With the BusPlanner Delays App, you can receive the same communications you would receive in email notifications right on your mobile device. As soon as a delay or cancellation notification is posted by the bus company on our website, it appears on the app – to give you a quick and fully mobile-friendly way to access this information.

Download this FREE app and receive:

- Delay & cancellation notices for your child's routes and runs
- General notices for snow days and inclement weather

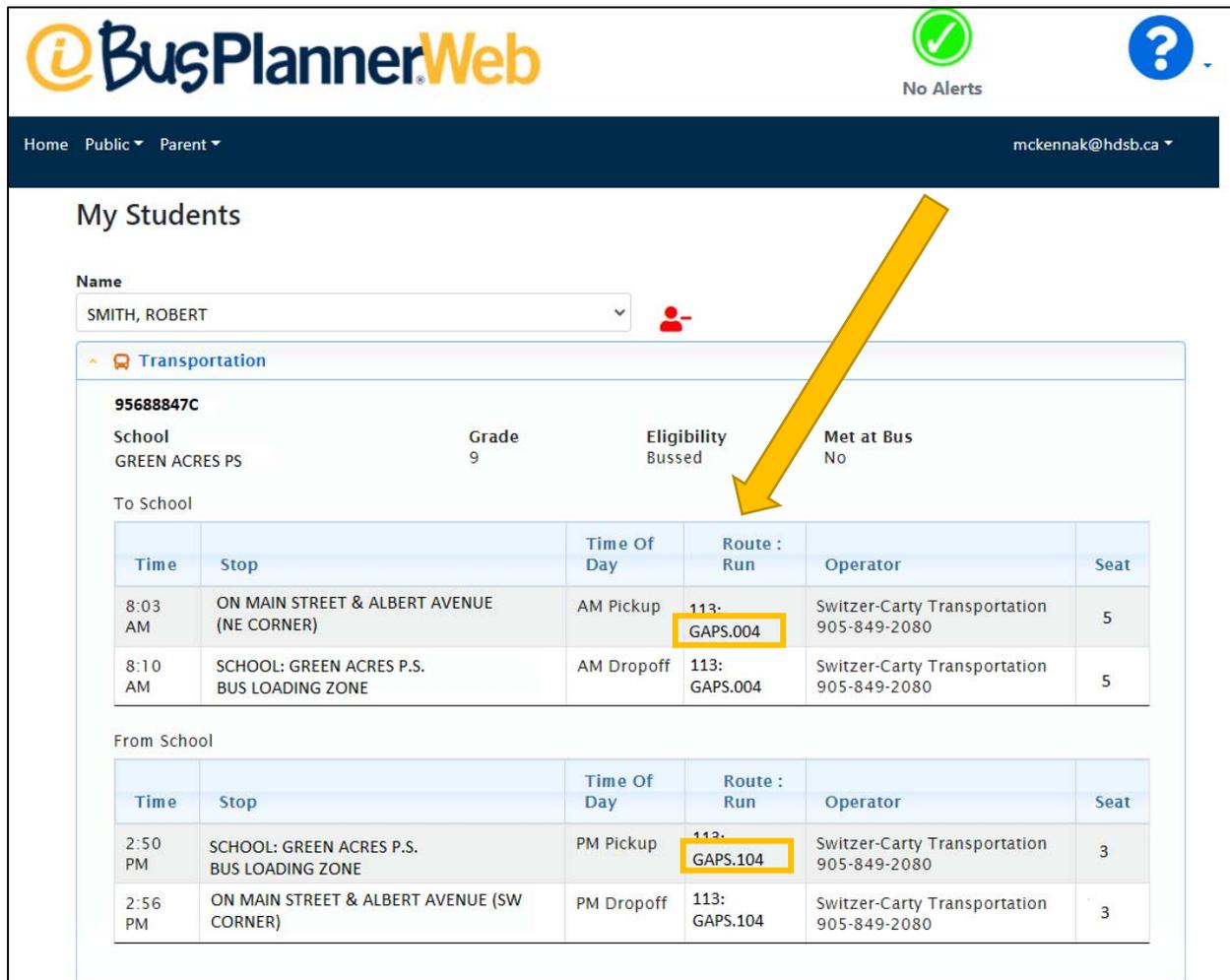Download and access the app via the Apple App Store or Google Play Store on your mobile device.

*** IMPORTANT: KNOW YOUR CHILD'S RUN NUMBER ***

You will need this if you want to have the app only send delays for your child's specific bus. Go to www.haltonbus.ca and log into the Parent Portal to get your child's current run numbers. The BusPlanner Delays app is **not** linked to the Parent Portal and therefore anytime there is a change to the school or bus route and run, the app settings will also need to be adjusted so you are getting the notices for the correct bus(es).

Accessing a Child's Run Information

1. Login to the [Parent Portal](#).
2. Use the name drop down to pull up the bussing details for your child.
3. In the transportation section, locate the column showing the Route/Run for both the morning and afternoon.
4. The **Run ID** appears after the colon and will be used in the App to setup the delay notifications.
5. If your child has bussing in the morning and afternoon, remember you will need to get two different run numbers from the Parent Portal, one for the AM and one for the PM.

   **This will also need to be done on an annual basis at the beginning of e ach school year.

Getting Started

1. When you install and open the app for the first time, the "Welcome to BusPlanner Delays" page will open. Click **Next** to move on to the Setup page.
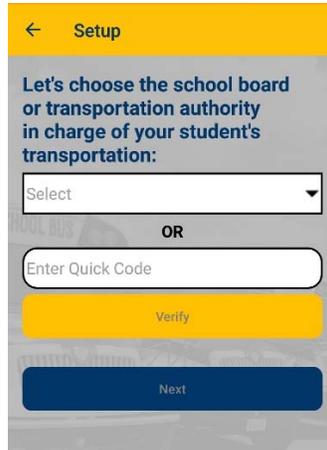
2. The **Setup** page will open. Enter the **Quick Code: "HSTS"** for Halton Student Transportation Services.
3. Click **Verify** and our name will appear as Halton STS.
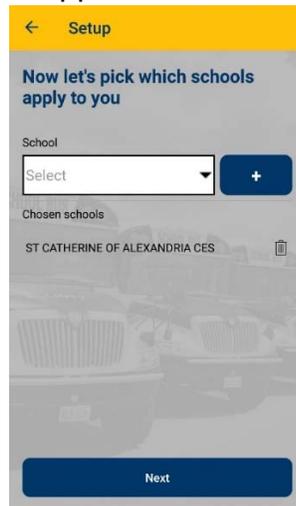4. Click **Next.**
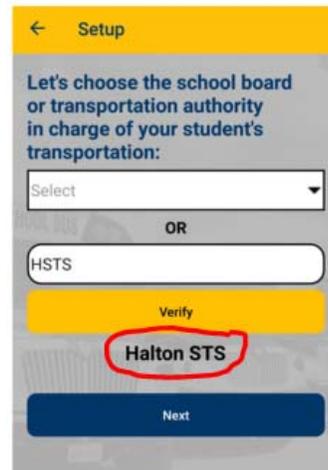
Adding Run Notifications

First, add the school that your child attends:

1. On the Setup page, click **For My Child's Bus**.
2. Choose a **School** from the dropdown menu.

3. Click the **+** button. The school name will appear in blue below the dropdown. If you have students attending more than one school, repeat the above steps and both school names will appear in the list after you have selected them.

4. Click **Next**.

Next, choose your child's run:

1. Choose a **Run** from the drop-down. If your child is receiving morning and afternoon bussing, you will have to select two different run ids.
2. Click the **+** button. The run will appear in blue below the dropdown. Repeat above step for your child's second run. If you have students attending more than one school and on different buses, repeat the above steps for the other child(ren) and all school runs will appear in the list after you have selected them.
3. Click **Done**. Any run delays or cancellations will be listed on the main page.
4. If there are no reported delays or cancellations, the runs will not appear.
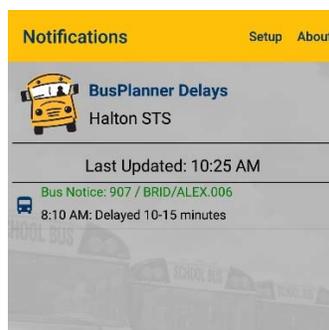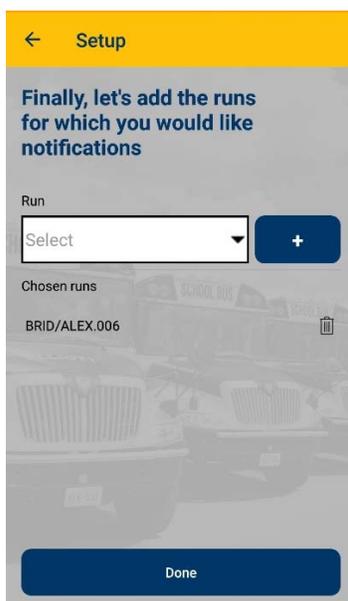
This is how the notification will show on your phone.

Tip: To refresh the page on your notification screen, pull down or swipe down.

Changing Your Subscriptions

1. Click **Setup** on the main page.
2. **Halton STS** (Halton Student Transportation Services) will already be selected and you click **Next.**
3. If your child has changed schools, add their new school and delete their previously chosen school by clicking on the **'trash bin'** icon.   Click **Next.**
4. Select your child's new run and when the list of runs appears, use the **'trash bin'** icon to delete your child's old one.
5. Repeat the steps of choosing a school or run, as above.

Note: If you added a school and run on a prior visit to the app, it will already appear by default. To remove a school or run, click the **'trash bin'** icon beside the item in the list.