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## Dismissal Training: Bus and Walker Module

# Bus & Walker Module

The bus and walker module allows for you to check students onto the bus or check students out as they are leaving as a walker. It provides a daily bus manifest and an accurate bus roster for any given day.

To access the bus and walker module, simply select the icon that looks like a bus.



# Bus & Walker Module

The **Daily Bus Manifest** is applicable to PM dismissal only.

The Manifest is the live dismissal list of students based on all the changes made by administrators throughout the day.

It also removes students from the bus or walker list who are absent or signed out through the KIDaccount Kiosk in the front office

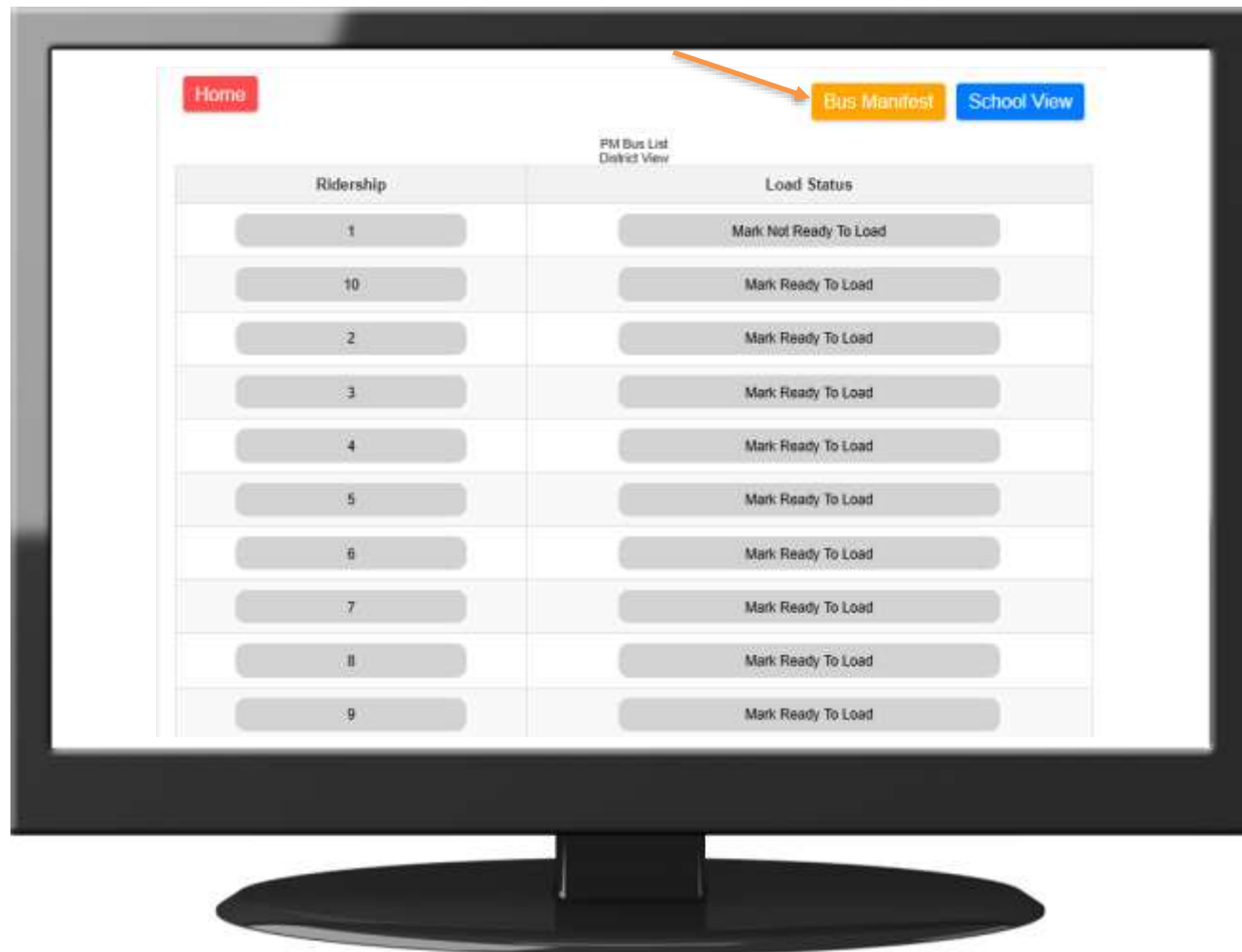


# Daily Bus Manifest

Click **Bus Manifest** button

The Bus Manifest offers an accurate daily list of students riding the bus on any given day. The list may be used by bus drivers and for reporting ridership.

NOTE: The Daily Bus Manifest can be viewed on any device including mobile devices.



# Daily Bus Manifest

You may click to [Print/View](#) the Bus Manifest.

The Transportation Department may choose to print the manifest for its drivers each day.



# Daily Bus Manifest

**New On Bus Today:** This sections lists all the students who are new on the bus that day and are not typically on that bus roster.

**Not On Bus Today:** This sections lists all the students who are absent and those who will not be on the bus today.

**Full Student Manifest:** This sections lists all students assigned to the bus for today.

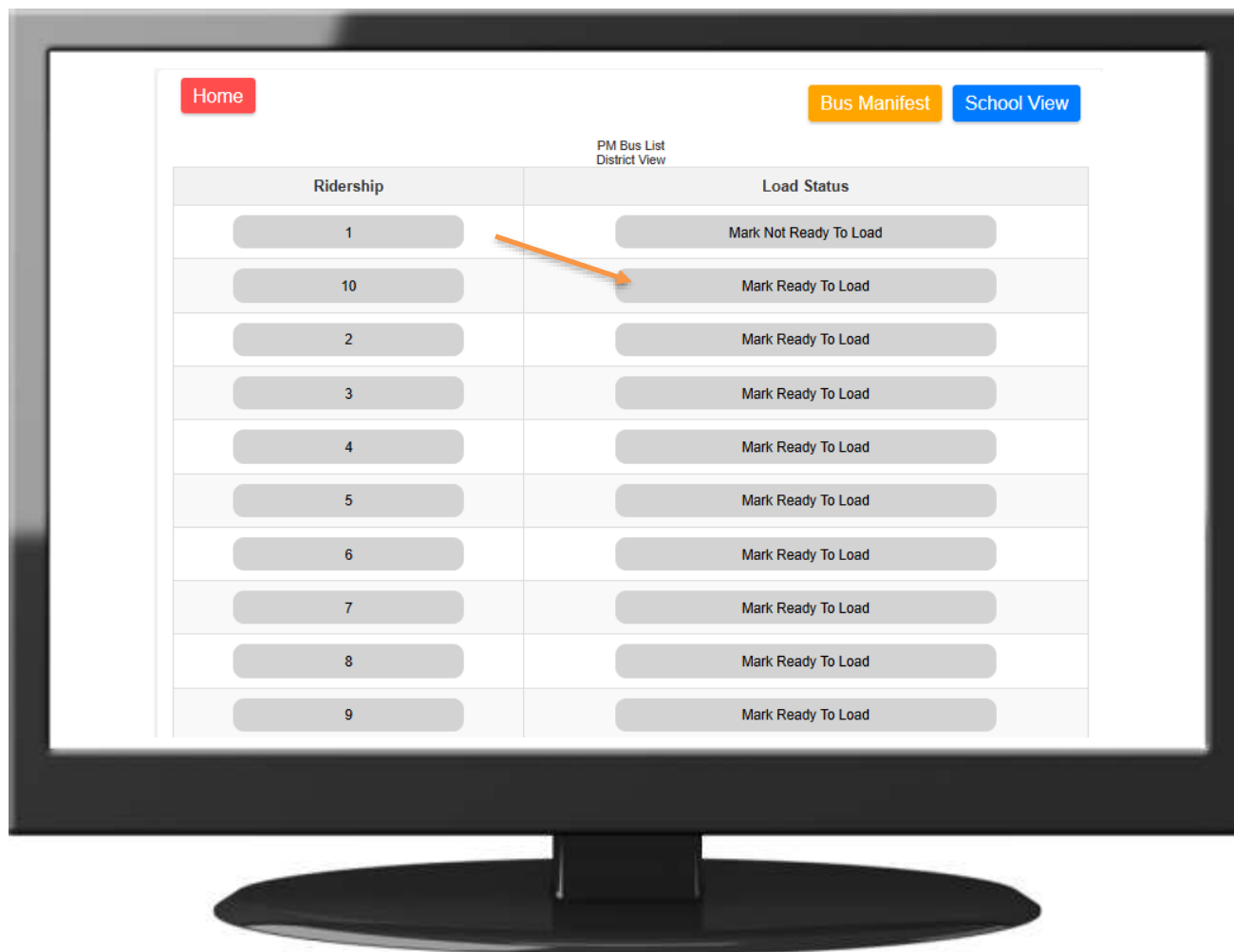
**\*\*Notes from Office are displayed on this printable list.**

Manifest For Bus 1					
07/14/2025					
New On Bus Today					
Student Name	Bus Number	School	Dropped Off	Default Method Notes	Notes
Smith Natoli	1	Washington Elementary			Going home with Nathan Brooks
NOT On Bus Today					
Student Name	Bus Number	School	Dropped Off	Default Method Notes	Notes
Jayce Barthelemy	1	Washington Elementary			Dismissed
Madison Bast	1	Washington Elementary			Dismissed
Caitlyn Calhoun	1	Washington Elementary			Absent
Liam Draper		Washington Elementary			Scheduled For: Car Line
Full Student Manifest Today					
Student Name	Bus Number	School	Dropped Off	Default Method Notes	Notes
Jayce Barthelemy	1	Washington Elementary			
Madison Bast	1	Washington Elementary			Drop off at Happy Kids Daycare
Caroline Bradley	1	Washington Elementary			
Nathan Brooks	1	Washington Elementary			
Cobie Buenavista	1	Washington Elementary			
Davonte Carlson	1	Washington Elementary			
William Conley	1	Washington Elementary			
Claira Connor	1	Washington Elementary			

# Communication to Classroom

If you are using the “Classroom Dismissal” option, the students can be dismissed to the bus from the classroom by selecting “Mark Ready To Load”.

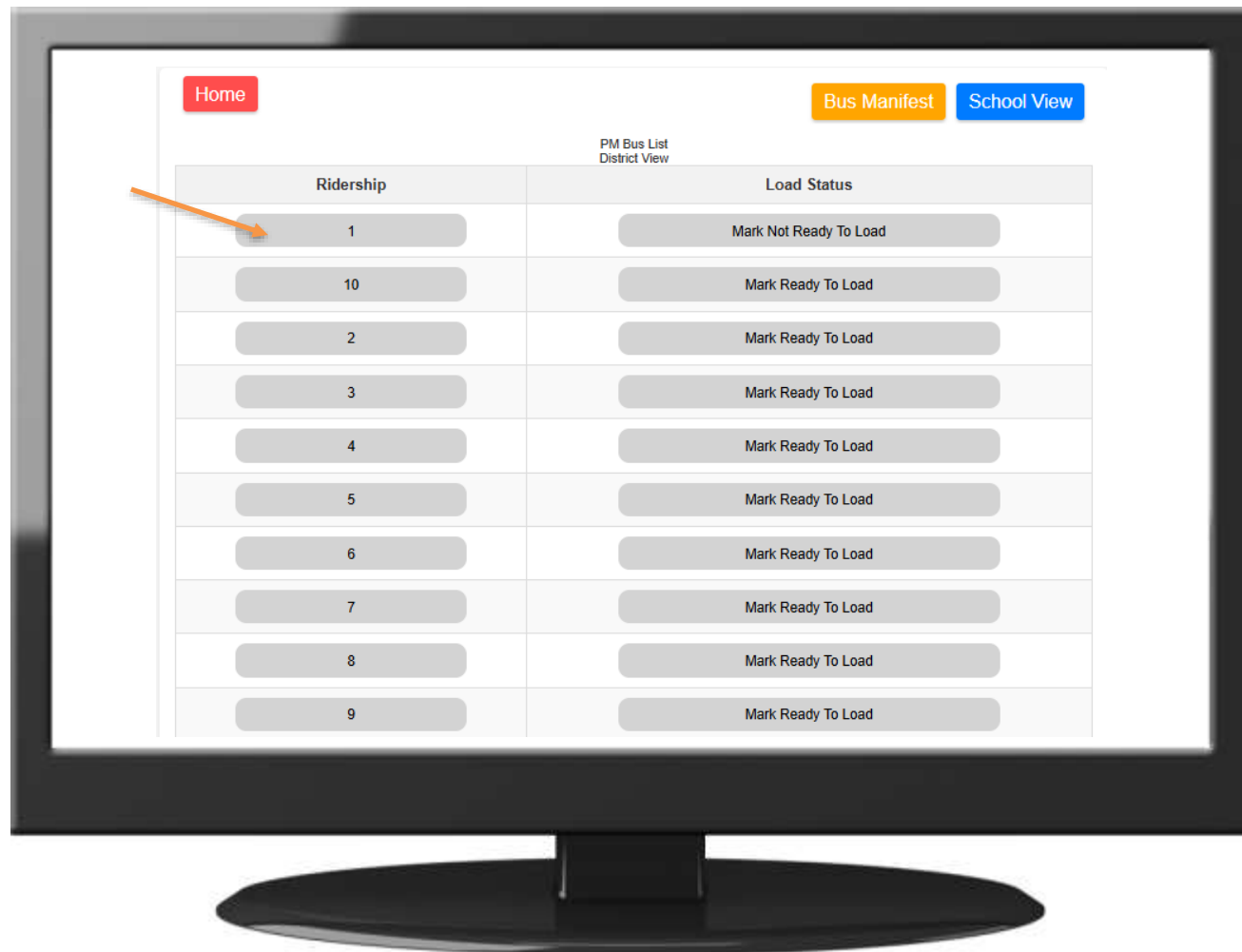
This will allow Students for each bus to immediately appear on the teacher’s live dismissal page.



# Daily Bus Ridership

Bus Ridership allows you to check students onto the bus as they are loading.

NOTE: Bus Ridership can be viewed on any device including mobile devices.

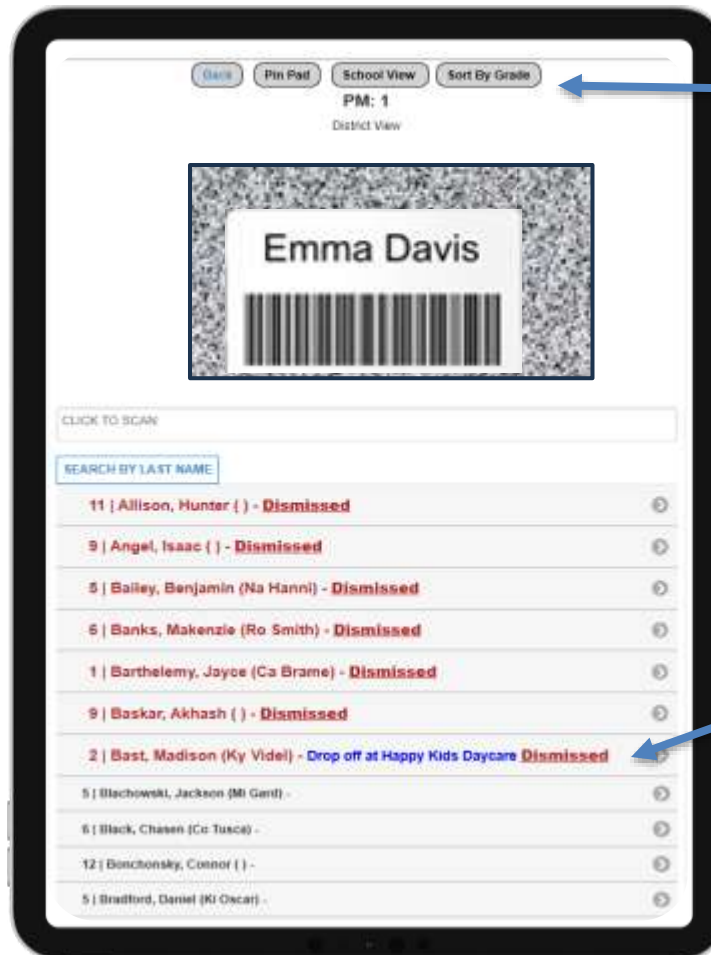




# Daily Bus Ridership

Bus Ridership allows you to check students onto the bus as they are loading. This allows you to verify that you are putting every student on the correct bus.

You can scan their student ID or select their name from the list. Once selected, they will show as dismissed onto this bus.



Sort names  
alphabetically or by  
grade

Notes from the office will  
show up on the bus  
Ridership

# Thank You

Questions?

Please contact us at:

[CustomerService@kidaccount.com](mailto:CustomerService@kidaccount.com)

