ details by the system. If this information is incorrect or your children are not visible to you when you login, please contact lisa.clifton@sd6.bc.ca .

The screenshot shows the 'CLICK HERE TO REGISTER FOR TRANSPORTATION' form. At the top, there is a heading 'CLICK HERE TO REGISTER FOR TRANSPORTATION'. Below this, there is a note: 'NOTE: STUDENTS WILL NOT BE PERMITTED TO RIDE A BUS OTHER THAN THEIR OWN & STUDENTS WILL BE PERMITTED TO RIDE THE SCHOOL BUS ONLY IF THERE IS A COMPLETED BUS REGISTRATION FORM ON FILE WITH THE DISTRICT. The following information is required to start bus passenger lists as required by the Motor Vehicle Act. Please submit a request no later than July 31, 2024.' Below the note, there is a section for 'Student Information' with fields for District (Rocky Mountain School District), School (David Thompson Secondary School), Grade (8), Student Last Name (TESTSTUDENT), Student First Name (LISA), Birth Date (0001-01-01), Student ID (_T20240821_085057607_0), Home Phone, and Email. Below this, there is a section for 'Allergies/Health Conditions' with a checkbox for 'Life Threatening'. At the bottom, there is a section for 'Student Home Address' with fields for Apt (1108), Number (1108), Street (WINDERMERE LOOP RD), City (East Kootenay), and Postal Code. A small bus icon is visible in the bottom right corner.

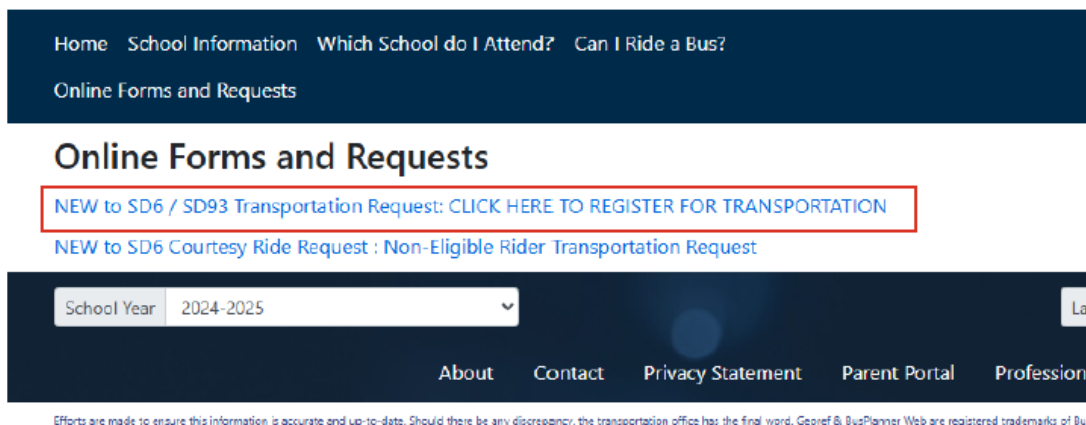
3. New to School District 6 Bus Riders and New to School District 93 Bus Riders

If your child is new to School District 6 (excluding SD6 Kindergarten kids- see above section), or School District 93, please **do not create an account or login until AFTER you have submitted the registration form**. We will need to add your child to the database before the website functions correctly for you. You will be able to submit a **“NEW to SD6 / SD93 Transportation Request”** form without logging in. Please follow the steps below:

1. Navigate to rmsd.mybusplanner.ca
2. Click on **“ONLINE FORMS AND REQUESTS.”**



3. Fill out the **“NEW TO SD6 / SD93 TRANSPORTATION REQUEST”** form and submit. Please give us a few days to upload the form. After submitting, you can create an account and login to the site as described in Section 2 of this document. If your child is not visible to you when you log in, we simply have not got to your form in the queue, please log out and try again later.



4. Students Requiring Transportation to Two Registered Home Addresses

If your child/children have two home addresses registered with the school and they require transportation to both, please fill out both Home Address 1 and Home Address 2. If the details that auto filled into Home Address 1 are incorrect and are greyed out, please contact lisa.clifton@sd6.bc.ca to correct them.

*****Please note this is for split households only i.e., Parent/Guardian 1 and Parent/Guardian 2. *****

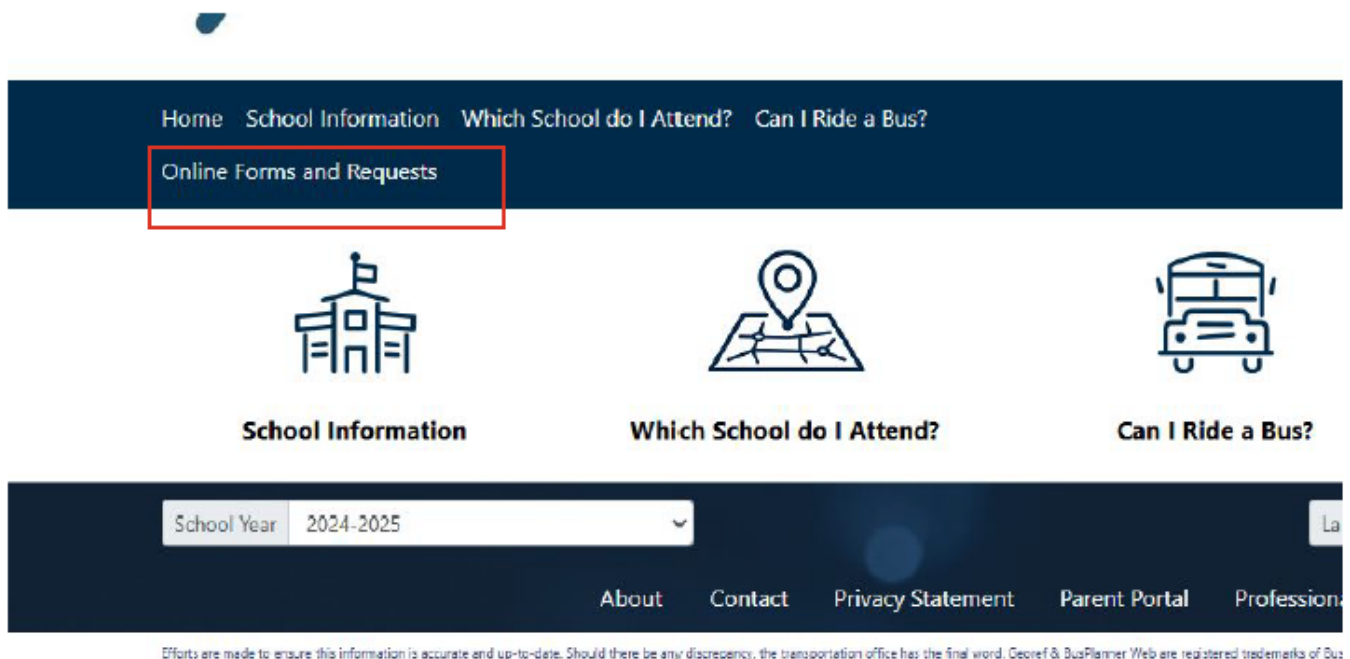
5. Courtesy Rides

If your child/children require a ride to anywhere other than their registered home on a regular basis you may apply for a courtesy ride. This includes but is not limited to things such as afterschool care, homes of extended family, crosstown transfers, other schools to meet family, out of boundary school transportation. Courtesy rides can be revoked at any time and are based on ridership. If the bus gets full then we would look at removing courtesy rides. Please see District Practice 7000 for more information (available on the SD6 website).

5.1 New to SD6 Courtesy Rides

If your child is new to SD6 and **not** going into kindergarten this coming year, then you can follow the steps below:

1. Navigate to rmsd.mybusplanner.ca
2. Click on **“ONLINE FORMS AND REQUESTS.”**



3. Fill out the **“NEW TO SD6 COURTESY RIDE”** form and submit. Please give us a few days to upload the form. After submitting, you can create an account and login to the site as described in Section 2 of this document. If your

child is not visible to you when you log in, we simply have not got to your form in the queue, please log out and try again later.

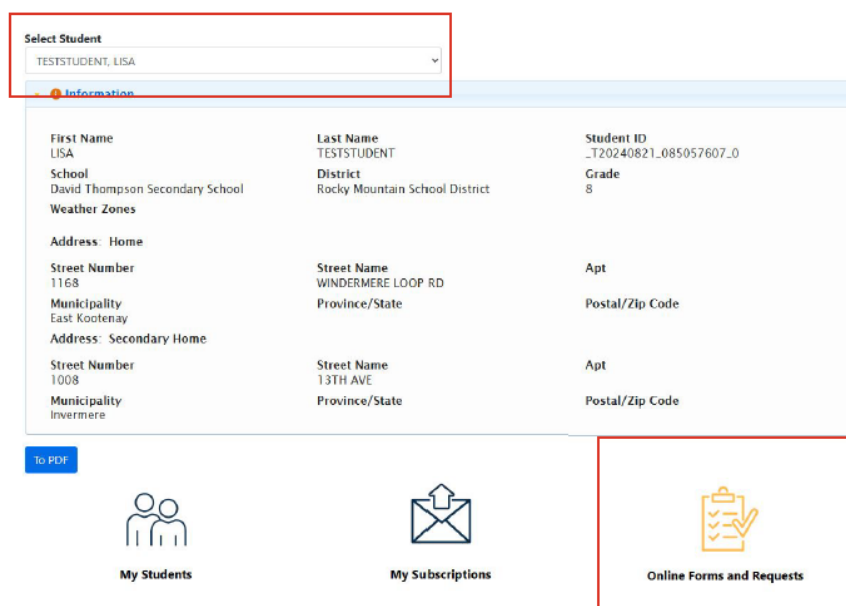
5.2 Returning to SD6 and Kindergarten Kids – Courtesy Rides

If your child/children are returning to SD6 or are going into kindergarten this year you can use the following steps to request a Courtesy Ride if needed:

1. Navigate to rmsd.mybusplanner.ca
2. Log In to your account.



3. Use the **“SELECT STUDENT”** tool to select the child you wish to update and then click on **“ONLINE FORMS AND REQUESTS.”**



4. Select the **“RETURNING TO SD6 COURTESY RIDE REQUEST”** from fill out the form and submit. Please note, if the greyed-out sections of the form are not accurate, this must be updated by SD6. Please contact lisa.clifton@sd6.bc.ca should it require updating.

[Home](#) [Public ▾](#) [Parent ▾](#)

Online Forms and Requests

Name

TESTSTUDENT, LISA

[Change of Address form: Change of Address form](#)

[Returning to SD 6 Transportation Request: CLICK HERE TO REGISTER FOR TRANSPORTATION](#)

[Returning to SD6 Courtesy Ride Request: Non-Eligible Rider Transportation Request](#)

School Year

2024-2025 ▾

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