

# DRIVER PORTAL ROUTE SHEET

Education Logistics, Inc.

Training  
Guide

2024

# Driver Portal Route Sheet

## Training Guide

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Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

<https://www.edulog.com/>

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# PURPOSE OF THIS GUIDE

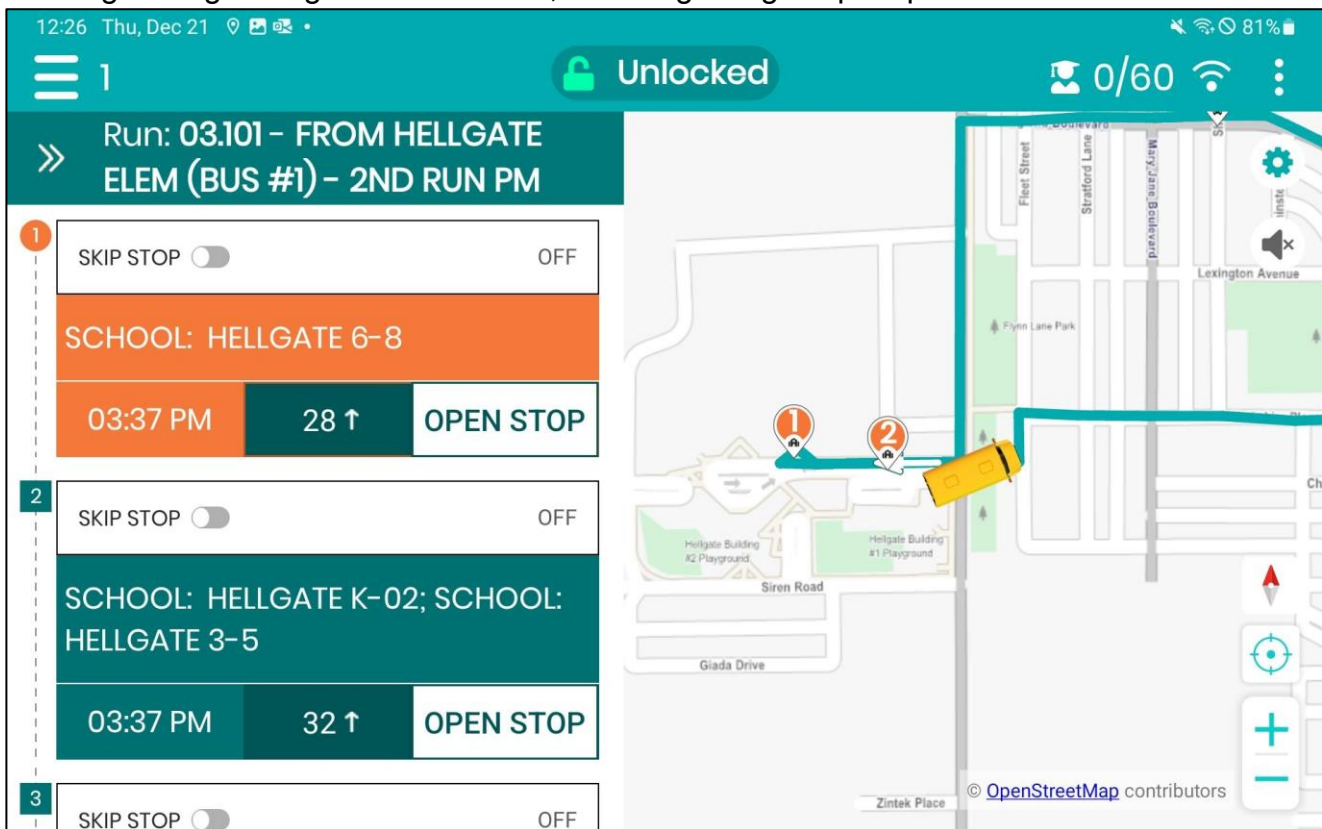
The Driver Portal Route Sheet Training Guide will provide you with explanations of the basic tools within the Route Sheet, walk you through the procedure of selecting a run/route, navigating in the Route Sheet, as well as provide you with specific scenarios you may encounter as you begin using the tablet.

## ROUTE SHEET INTRODUCTION

Driver Portal Route Sheet is a module within Driver Portal that allows bus drivers to search for and select individual runs or routes and provides turn by turn directions for the selected route.

In this guide we will cover the following topics:

- Searching for and selecting routes and runs.
- Previewing and starting selected run.
- Making a route substitution.
- Explanation of Route Sheet symbols and icons.
- Progressing through selected route, including using “skip stop” function.

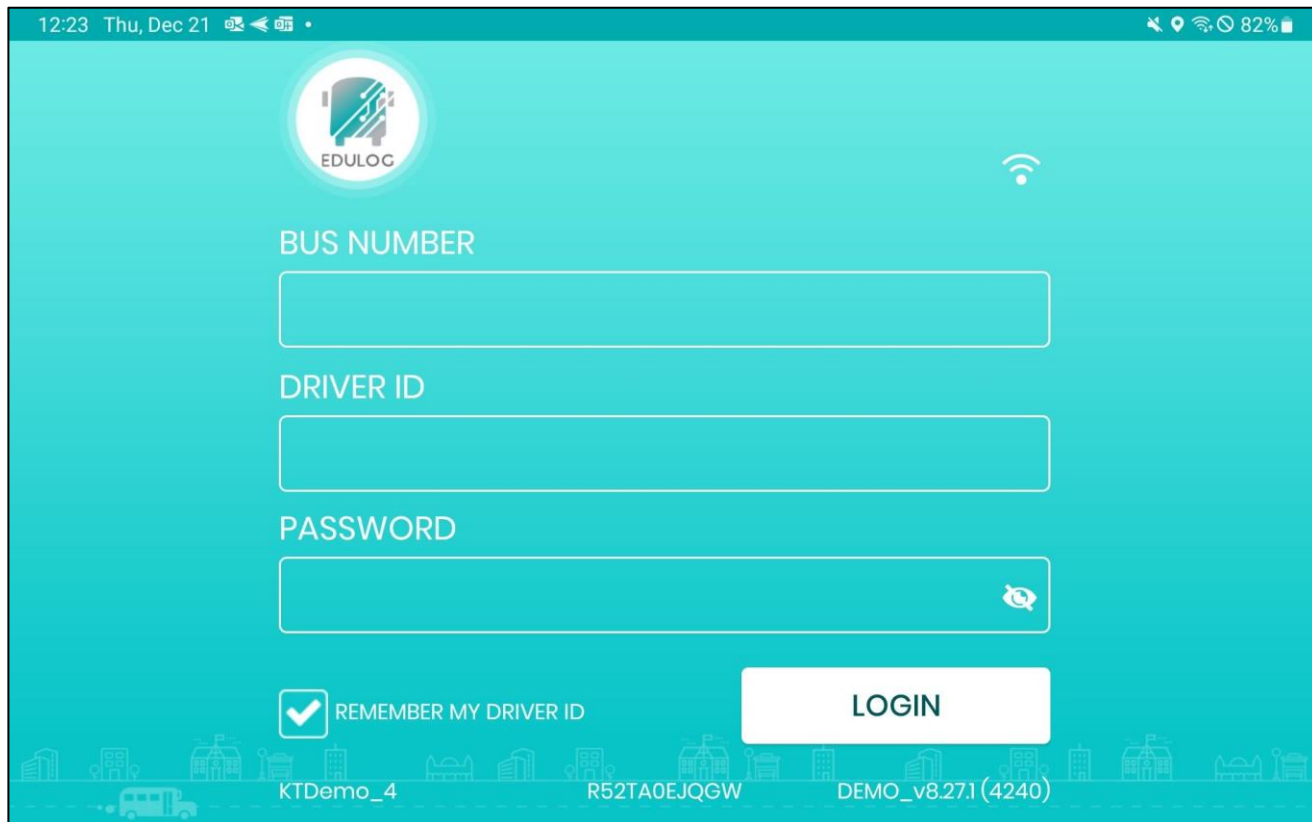


# DRIVER PORTAL ROUTE SHEET

## Getting Started

### Login Credentials

- The three fields required to log in are Bus ID, Driver ID, and Password.
- Your Bus ID must match the bus being currently driven.
- Enter your Driver ID and Password as assigned by the district.
- After entering all fields, tap on Login.



### Important Information

There is additional information found at the bottom of the login screen:

- Device serial number, located at the bottom center of screen.
- Your school district, located at the bottom left of screen (in this screenshot, the district is represented by KTDemo\_4).

### Driver Portal Icons

The following icons appear on every screen within each module of the Driver Portal App.

**Main Menu** – is the hamburger icon located at the top left of Driver Portal, which will open Driver Portal Main Menu.



**Tablet Menu** – is the 3-dot icon located at the top right of Driver Portal, which allows you to access a tablet screen report and tablet brightness.



**WiFi** – this icon shows whether the WiFi is enabled or disabled. If disabled, there will be a slash through the symbol.



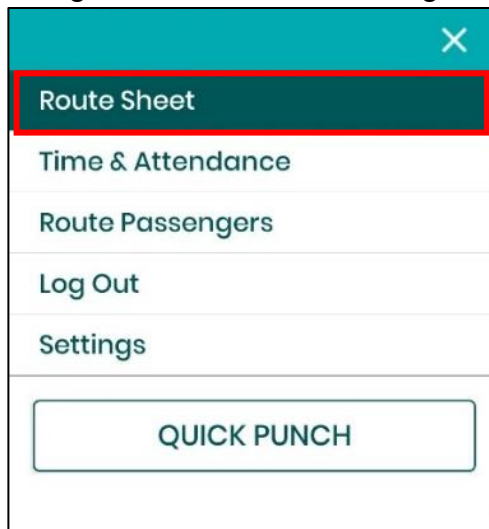
**Locked/Unlocked** – the lock icon shows whether the screen is unlocked or locked. If locked, you are unable to interact with the tablet. The screen will automatically lock when the bus is moving.



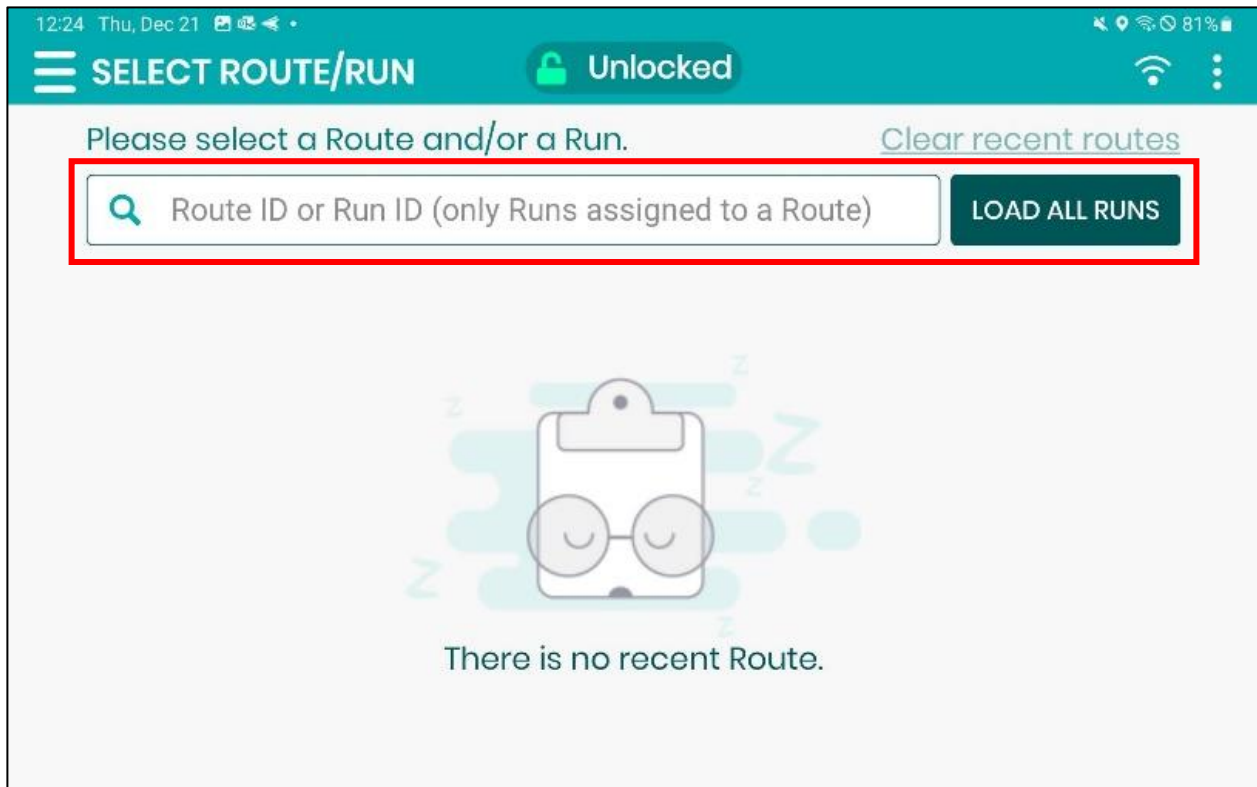
## Route Sheet

### Select a Route

1. Navigate to Route Sheet using the main menu in the upper left of your screen.

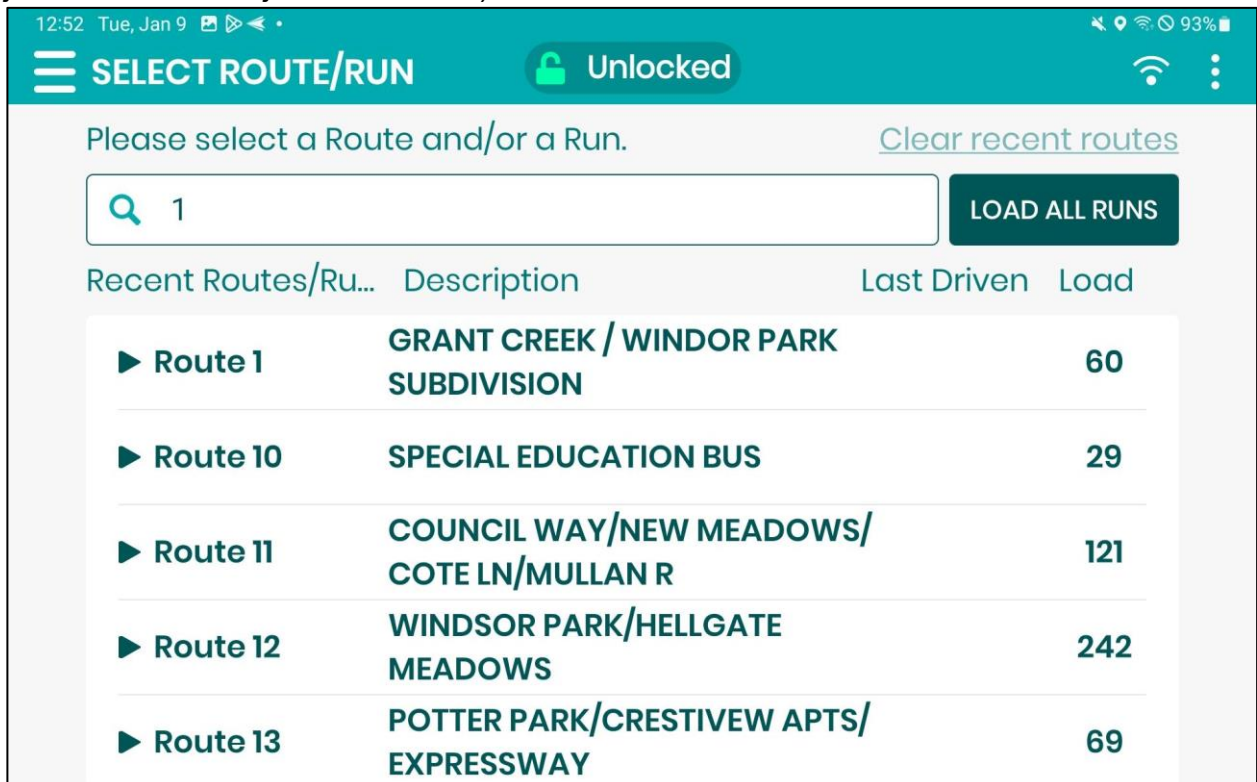


2. In the search box, type the Route ID or Run ID in the search bar and tap “Load All Runs”.



You can also tap “Done” on the tablet keyboard. Tapping either of these will load routes associated with the number you typed.

3. Select the desired route from the list. You can select the entire route or an individual run (i.e. just the AM run or just the PM run).



4. To select an individual run within the route, tap the arrow to the left of the Route ID.

Recent Routes/Ru...	Description	Last Driven	Load
▼ Route 11	COUNCIL WAY/NEW MEADOWS/ COTE LN/MULLAN R		121

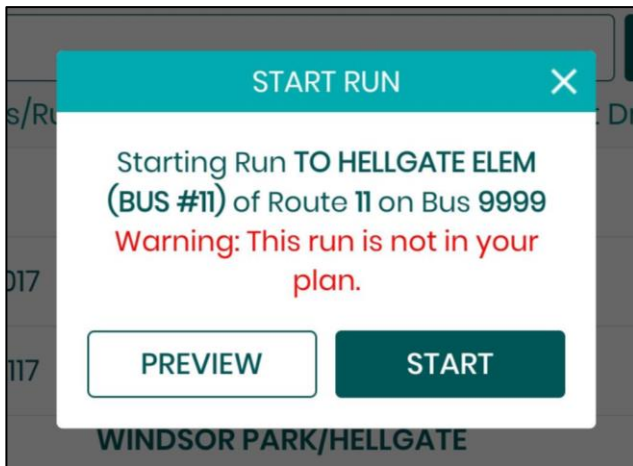
5. Tap the relevant route or run to select it. In this example, we are going to select the PM run (Run 03.117) for Route 11.

Recent Routes/Ru...	Description	Last Driven	Load
▼ Route 11	COUNCIL WAY/NEW MEADOWS/ COTE LN/MULLAN R		121
● Run 01.017	TO HELLGATE ELEM (BUS #11)		58
● Run 03.117	FROM HELLGATE ELEM (BUS #11) - 2ND RUN PM ONLY		63

## Route Substitution

If the route or run you select is not typically assigned to you, a pop up will appear giving you a warning. You can select “Preview” or “Start” if you would like to proceed with the selection.

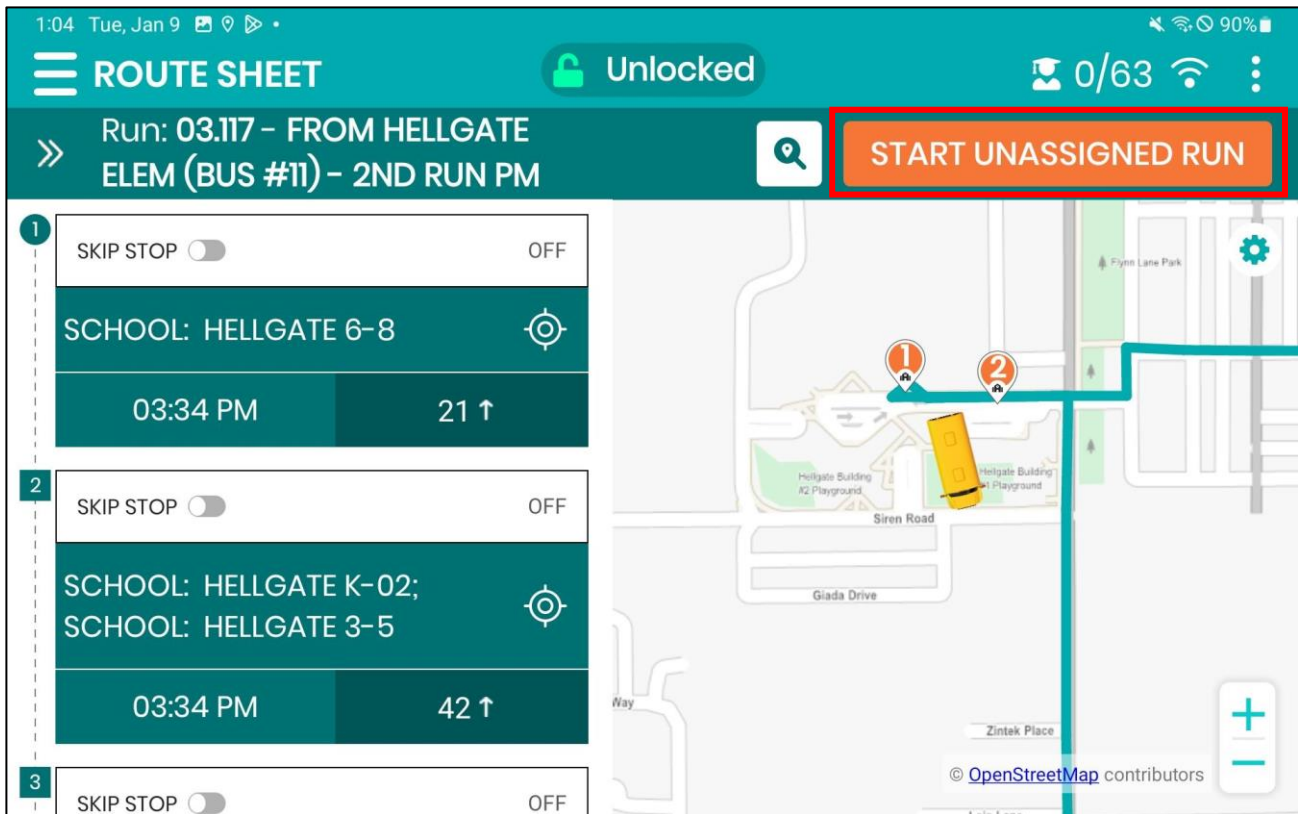
If you select start on a route or run not typically assigned to you, this makes a substitution. If you select “Preview”, you have an option on the next screen to start the route and therefore make the substitution.



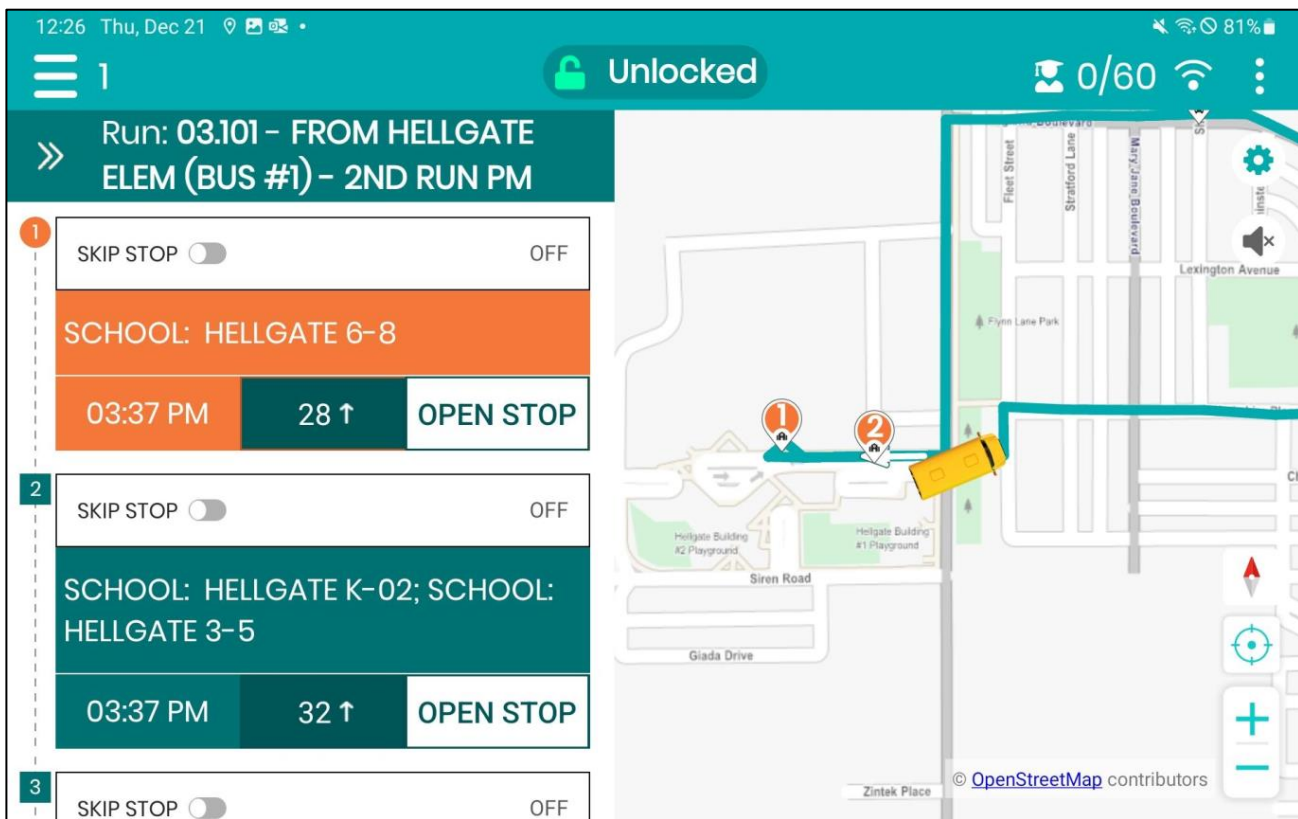
## Preview a Route

If you preview a route, you will be able to see stops on the map as well as within the directions panel on the left. You have the option to start this run, which would make a substitution in the system. You do this by tapping the “Start Unassigned Run” on the upper right corner of the map.

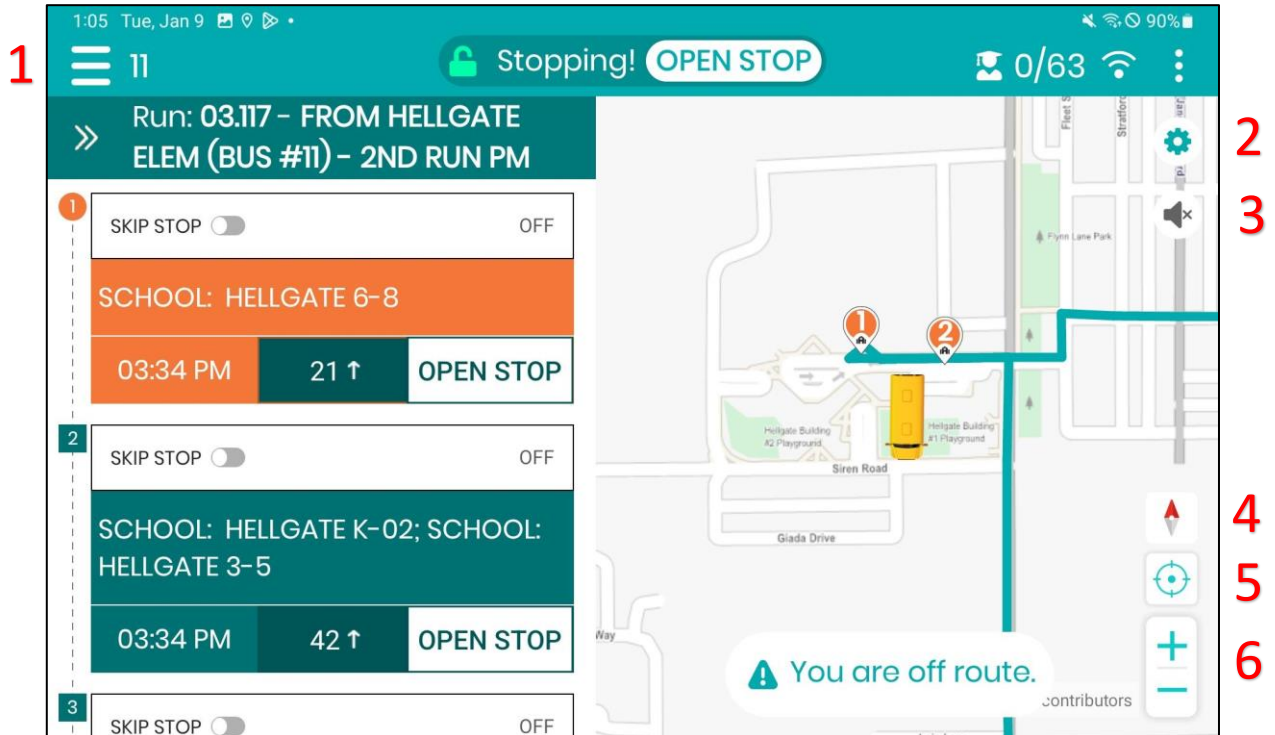




When selecting Start at the start run window, you will begin your run.

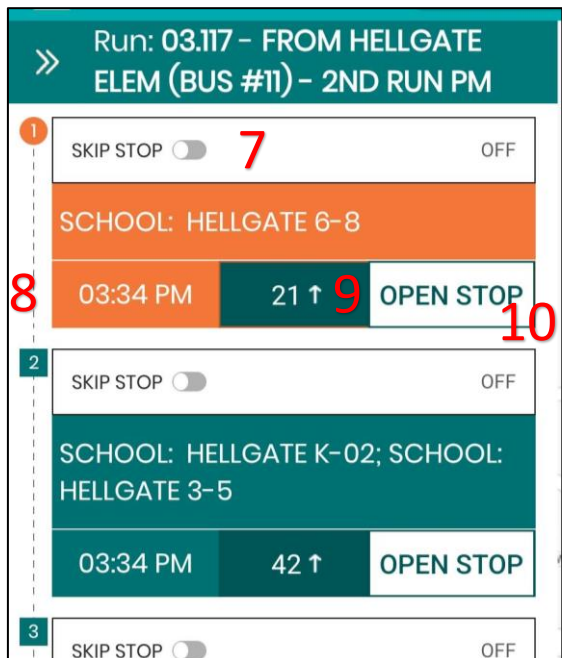




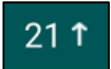

## Map Icons



1		<b>Route ID</b> the number located next to the menu icon displays the current route.
2		<b>Settings</b> when tapping this gear symbol, you are able to adjust settings within the run directions window, including screen brightness.
3		<b>Audio</b> this icon allows the user to enable or disable voice directions.
4		<b>Navigation Mode</b> this icon changes the orientation of the map and bus. if enabled, the map will be static and the bus will move. if disabled, the map will move around the bus, which will be pointed in the direction of travel.
5		<b>Center Bus</b> tap this icon to re-center the bus on the screen.
6		<b>Zoom In/Out</b> this allows you to zoom in and out on the map. the bus will remain centered unless you touch and move the screen.

## Directions Panel Icons



7		<b>Skip Stop</b> this button allows you to skip stop if there are no passengers to pick up.
8		<b>Stop Time</b> this displays the scheduled time for that stop.
9		<b>Passenger Count</b> this shows the number of passengers assigned to that stop.
10		<b>Open Stop</b> tapping this icon enables you to see the passenger names at that specific stop.

## Route Sheet Button Examples

### Skip Stop

As a driver, I have been notified that there will be no passengers to pick up at a specific stop. Prior to reaching that stop, when the bus is not in motion, you can tap the Skip Stop button and this will allow you to skip the stop.

## Open Stop

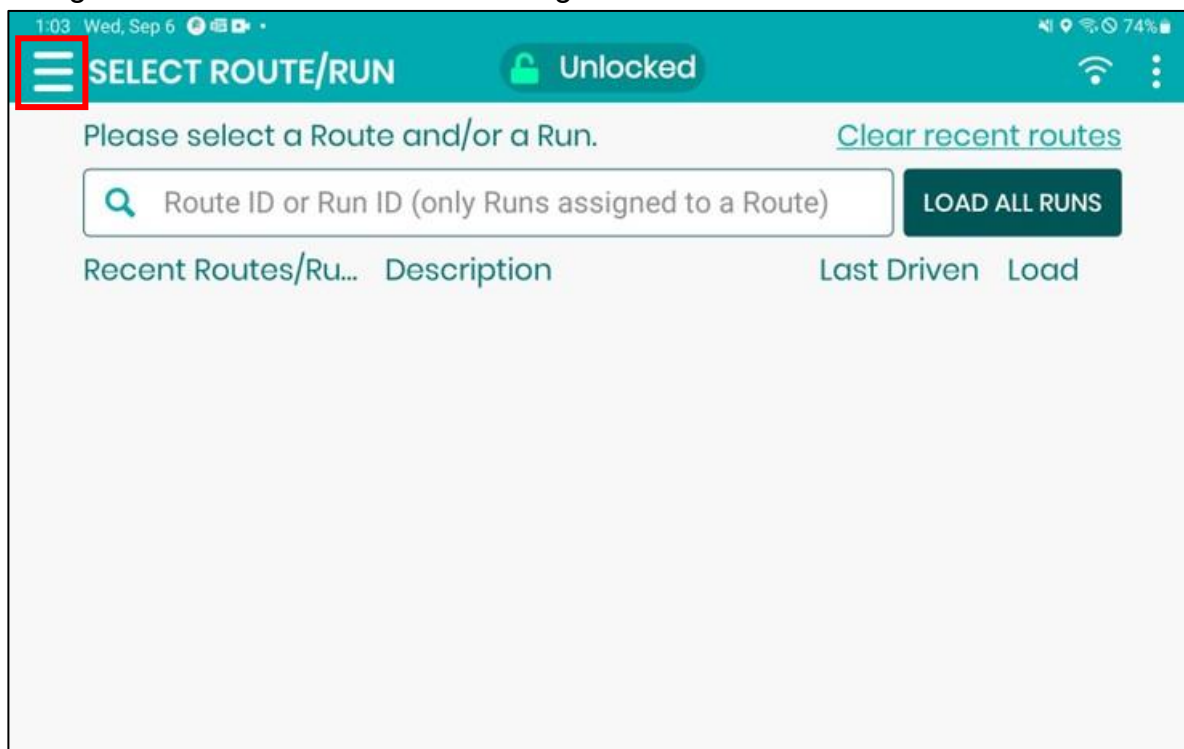
As a driver, you want to review passengers at each stop. When the bus is not in motion, select the Open Stop button and the passengers list will appear.

## TROUBLESHOOTING

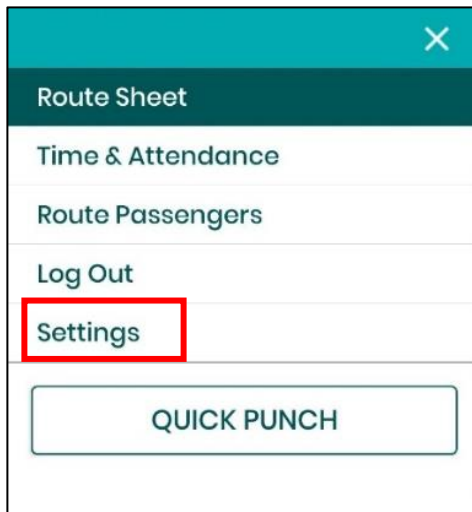
### Clear Data and Restart

This option is an important troubleshooting step if data is missing or incorrect. This process prompts the tablet to connect to the Driver Portal server and redownload the most recent data. After the download is complete, you will be prompted to log in again.

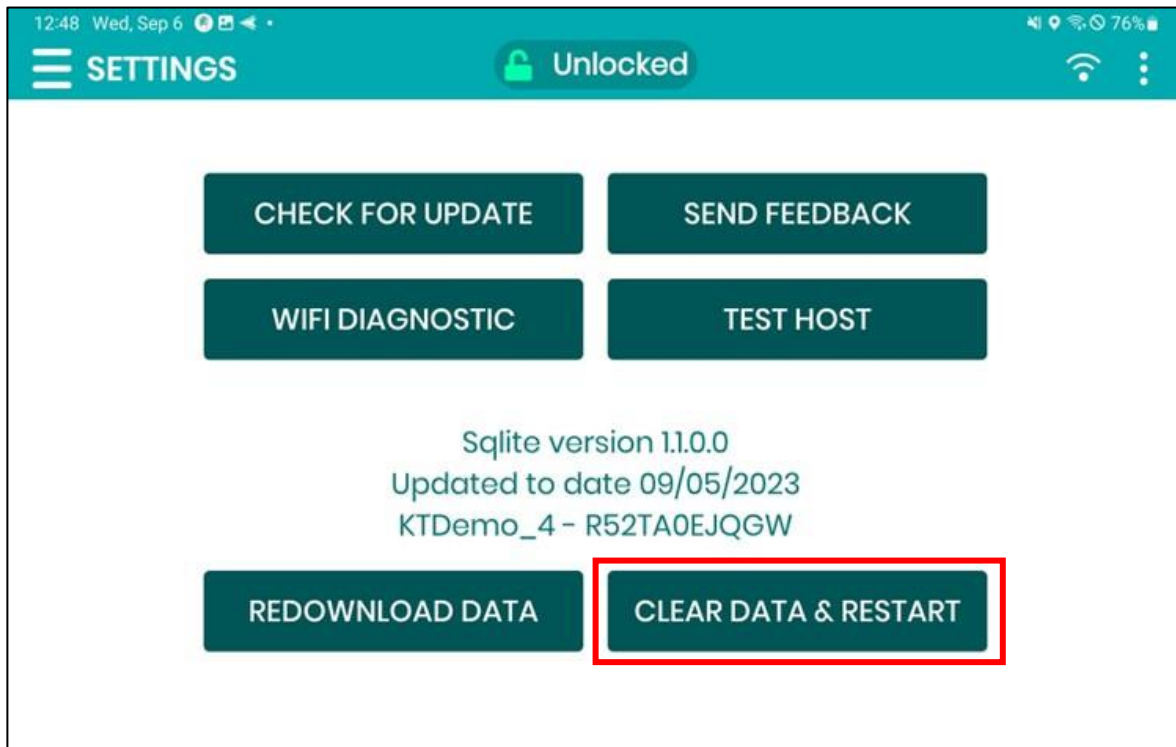
1. Navigate to the menu and select Settings.



2. Select Settings.



3. Tap the “Clear Data & Restart” button on the bottom right corner of the screen.



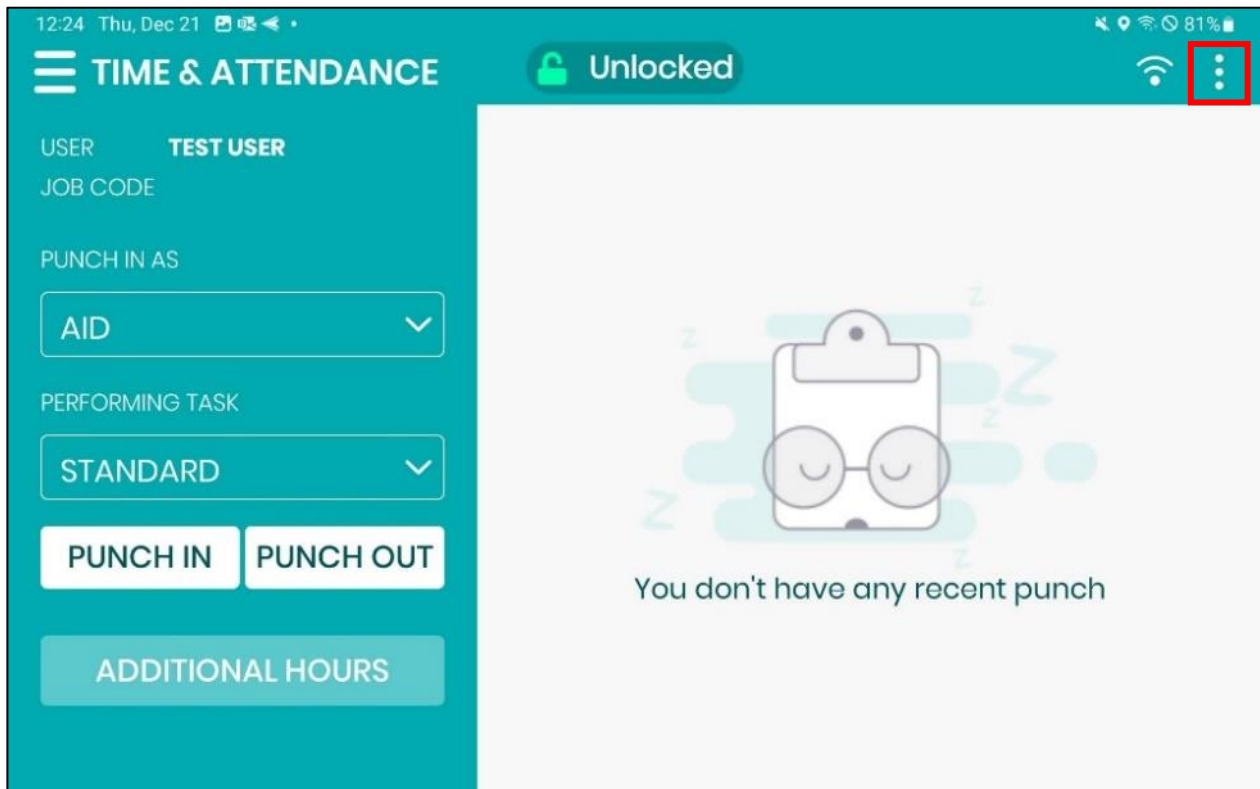
4. After tapping the “Clear Data & Restart” button, Driver Portal will restart and redownload the most recent data. This process may take a few minutes.

5. Once finished, you will then log back in using your user credentials and current bus number.

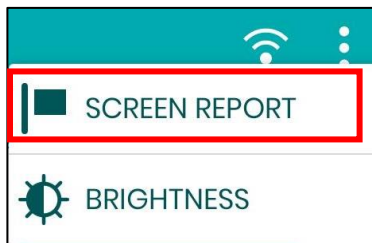
## Screen Report

The option to send a screen report is available in any module once you have logged into Driver Portal. This sends Edulog a screenshot of the module you are using, as well as GPS location, bus number, route number (if route has been selected), and driver information.

1. To send a screen report, touch the 3-dot menu in the top right of screen.



2. Then select "screen report" option.



3. After tapping Screen Report, type a description of the issue (up to 500 characters), and click Send in the upper right corner.

12:48 Wed, Sep 6 77%

X SCREEN REPORT Send

USER FN01 LN01 SCREENSHOT

JOB CODE DR

DESCRIPTION 0/500

Type your description here

**Note:** If you submit a screen report, notify the Edulog Tablet Support team that you have done so via email: [tabletsupport@edulog.com](mailto:tabletsupport@edulog.com)

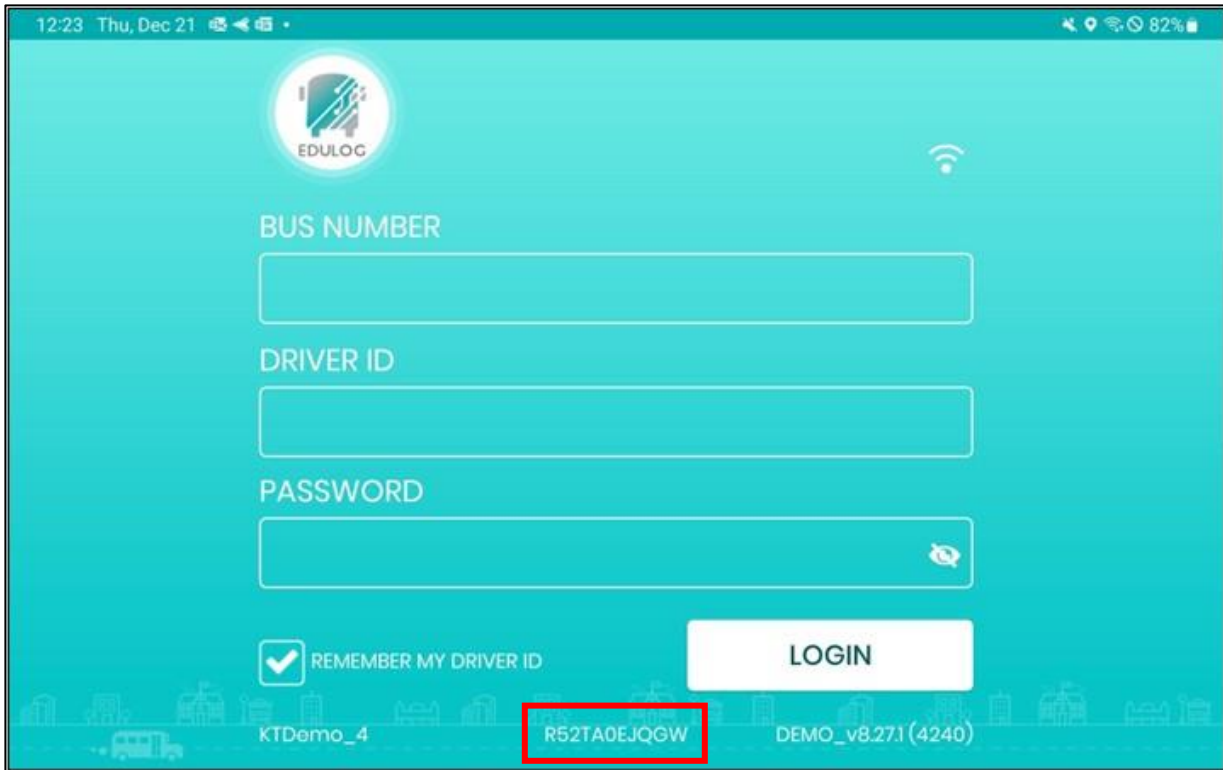
## Locating Device Serial Number

Identifying the serial number of an individual device can be useful for several reasons. A primary use for finding the serial number of a tablet is when contacting Edulog Tablet Support with any issues the tablet may be experiencing.

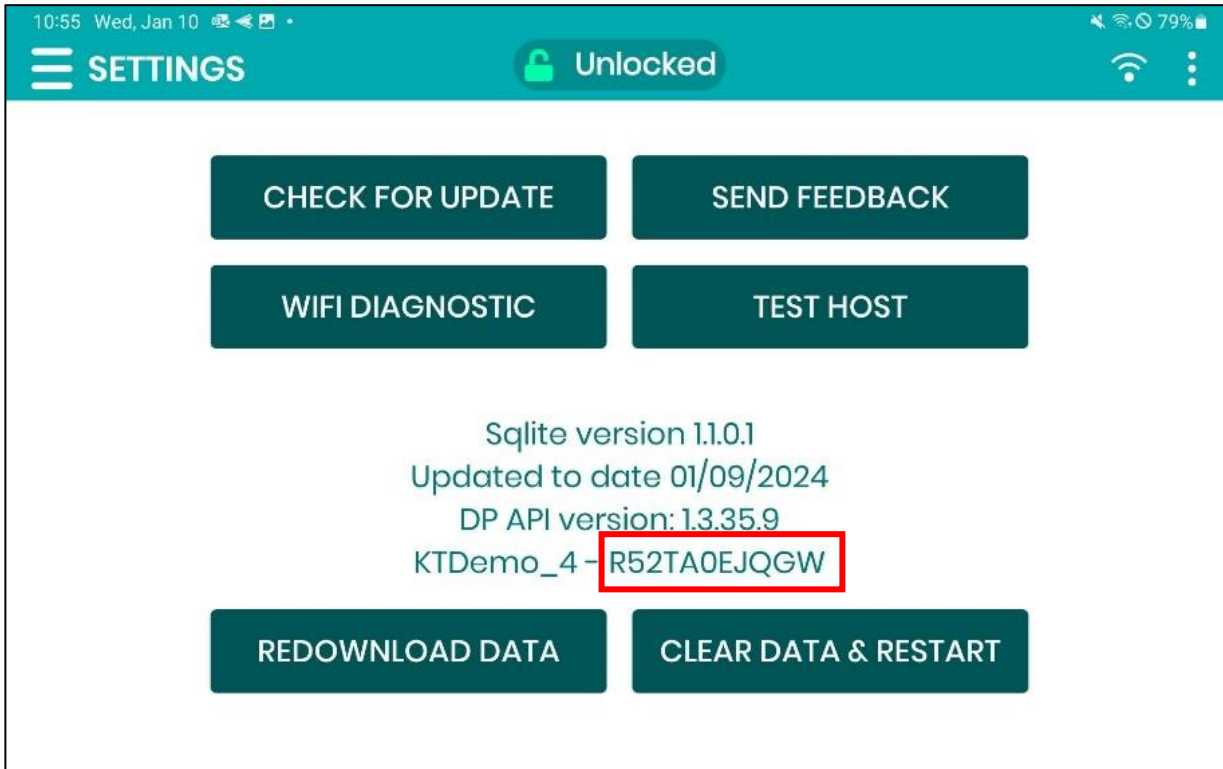
There are three places to locate the serial number of each tablet:

1. On the back of the device. This may require taking the tablet out of the case, and should be used if the tablet will not turn on. It is located on a sticker placed on the back of the tablet.
2. On the log in screen for Driver Portal. It can be found in the bottom center of the screen. You do not need to log in to locate this serial number.





1. In the settings menu. If you are logged into Driver Portal, you can find the device serial number on this screen. Additional information in this screen: updated to date, Driver Portal version number.





## EduLog Tablet Support

Tablet related support: [tabletsupport@edulog.com](mailto:tabletsupport@edulog.com)

### Information needed:

- Description of issue
- Serial number of the tablet (found on the back of tablet or within the Driver Portal App under Settings)
- Bus number (if applicable)
- Route number (if applicable)
- Relevant screenshots of the issue