



EDULOG QUICK GUIDE

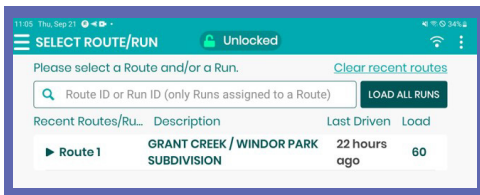
DRIVER PORTAL - STUDENT RIDERSHIP

Introduction

The purpose of this guide is to assist in the Edulog Student Ridership process within Driver Portal.

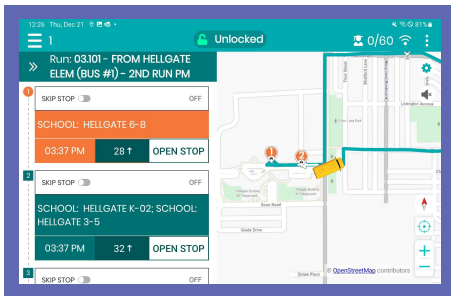
STEP 1:

Once logged in, select your route from the Route/Run Screen.



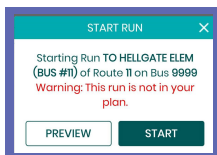
STEP 2:

This will take you to the Route Sheet.



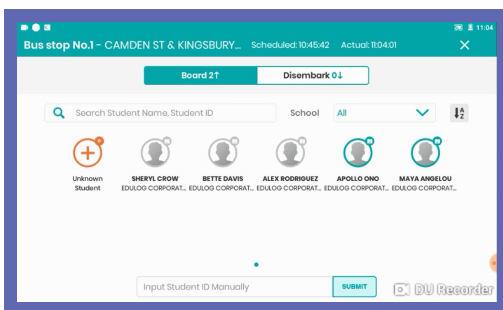
STEP 3:

Then start your route.



STEP 4:

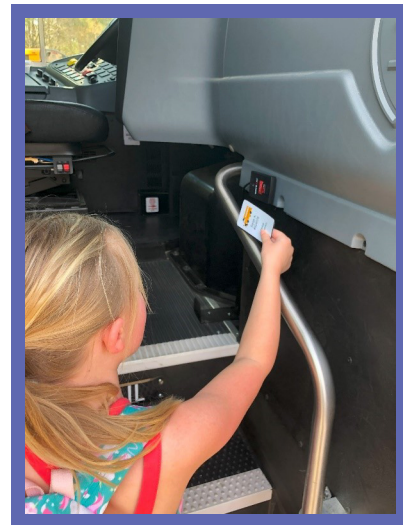
The bus must come to a complete stop at the assigned stop location, and the passenger list will appear.



STEP 5:

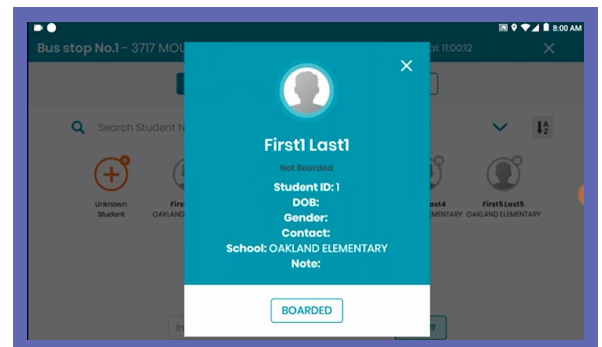
Students will then board the bus.

- Students can board with or without a bus card. (RFID Card).
- Students will scan their card to the RFID scanner.



STEP 6:

If a student does not have a card, drivers can manually board students by tapping on the name of the student icon. A window with the student information will appear. Tap on Boarded.



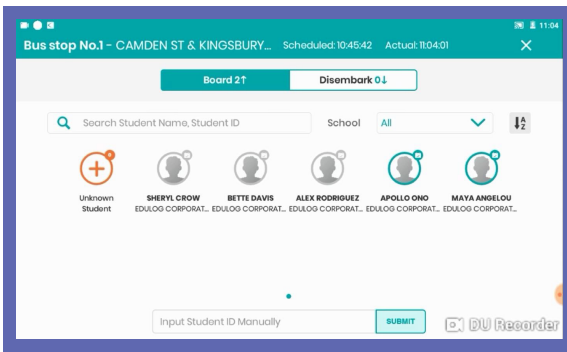


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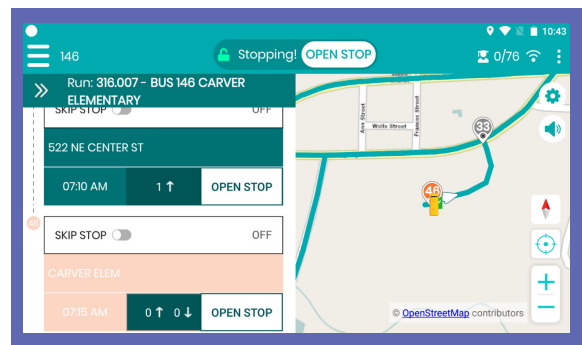
STEP 7:

When boarded, the student icon will turn teal green, if they are assigned to this stop. If students have a card, they will need to scan it when boarding. Their icon will also turn teal green.



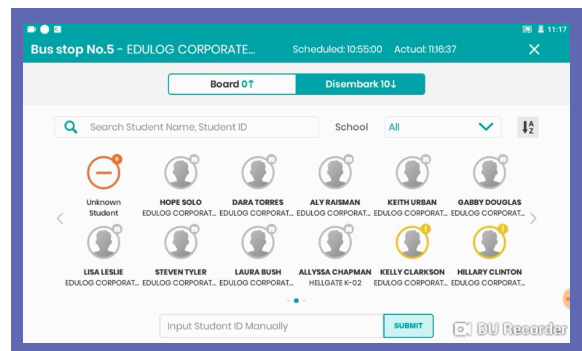
STEP 8:

When arriving at the school, the bus must be at a complete stop and the door open to disembark. The bus must stay running or the tablet will turn off.



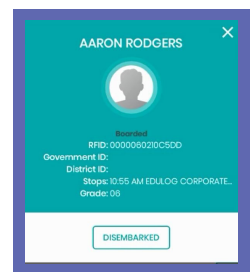
STEP 9:

The disembark screen will appear. As the cards are scanned and the students disembark, the student icon will turn back to gray. Notice the student count of Board and Disembark change as each student gets off the bus.



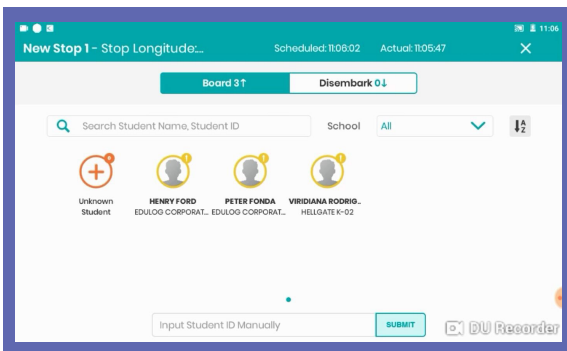
STEP 10:

To disembark manually, click on the student icon, and click on disembark.



Unplanned Students

If a student boards at the wrong stop or wrong bus and scans their card, the student's icons will turn yellow (wrong stop) or red (wrong bus).



Unknown Students

There is a possibility that a student can get on at the wrong stop without a card. If that is the case, they can be entered manually.

- Search for the unknown student in the Search Student name field.
- When that student information appears, manually board the student.