

How to submit electronic transportation request forms

STSBHN, your local transportation department, has recently moved to a new electronic means of submitting transportation request forms. The new process will see requests being put into a workflow that you can access on the STSBHN website or via the transportation portal.

1. Access via the website: simply visit <https://stsbhn.ca/forms> and click on the hyperlink of TF001 Transportation Request Form.
2. Access via the transportation portal: simply visit <https://transinfobhn.ca/Login> and log onto your parent account. If you don't have an account, click on the Create Account hyperlink to the right of the Login button.

Home School Information Which School do I Attend? Can I Ride a Bus?
Online Forms and Requests

Log In

Email
pkuckyt

Password
.....

Remember me

[Log In](#) [Forgot Your Password?](#)
[Create Account](#)

Once logged onto your account, click on the Parent option along the top dark banner and select Online Forms and Requests from the dropdown menu.

Home Public Parent

My Studer My Students
Online Forms and Requests
My Subscriptions
My Account

Select Student
Kuckyt, Henry

Transportation

Select the student you are making the request from the drop down (if they are existing) and click on the Transportation /request: Transportation Request link. If you haven't already added your child(ren) to

your portal account, please see the next steps noted below. By adding your child(ren) to your account, you will be able to access:

- Automatic email notification when your child(ren)'s bus is cancelled or delayed
- Use the Chipmunk app which allows for live tracking of the bus relative to your scheduled stop(s).

Online Forms and Requests

Name
Kuckyt, Henry
Transportation Request: Transportation Request

Complete the form in its entirety.

To be kept in the loop of the status of your request, be sure to include an email address at the bottom of the form. The workflow will notify you at 3 separate stages of the process: 1) that the form was successfully sent to your school, 2) that the form was reviewed at the school and sent to transportation and 3) that STSBHBN staff have approved or denied the request.

Submitted by

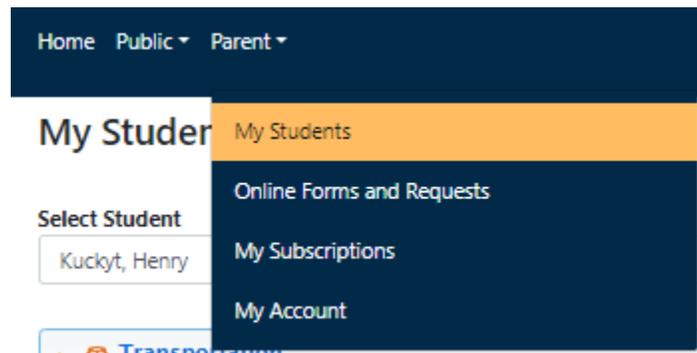
I agree to STSBHBN Consortium policies and porcedures found at stsbhn.ca
 I understand that Kindergarten students must be met at the bus stop by a parent or designate bus contact.
 STSBHBN does not contact families with bus information. Parents can access bus information by creating an account and logging on to the Parent/Student Portal
 Changes inputed before Wednesday at noon will see services come into effect on the following Monday

Last Name First Name Email Submit

Only changes submitted before Wednesday at noon will see services come into effect on the coming Monday

Adding a student to your parent account

Once your account has been created, you can add you child(ren) by clicking on the Parent drop down along the top dark ribbon and selecting My Students from the dropdown menu.



Next, click the Add Student icon at the bottom left side of the page.



Add Student



My Students



My Subscriptions

Lastly, complete the 4 mandatory fields as well as the reCAPTCHA “im not a robot” and click Add Student.

The screenshot shows a modal window titled "Add Student" with a close button (X) in the top right corner. The form contains the following fields:

- Student ID:** A text input field with a placeholder showing dashes: "___-___-___".
- Street Number:** A text input field with a placeholder showing four dashes: "____".
- School:** A dropdown menu with the text "--Select--" and a downward arrow.
- Grade:** A dropdown menu with a downward arrow.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to the reCAPTCHA logo and the text "reCAPTCHA" and "Privacy - Terms".

At the bottom of the form, there are two blue buttons: "Add Student" on the left and "Close" on the right.

The system will update the services associated with your child(ren) as they change in the central database – making this a one-time only process.