

HELP MANUALS

Special Education Route System Vendor Manual

OPT Call Recording System Vendor Manual

Letters and memos Vendor Manual

Vehicle System Vendor Manual

Accident System Vendor Manual

School Bus Violations System Vendor Manual

Edulog General Education Routing System Vendor Manual

SPECIAL EDUCATION ROUTE SYSTEM

Vendor Manual



Special Education Route System Vendor Manual
Last Updated 11/14/08

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Special Education Route System Overview

This chapter provides introductory information about the Special Education Route System.

Welcome to the Special Education Route System!

Functions Available in the Special Education Route System

You can use the Special Education Route System to do the following:

- view the list of special education students assigned to routes serviced by your company
- view the details of routes that were active during a specific time period
 - search for special education student information
 - print route details and student information

Using the Special Education Route System

This chapter provides instructions for performing the following functions:

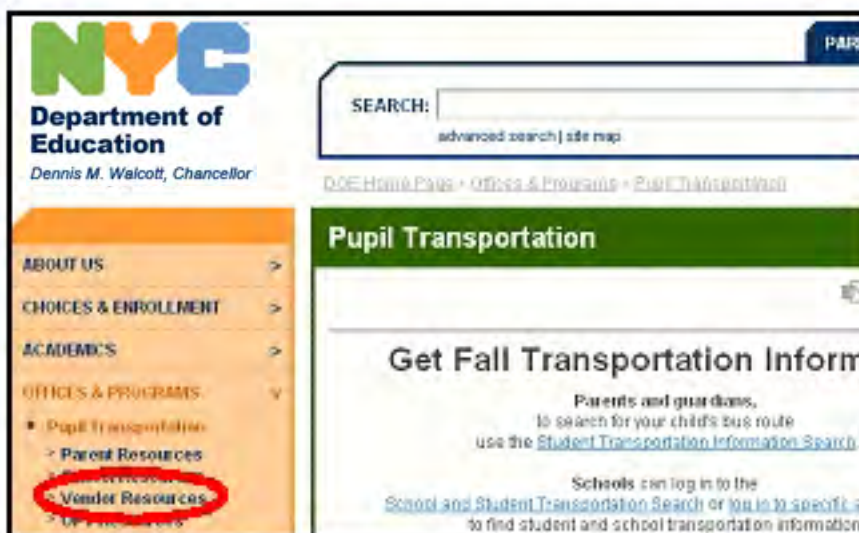
- logging into the system
- logging out of the system
- viewing the list of special education students assigned to routes serviced by your company
- viewing the details of routes that were active during a specific time period
 - searching for special education student information
 - printing route details and student information

Note To protect students' privacy, addresses and phone numbers are hidden in the screen shots in this manual.

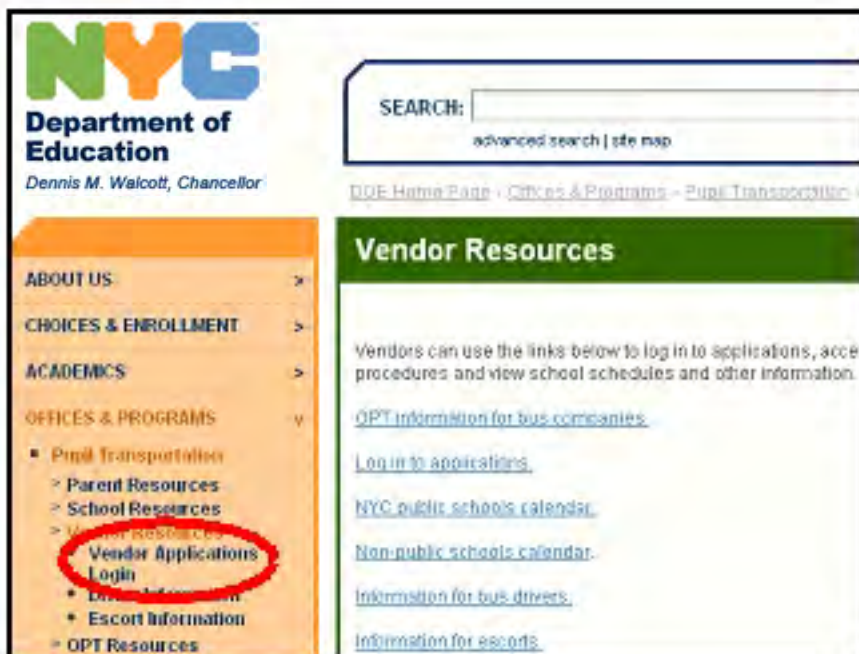
Logging In

To log into the Special Education Route System:

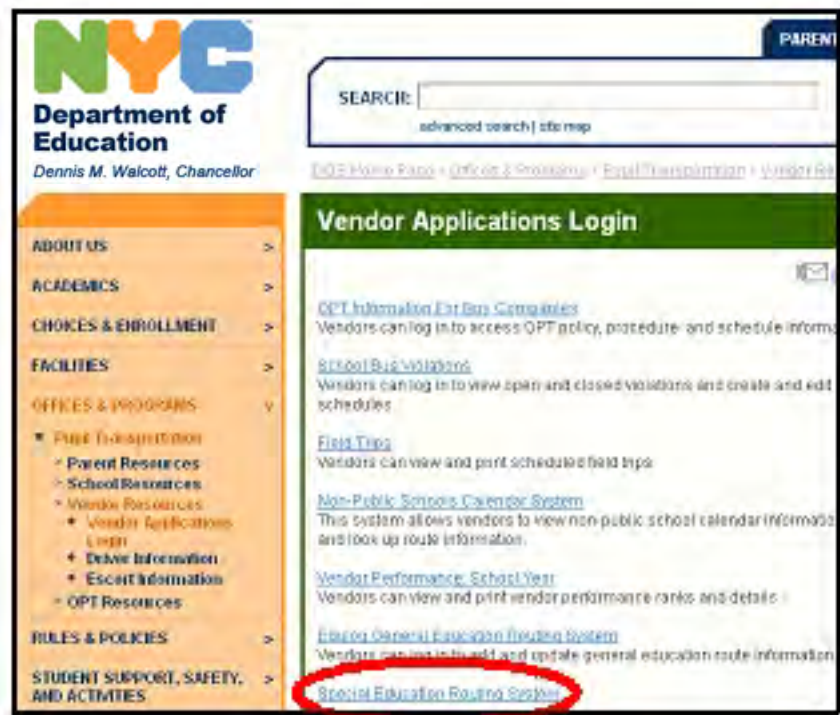
1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.



4. Click on **Special Education Routing System**.



5. Enter your **User Name**.

6. Press the **Tab** key on your keyboard.

7. Enter your **Password**.

8. Click **Sign In**.

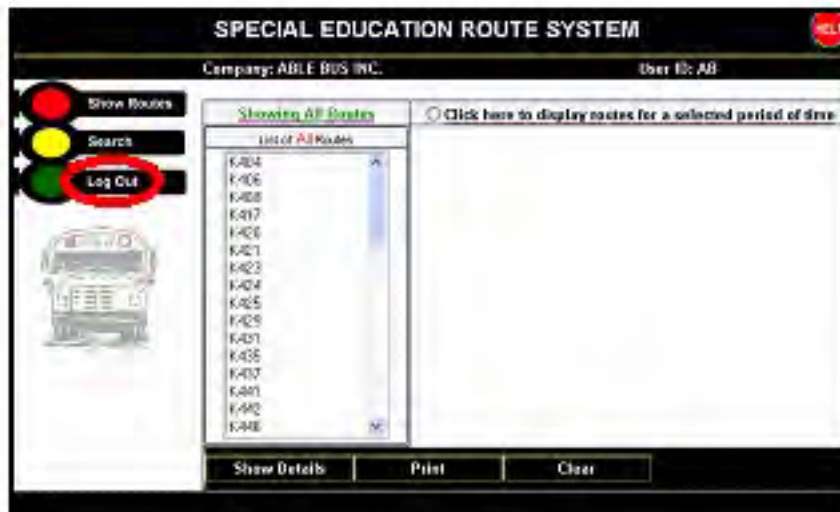


Logging Out

When you have finished using the Special Education Route System, log out to maintain the security of your data.

To log out of the Special Education Route System:

1. Click **Log Out**.

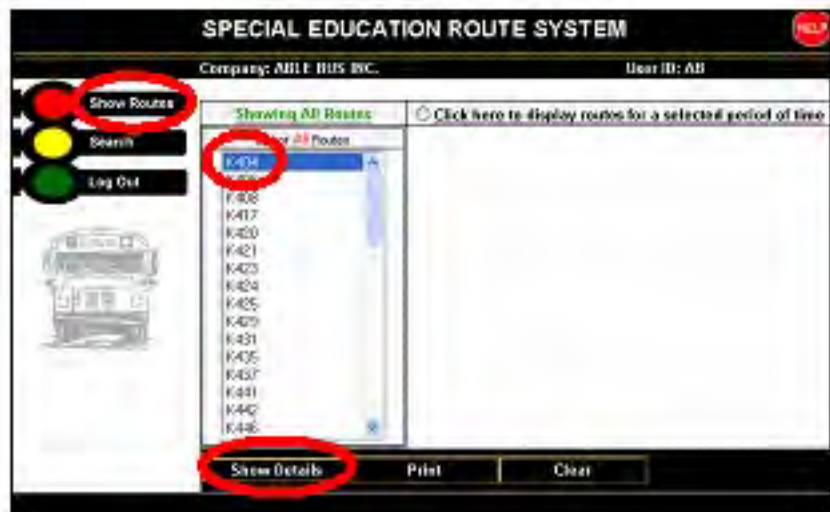


Viewing Route Details

You can view the list of special education students who are assigned to routes that your company services.

To view route details:

1. If applicable, click on a **Garage** to view the special education routes for that garage.
2. Click **Show Routes**.
3. Click on a **Route** under **List of All Routes**.
4. Click **Show Details**.



You will see the list of students assigned to the route that you selected.

5. Proceed to the steps below to print the list.

[Click here to go back to the list of routes](#)
[Logout](#)
[Click here to search routes](#)

Office Of Pupils Transportation

List of Pupils

By Route Number

Route Number = K404

WBS - HL

Vendor = ABLE BUS INC. (A00)

First Pick up = 06:45

Last Pick up = 15:00

Please enter information for driver name, escort name, bus number and extra comments of route K404 by using Administration button

Page 1 of 1

Print all 3 page(s)

Administration

Change	DT Date	Seat No	School Code & Route	Track Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph	Amo. CL	Seas. Beg.	Seas. End	Med. Alert	AM	PM
		1	14257 JPS 257 I	OH	AM/PM	111111111	JOE	SMITH				1	06:45	15:00	ABS Days	ABS Days	
		2	14257 JPS 257 I	LD	AM/PM	222222222	JANE	SMITH				1	06:45	15:00	ABS Days	ABS Days	
		3	14257 JPS 257 I	AM	AM Only	333333333	JOHN	SMITH				1	06:45	15:00	ABS Days	No service	

Printing Route Details

To print route details:

1. Click **Print all page(s)**.

Click here to go back to the list of routes Log Out Click here to Search routes

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number = K881 WBS - HL Vendor = AIR F BBS INC. (AR) First Pick up = 8:05 Last Pick up = 10:30

Please enter information for driver name, escort name, bus number and extra comments of route K881 by using Administration button

Page 1 of 1

Print all page(s) Administration

Change	Est. Date	Seq No.	School Code & Name	Block Code	AM/PM	Pupils No.	First Name	Last Name	Address	Zip	Ph.	Bus C.	Start Seq.	Start End	Mod Alert	AM	PM
		1	14257 (PS 257)	01	AM and PM	11111111	JACK	SMITH				L	08:10	08:30		AM 5 Days	AM 5 Days
		2	14257 (PS 257)	02	AM and PM	22222222	JANE	SMITH				N	08:30	08:50		AM 5 Days	AM 5 Days
		3	14257 (PS 257)	03	AM Only	33333333	JOHN	SMITH				L	08:10	08:30		AM 5 Days	No service

A printer-friendly version of the list and the **Print** dialog box will appear.

2. Under **Select Printer**, choose the printer to use to print the list.

3. Click **Print**.

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number = K881 WBS - HL Vendor = AIR F BBS INC. (AR) First Pick up = 8:05 Last Pick up = 10:30

Please enter information for driver name, escort name, bus number and extra comments of route K881 by using Administration button

Page 1 of 1

Print

General Options

Select Printer:

- Microsoft Office Document Image Writer
- Acrobat Distiller PDF Writer on 443605SRV0010
- CPT-APPDEVHL7900_241 on 443605SRV0010
- CPT-PROQUEST
- Shogit?
- Web Graphics Co

Status: Ready

Location: 5th floor by App Dev gr

Comment: 10.4.104.282

Print to file: ☐ Preferences

Find Printer

Page Range:

☒ All

Number of copies: 1

☐ Pages: 1

Enter either a single page number or a single page range. For example: 5-12

Print Cancel

Route Administration

To enter information including driver name, escort name, bus number, and comments:

1. Click **Administration**.

Click here to go back to the list of routes Log Out Click here to Search child

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number = K404 MISC. NO. Vehicle = ABLE BUS INC. (MI) First Pick up = 08:00 Last Pick up = 16:00

Please enter information for driver name, escort name, bus number and extra comments of route K404 by using Administration button

Page 1 of 1

Print all 1 page(s) **Administration**

Change	Int. Info	Seq. No.	Student Code & Name	Mod. Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Wtd. Ctl.	Seas. Beg.	Seas. End	Med. Alert	AM	PM
		1	14257 (PS 257)	On	AM and PM	11111111	PAI	SMITH				L	08:10	00:00		All 5 Days	All 5 Days
		2	14257 (PS 257)	LD	AM and PM	22222222	JANE	SMITH				R	08:10	00:00		All 5 Days	All 5 Days
		3	14257 (PS 257)	RM	AM Only	22222222	JOHN	SMITH				L	08:10	00:00		All 5 Days	No service

2. For the **Route No** displayed at the top of the screen, type in the **Driver Name**, **Escort Name**, **Bus Number** and any desired **Comments**.

3. Click **Submit**.

ADMINISTRATION AREA

Route No: **K404**

Driver Name:

Escort 1 Name:

Escort 2 Name:

Bus Number:

Comments:

You will see the message below.

4. To return to the route details, click **Go back to route**.

Route Information of route K404 of ABLE BUS INC. is updated.

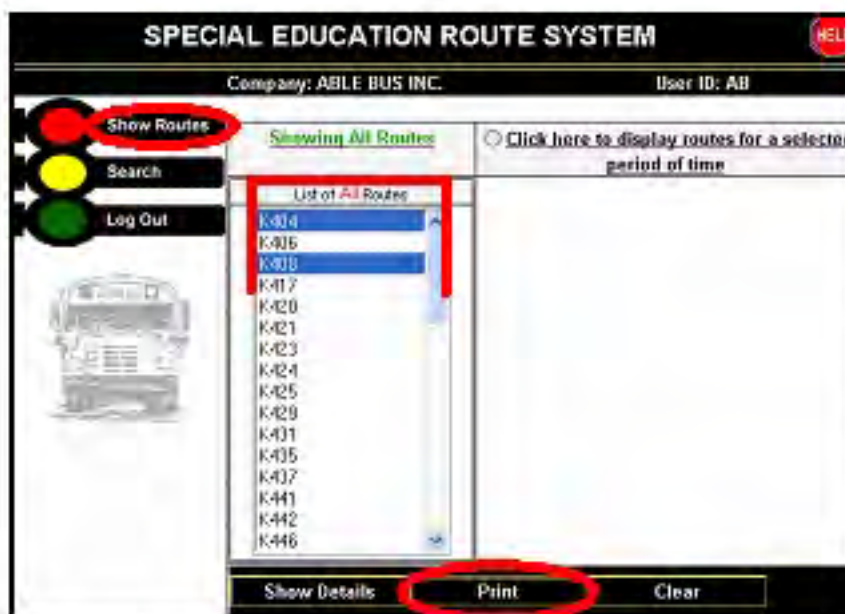
Printing the Details of one or More Routes

You can print the list of special education students by one or multiple route numbers.

To print route details:

1. Click **Show Routes**.
2. Do either of the following:
 - a. Click on a **Route** under **List of All Routes**.

OR
 - a. To select multiple routes, click on a **Route** under **List of All Routes**.
 - b. Hold down the **Ctrl** key on your keyboard.
 - c. Click on each additional route whose details you would like to print.
 - d. Release the **Ctrl** key. In this example, routes **K404** and **K408** are selected.
 3. Click **Print**.



You will see the list of students assigned to the route(s) that you selected.

4. Click **Print**.

PRINT PREVIEW WINDOW

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number: 4104 WOE - HL Vendor: ADEL BUS INC. UNO First Pick up: 06:45 Last Pick up: 11:00
Driver Name: Pat Smith Escort 1 Name: Joceline Carter Escort 2 Name: Bus Number: 4104 Community:

Page 1 of 1

Change	Bus	Bus No.	School Code & Name	Route Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Acad. Cal.	Spec. Ed.	Spec. Test	Med. Alert	AM	PM
		4104	OPS (557)	04	AM/PM		JOSE	CURIEL		91237		L	04:10	01:00		AM	PM

The **Print** dialog box will appear.

5. Under **Select Printer**, choose the printer to use to print the list.

6. Click **Print**.

Print

General Options

Select Printer

- Microsoft Office Document Image Writer
- OPT-APPDEVHPL9000_236 on 41960SSPRSERVER
- OPT-APPDEVHPL9000_241 on 41960SSPRSERVER
- OPT-PROGRAMM
- Snagit 7
- Web Graphics Co

Status: Ready ☐ Print to file Preferences

Location: 6th floor by App Dev gpr. Find Printer...

Comment: 10.4.104.248

Page Range:

☒ All Number of copies: 1

☐ Selection ☐ General Page

☐ Pages: 1 ☐ Collate

Enter either a single page number or a single page range. For example, 5-12

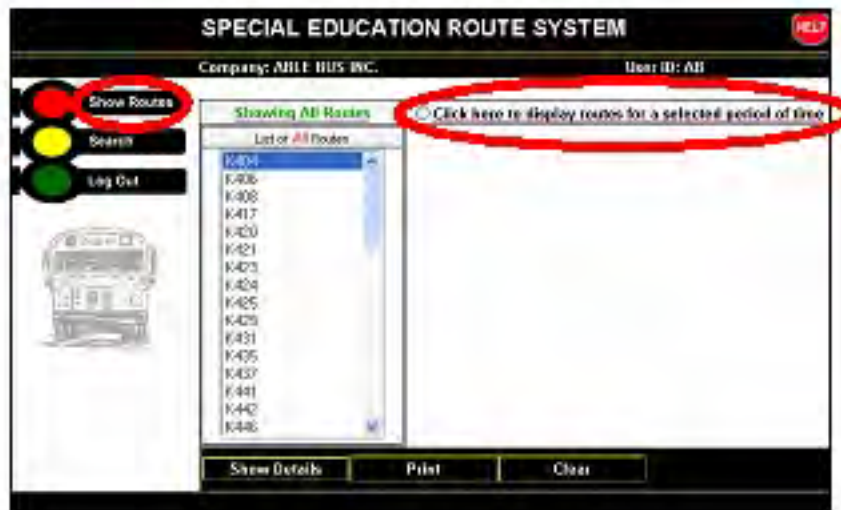
Print Cancel Apply


Viewing Route Details by Time Period

You can view the list of special education students assigned to routes that were active during a specific time period.

To view route details by time period:

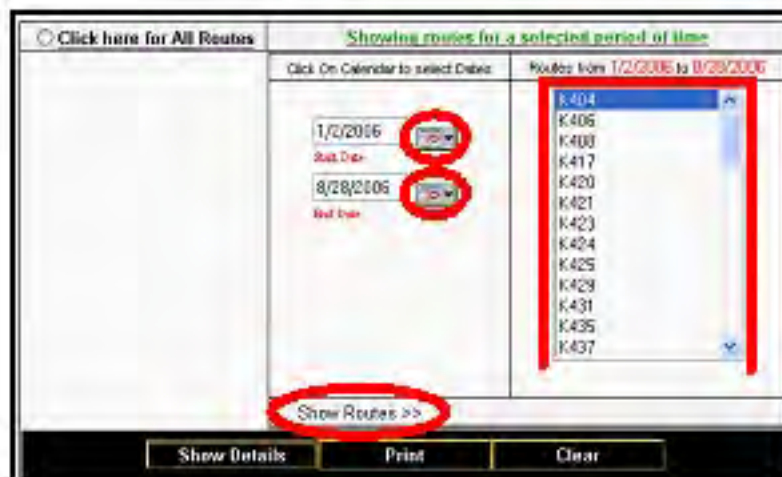
1. Click **Show Routes**.
2. Click on **Click here to display routes for a selected period of time**.



3. Click on the  to choose the **Start Date** and **End Date** between which you would like to search.
4. Click **Show Routes**.

The applicable routes will appear on the right side of the screen.

5. Proceed to the steps below to print the route details.



Printing Route Details by Time Period

To print route details by time period:

1. Do either of the following:

- a. Click on a route number on the right side of the screen. In this example, route **K404** is selected.

OR

- a. To select multiple routes, click on a route number on the right side of the screen.
 - b. Hold down the **Ctrl** key on your keyboard.
- c. Click on each additional route whose details you would like to print.
- d. Release the **Ctrl** key.

2. **Print.**

Click here for All Routes

Showing routes for a selected period of time

Click On Calendar to select Dates: Routes from 1/2/2006 to 8/28/2006

1/2/2006 Start Date

8/28/2006 End Date

Show Routes >>

Show Details Print Clear

You will see the list of students assigned to the route(s) that you selected.

3. Click **Print.**

PRINT PREVIEW WINDOW

Print Close Preview

Office of Paid Transportation
List of Pupils
By Route Number

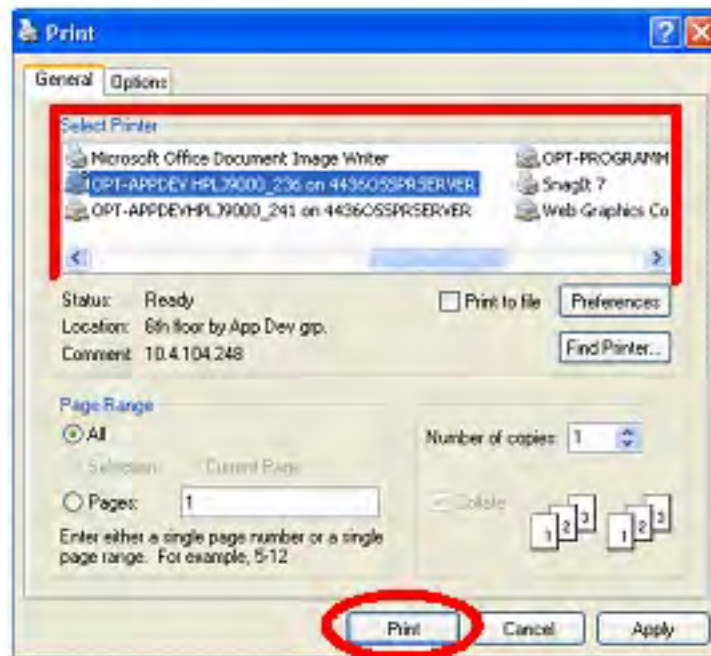
Route Number: K404 WMR - FE Vehicle: NILE BUS INC. (N03) First Pick up: 06:45 Last Pick up: 11:20
Driver Name: Pat Smith Escort 1 Name: Jocelyn Cortez Escort 2 Name: Bus Number: 4154 Comments: .

Page 1 of 1

Change	STL	Date	Bus No.	School Code & Name	Bus Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	PH	Build	C/L	Sex	Race	Date	Mail	Alt	PM
				44257 (St. John's)	204	Afternoon		JACQ	CORTEZ		01737				M	Hispanic		Alt 1	Alt 5	Sev

The **Print** dialog box will appear.

4. Under **Select Printer**, choose the printer to use to print the list.
5. Click **Print**.



Searching for Student Information

You can search for special education student information by student ID, first name, and/or last name.

To search for student information:

1. Click **Search**.
2. Choose **ID** or **Name**. In this example, **Name** is chosen.
3. Type in the student's **First Name** and/or **Last Name**. In this example, the search is for students with the last name "Smith".
4. Do one of the following:
 - a. To find students with the first **and** last name that you typed in, choose **AND**.

OR
 - b. To find students with **either** the first **or** the last name that you typed in, choose **OR**.

OR
 - c. To find students with a first or last name **containing** the letters that you typed in, choose **LIKE**.
5. Click **Submit**.

SPECIAL EDUCATION ROUTE SYSTEM		Company: ABLE BUS INC.		User ID: AB	
 Show Routes Search Log Out 	Search Details				
	Search By	<input type="radio"/> ID	Child ID: <input type="text"/>		
	<input checked="" type="radio"/> Name	First Name: <input type="text"/>	<input checked="" type="radio"/> AND <input type="radio"/> OR <input type="radio"/> LIKE	Last Name: <input type="text" value="SMITH"/>	
		Submit		Reset	

6. Click on a **Route No.** to view route details.

You will see the list of students assigned to the route that you selected.

7. To print the list, proceed to the steps below.

20

Printing Student Information

To print student information:

1. Click **Print all page(s)**.

Click here to go back to the list of routes Log Out Click here to search child

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number = K478 WBR - HL Vendor = ARLE BUS INC. (AR) First Pick up = 06:38 Last Pick up = 15:45

Please enter information for driver name, escort name, bus number and extra comments of route K478 by using Administration button

Page 1 of 1

Print all 1 page(s) Administration

Change	Eff. Date	Seq. No.	School Code & Name	Route Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Amb. Cat.	Seate. Beg.	Seate. End	Mod. Alert	AM	PM
		1	17130 (PS: 138)	01	AM and PM	111111111	JANE	SMITH		1234		N	06:30	10:30		All 5 Days	All 5 Days
		2	17322 (PS: 22)	01	AM Only	000000000	JANE	SMITH		1234		N	06:30	10:30		All 5 Days	No service

A printer-friendly version of the list and the **Print** dialog box will appear.

2. Under **Select Printer**, choose the printer to use to print the list.

3. Click **Print**.

Office Of Pupil Transportation
List of Pupils
By Route Number

Route Number = K478 WBR - HL Vendor = ARLE BUS INC. (AR) First Pick up = 06:38 Last Pick up = 15:45 **AR - Coordination Required**

Please enter information for driver name, escort name, bus number and extra comments of route K478 by using Administration button

Page 1 of 1

Change	Eff. Date	Seq. No.	School Code & Name	Route Code	AM/PM
		1	17130 (PS: 138)	01	AM and PM
		2	17322 (PS: 22)	01	AM Only
		3	17322 (PS: 22)	01	AM and PM
		4	17130 (PS: 138)	01	AM and PM
		5	17322 (PS: 22)	01	AM and PM
		6	17322 (PS: 22)	01	AM and PM
		7	17322 (PS: 22)	01	AM and PM

Print dialog box:

General Options

Select Printer

- Microsoft Office Document Image Writer
- OPT-ARDEV:HPL3000_236 on 443605SPRSEVER
- OPT-ARDEV:HPL3000_241 on 443605SPRSEVER
- OPT-490CG958H
- Snagit 7
- Web Graphics Co.

Status: Ready ☐ Print to file Preferences

Location: Bk floor by App Dev gpr

Comment: 10.4.104.248

Find Printer...

Page Range


☒ All ☐ Pages: 1

Number of copies: 1

Enter either a single page number or a single page range. For example: 5-12

Print Cancel

OPT Call Recording System Vendor Manual



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OPT Call Recording System Overview

This chapter provides introductory information about the OPT Call Recording System.

Welcome to the OPT Call Recording System!

Functions Available in the OPT Call Recording System

You can use the OPT Call Recording System to do the following:

- view complaints filed against your company
- respond to complaints
- print complaint details
- add bus breakdown reports
- add bus running late reports

Note Only these types of complaints appear in the system: **bus did not arrive at school, late arrival at school, and no pick-up.**

Using the OPT Call Recording System

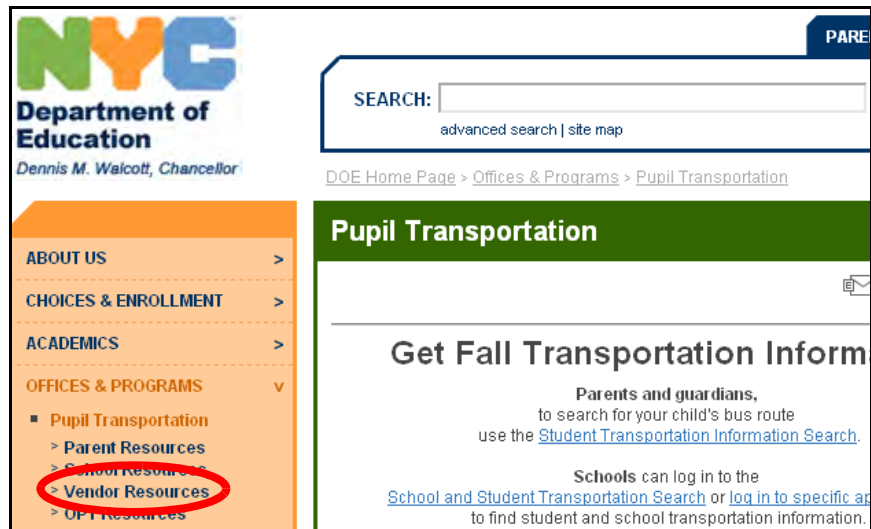
This chapter provides instructions for performing the following functions:

- logging into the OPT Call Recording System
- logging out of the OPT Call Recording System
- viewing complaints filed against your company
- responding to complaints
- printing complaint details
- adding bus breakdown reports
- adding bus running late reports

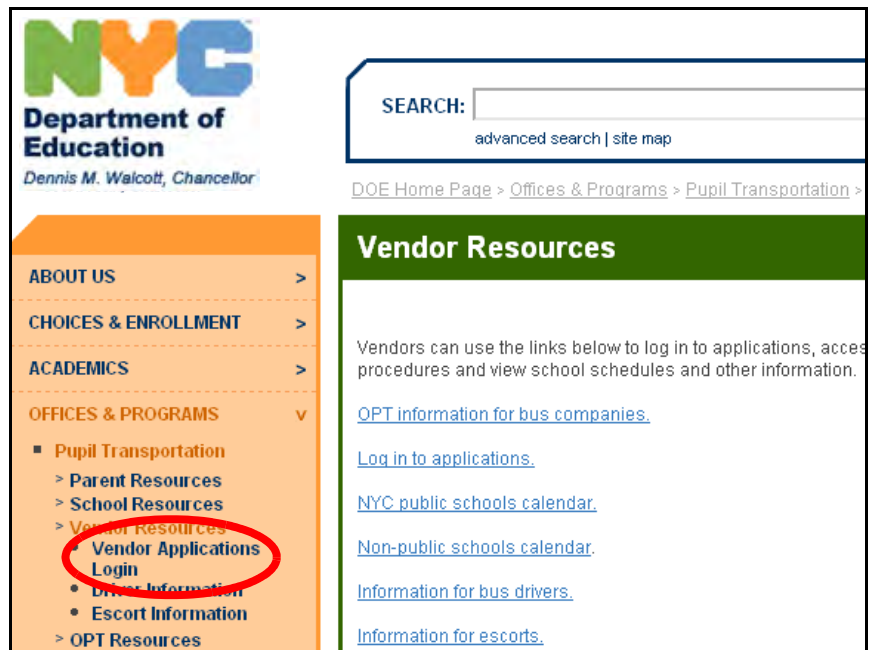
Logging In

To log into the OPT Call Recording System:

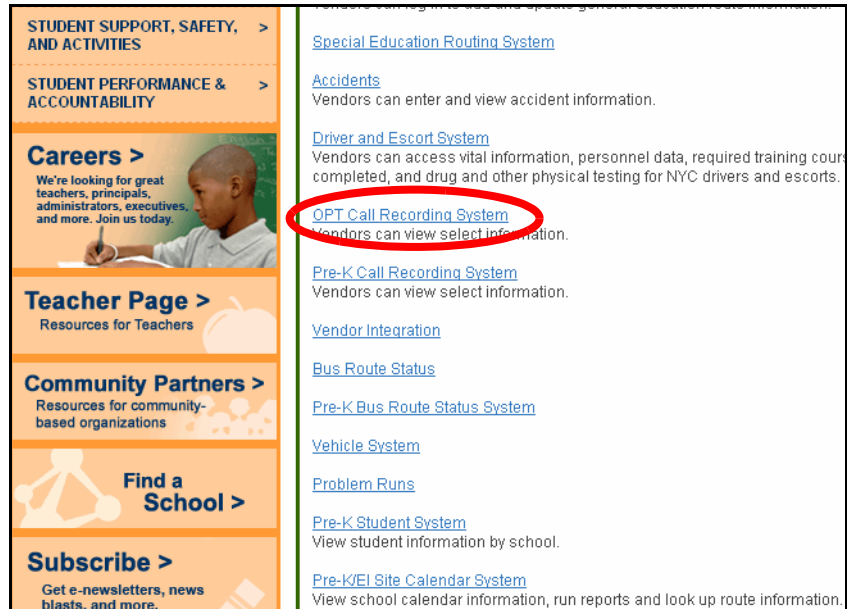
1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.



4. Scroll down to the bottom of the screen.
5. Click on **OPT Call Recording System**.



6. Enter your **User Name**.
7. Press the **Tab** key on your keyboard.
8. Enter your **Password**.
9. Click **Log In**.

The screenshot shows the login page for the OPT Call Recording System 5.0. It features a yellow header with the title 'OPT Call Recording System 5.0'. Below the header, there is a 'User Name:' label next to a text input field containing 'xy', and a 'Password:' label next to a password input field with five dots. A 'submit' button is located at the bottom right. A large, faint watermark of the New York City seal is visible in the background.

You will see the **Main Menu** of the **OPT Call Recording System**:

The screenshot shows the main menu of the OPT Call Recording System 5.0. It has a yellow header with the title 'New York City Department Of Education' and 'OPT Call Recording System 5.0'. Below the header, there are three links: 'Pupil Look-Up', 'View Complaint', and 'Log out', each in a separate text box.

Logging Out

Logging out prevents an unauthorized person from viewing your information.

To log out:

1. If the **Main Menu** is not displayed, click **Main Menu** at the bottom of the screen.
2. Click **Log out**.

New York City Department Of Education
OPT Call Recording System 5.0
Pupil Look-Up
View Complaint
Log out

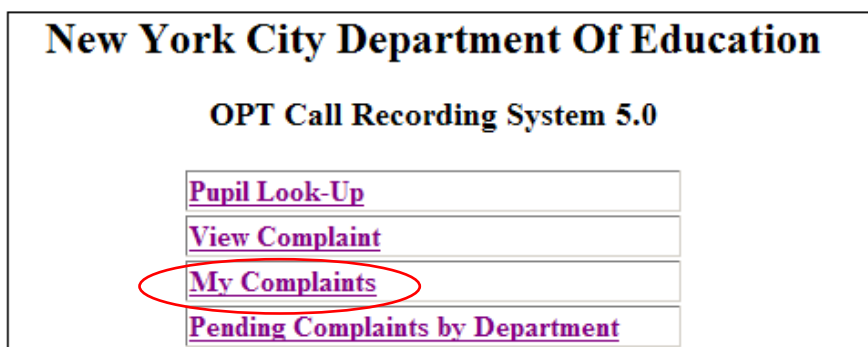
Viewing and Responding to Complaints

You can view complaints made against your company and respond to those complaints.

Note Only these types of complaints appear in the system: **bus did not arrive at school**, **late arrival at school**, and **no pick-up**.

To view and respond to complaints:

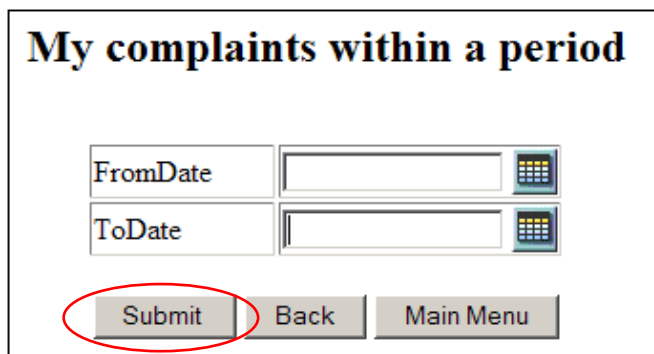
1. Click on **My Complaints**.





New York City Department Of Education
OPT Call Recording System 5.0

[Pupil Look-Up](#)
[View Complaint](#)
[My Complaints](#)
[Pending Complaints by Department](#)

2. Input date range and click **submit**.

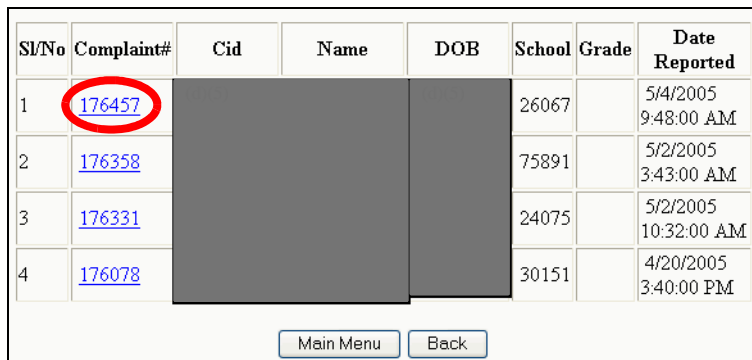


My complaints within a period

FromDate 
ToDate 

[Submit](#) [Back](#) [Main Menu](#)

3. Click on a **Complaint#**.



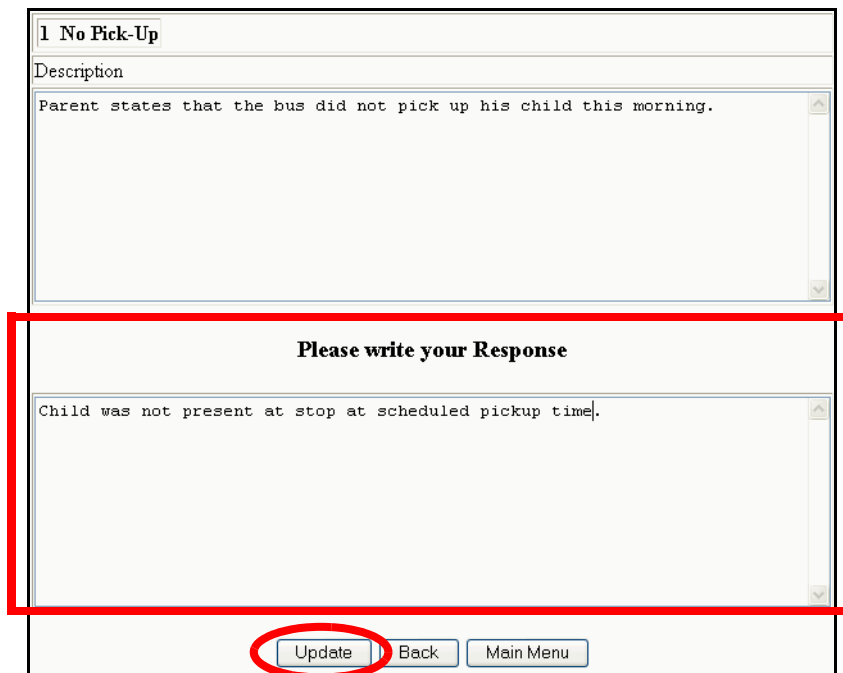
Sl/No	Complaint#	Cid	Name	DOB	School	Grade	Date Reported
1	176457				26067		5/4/2005 9:48:00 AM
2	176358				75891		5/2/2005 3:43:00 AM
3	176331				24075		5/2/2005 10:32:00 AM
4	176078				30151		4/20/2005 3:40:00 PM

[Main Menu](#) [Back](#)

The complaint information will appear.

4. Type your response in the box under **Please Write Your Response**.
5. Click **Update**.

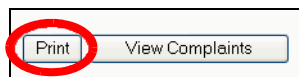
Your response will be sent to the OPT and the complaint will no longer appear on the list of complaints.



The screenshot shows a web form for handling a complaint. At the top, there is a tab labeled "1 No Pick-Up". Below this is a section titled "Description" containing a text area with the text "Parent states that the bus did not pick up his child this morning." Below the description is a section titled "Please write your Response" which contains a text area with the text "Child was not present at stop at scheduled pickup time". This entire response section is highlighted with a red rectangular border. At the bottom of the form, there are three buttons: "Update", "Back", and "Main Menu". The "Update" button is circled in red.

6. Click **Print** to print the complaint details and your response.

Note If you close this screen without printing the complaint, you will not have another opportunity to print the complaint.



The screenshot shows two buttons side-by-side: "Print" and "View Complaints". The "Print" button is circled in red.

7. Proceed to the steps below to print the complaint details.

Printing Complaint Details

Note If you close this screen without printing the complaint, you will not have another opportunity to print the complaint.

To print the complaint details:

1. Click **Print** at the bottom of the screen.

The screenshot shows a web application interface for viewing complaint details. The title is "Nature Of The Problem". Below the title, it says "1 No Pick-Up". The "Problem Details:-" section contains the text "Parent states that the bus did not pick up his child this morning." Below this, there are three fields: "License Plate#" (empty), "Bus#" (empty), and "Location of Incident" (empty). Below these fields, it says "Dept Referred To Operations" and "Date Referred 5/4/2005". The "Vendor Resolution" section contains the text "Resolution 1 Vendor:- Child was not present at stop at scheduled pickup time." At the bottom of the screen, there is a date "Date 4/20/2006" and a time "Eastern Time 3:20:53 PM". Below the date and time, there are three buttons: "Print", "View Complaints", and "Main Menu". The "Print" button is circled in red.

2. Select the desired printing options, then print the complaint.
3. You can then click **View Complaints** to respond to another complaint or click **Main Menu** to return to the main menu and log out.

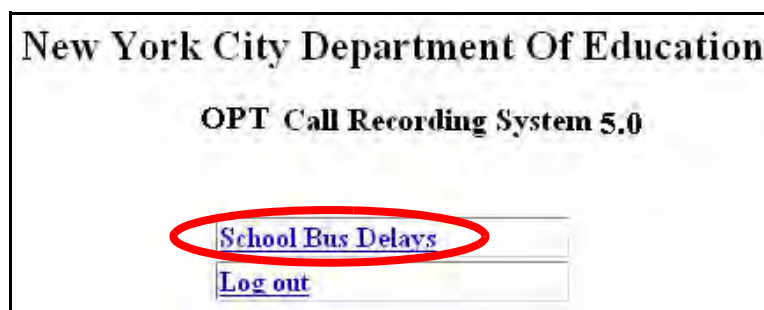
Working with Bus Breakdown and Running Late Reports

You must report all bus breakdowns and delays using the OPT Call Recording System. Add a bus **breakdown** report to notify the OPT about a **mechanical** problem. Add a **running late** report to notify the OPT about a **traffic delay** or **other delays**.

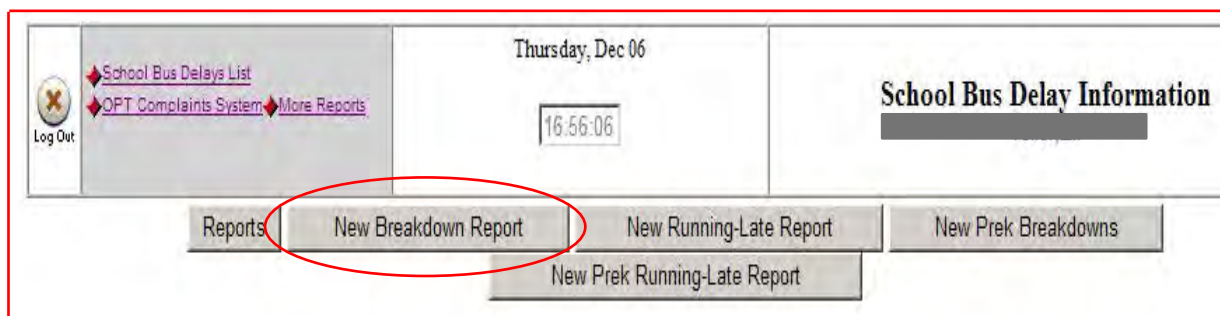
Adding a Breakdown Report

To add a breakdown report:

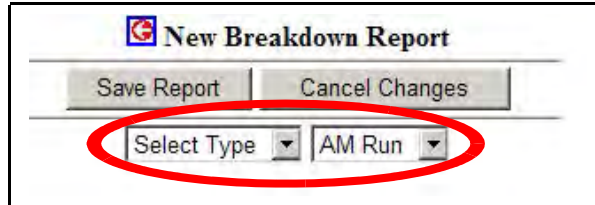
1. If the **Main Menu** is not displayed, click **Main Menu** at the bottom of the screen.
2. Click on **School Bus Delays**.



3. Click on **New Breakdown Report**.



4. Choose the **Type of Run** to which the breakdown applies and **AM Run** or **PM Run**.

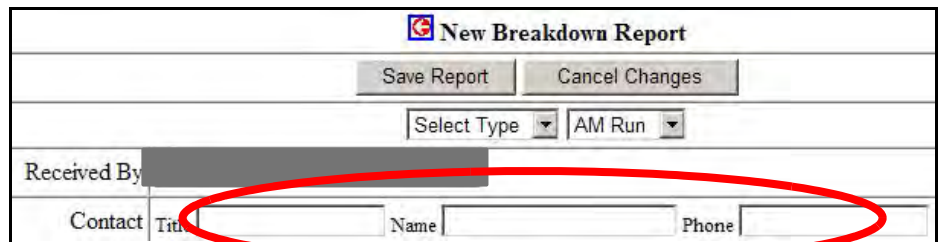


New Breakdown Report

Save Report Cancel Changes

Select Type ▼ AM Run ▼

5. **Contact:** Type in the **Title**, **Name**, and **Phone Number** of the person at your company that the OPT can contact regarding the breakdown. Type the phone number in this format: **000-000-0000**. For example, type **718-555-5555**.



New Breakdown Report

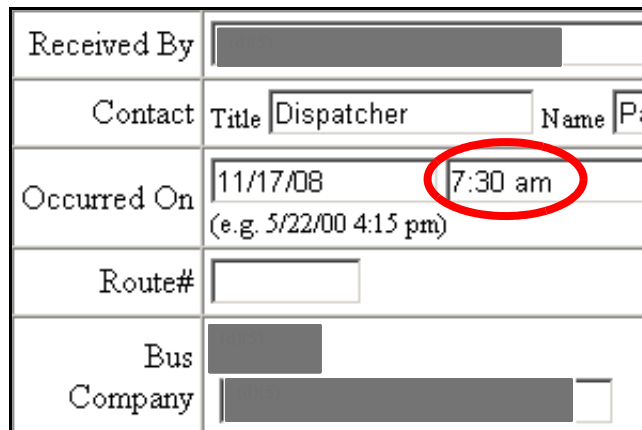
Save Report Cancel Changes

Select Type ▼ AM Run ▼

Received By [Redacted]

Contact Title [Redacted] Name [Redacted] Phone [Redacted]

6. **Occurred On:** Type in the time at which the breakdown occurred. Use this format: **00:00 am** or **pm**. For example, if the breakdown occurred at **7:30** in the **morning**, type in **7:30 am**.



Received By	[Redacted]
Contact	Title Dispatcher Name Pa
Occurred On	11/17/08 7:30 am (e.g. 5/22/00 4:15 pm)
Route#	[Redacted]
Bus	[Redacted]
Company	[Redacted]

7. **Route# & Borough :** Type in the **route number** involved in the breakdown, if it is available. Select **borough** from drop down menu.

Received By	<input type="text"/>		
Contact	Title <input type="text" value="Dispatcher"/>	Name	<input type="text" value="Pat"/>
Occurred On	<input type="text" value="11/17/08"/>	<input type="text" value="7:30 am"/>	(e.g. 5/22/00 4:15 pm)
Route#	<input type="text" value="12345A"/>		
Bus Company	<input type="text" value="PD"/>	<input type="text"/>	

Created On	<input type="text" value="12/07/12"/>	<input type="text" value="08:42 AM"/>
	(e.g. 5/22/00 4:15 pm)	
Borough	<input type="text" value="Manhattan"/>	
Bus#	<input type="text"/>	
Description	<input type="text"/>	

8. **Bus#:** Type in the **bus number** involved in the breakdown.

Bus Company	<input type="text"/>	<input type="text"/>	Bus#	<input type="text"/>
-------------	----------------------	----------------------	------	----------------------

9. **Reason:** select reason of breakdown from drop down menu and type a brief description in the description box.

Reason	<input type="text" value="Select a reason"/>	Description	<input type="text"/>
--------	--	-------------	----------------------

-
10. **Location of Breakdown:** Type in the **location** at which the breakdown occurred.

Bus Company	<input type="text"/>
Reason	<input type="text" value="Select a reason"/>
Location of Breakdown	<div>Corner of W 8th St. and 6th Ave</div>

11. **School(s) Serviced:** type the **school** code(s) serviced by the route involved in the breakdown.

School(s) Serviced	<div><input type="text"/> <i>Enter 5-digit codes separated by commas</i></div>	Number of students on the bus	<input type="text"/>
--------------------	--	-------------------------------	----------------------

12. **Number of students on the bus:** Type in the **number of students** that were on the bus when the breakdown occurred.

School(s) Serviced	<input type="text"/> <i>Enter 5-digit codes separated by commas</i>	Number of students on the bus	<input type="text" value="10"/>
--------------------	--	-------------------------------	---------------------------------

12. Choose **Yes** or **No** to answer these questions: **Has contractor notified school(s)?, Has contractor notified parent(s)?, Has another bus been dispatched to complete the run?, Have you alerted OPT ?**
13. If you alerted the school(s) / OPT, type in the **Name of person notified** in appropriate boxes.
14. If another bus was dispatched to complete the run, type in the **Time replacement bus dispatched** and the **Bus# Dispatched**.

Has contractor notified school(s)?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Person Notified Name	<input type="text"/>	Has contractor notified parent(s)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has another bus been dispatched to complete the run?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Time replacement bus dispatched	<input type="text"/>	Bus# Dispatched	<input type="text"/>
Have you alerted OPT?	<input type="radio"/> No <input checked="" type="radio"/> Yes	Name of Person Notified	<input type="text"/>	Date	<input type="text" value="5/22/00"/> (e.g. 5/22/00)
				Time	<input type="text" value="4:15 pm"/> (e.g. 4:15 pm)
				Complaint#	<input type="text"/>

-
15. You can reopen the report and enter **Follow Up Information** later in the day.
 16. You can type any other pertinent information about the breakdown in the **Additional Information** box.
 17. Click **Save Report**.

Follow Up Information	
What time did the bus resume run? <input type="text"/>	
If during morning run/field trip, what time did the school(s) receive their children? <input type="text"/>	If during afternoon run, what time did the last child get home? <input type="text"/>
Additional Information	
<div><div></div><div></div></div>	
<div><div>Save Report</div><div>Cancel Changes</div></div>	

18. The saved breakdown report will appear. Parents, schools, and the OPT will be able to see your breakdown report on the OPT website. You can edit the report using the instructions listed below.

- AM RUN			
Contact	Dispatcher [REDACTED]		
Occurred On	Mon, Nov-17 07:30 AM	Reported On	Mon, Nov-17 12:33 PM
Route#	1234A	Borough	Brooklyn
Bus Company	[REDACTED]	Bus#	
Location of breakdown	Corner of W. 8th St. and 6th Ave.	Description of breakdown	Bus overheated
School(s) Serviced	New York City Superstart Plus Program 5601 16th Avenue Brooklyn, NY, 11204-7188518070	Number of students on the bus	10
Has Contractor Notified School(s)?	Yes	Has Contractor Notified Parent(s)?	Yes
Has another bus been dispatched to complete the run?	Yes	Time replacement bus dispatched:	8:00 am
		Bus# Dispatched:	00001

19. You can click on **School Bus Delays List** to edit a delay or breakdown report or click **Log Out** to exit from the system.



Adding a Running Late Report

To add a running late report:

1. If necessary, click **Main Menu** at the bottom of the screen.
2. Click on **School Bus Delays**.

New York City Department Of Education
OPT Call Recording System 5.0

[School Bus Delays](#)
[Log out](#)

3. Click on **New Running Late Report**.

Thursday, Dec 06
16:56:06

School Bus Delay Information

Log Out

[School Bus Delays List](#)
[OPT Complaints System](#)
[More Reports](#)

Reports New Breakdown Report **New Running-Late Report** New Prek Breakdowns
New Prek Running-Late Report

4. Choose the type of run to which the delay applies and **AM Run** or **PM Run**.

New Breakdown Report

Save Report Cancel Changes

Select Type AM Run

5. **Contact:** Type in the **Title**, **Name**, and **Phone Number** of the person at your company that the OPT can contact regarding the delay. Type the phone number in this format: **000-000-0000**. For example, type **718-555-5555**.

New Breakdown Report

Save Report Cancel Changes

Select Type AM Run

Received By

Contact Title Name Phone

6. **Occurred On:** Type in the time at which the bus was running late. Use this format: **00:00 am** or **pm**. For example, if the bus was running late at **7:30** in the morning, type in **7:30 am**.

Received By	<input type="text"/>	
Contact	Title <input type="text" value="Dispatcher"/>	Name <input type="text" value="Pa"/>
Occurred On	<input type="text" value="11/17/08"/> <input type="text" value="7:30 am"/> <small>(e.g. 5/22/00 4:15 pm)</small>	
Route#	<input type="text"/>	
Bus Company	<input type="text"/>	

7. **Route# & Borough :** Type in the route number involved in the breakdown, if it is available. Select borough from drop down menu.

Received By	<input type="text"/>	
Contact	Title <input type="text" value="Dispatcher"/>	Name <input type="text" value="Pat"/>
Occurred On	<input type="text" value="11/17/08"/> <input type="text" value="7:30 am"/> <small>(e.g. 5/22/00 4:15 pm)</small>	
Route#	<input type="text" value="12345A"/>	
Bus Company	<input type="text" value="PD"/> <input type="text"/>	

Created On	<input type="text" value="12/07/12"/> <input type="text" value="08:42 AM"/> <small>(e.g. 5/22/00 4:15 pm)</small>
Borough	<input type="text" value="Manhattan"/> <input type="button" value="v"/>
Bus#	<input type="text"/>
Description	<input type="text"/> <input type="button" value="up"/> <input type="button" value="down"/>

-
8. **Bus#:** Type in the **bus number** involved in the delay.

Bus Company	<input type="text"/>	<input type="text"/>	Bus#	<input type="text"/>
-------------	----------------------	----------------------	------	----------------------

9. **Reason:** select reason of breakdown from drop down menu and type a brief description in the description box.

Reason	<input type="text" value="Select a reason"/>	Description	<input type="text" value="Traffic on Flatbush Ave."/>
--------	--	-------------	---

10. **How Long?:** Type in the duration for which the bus was delayed.

How Long?	<input type="text" value="20 minutes"/>
-----------	---

11. **School(s) Serviced:** type the **school** code(s) serviced by the route involved in the breakdown.

School(s) Serviced	<input type="text"/> <i>Enter 5-digit codes separated by commas</i>	Number of students on the bus	<input type="text"/>
--------------------	--	-------------------------------	----------------------

12. **Number of students on the bus:** Type in the number of students that were on the bus when the delay occurred.

School(s) Serviced	<input type="text"/> <i>Enter 5-digit codes separated by commas</i>	Number of student on the bus	<input type="text" value="10"/>
--------------------	--	------------------------------	---------------------------------

13. Choose **Yes** or **No** to answer these questions: **Has contractor notified school(s)?**, **Has contractor notified parent(s)?**, **Have you alerted OPT ?**

14. If you alerted the school(s) / OPT, type in the Name of person notified in appropriate boxes, and the date and time for when OPT was notified.

Has contractor notified school(s)?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Person Notified Name	<input type="text"/>	Has contractor notified parent(s)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Have you alerted OPT?	<input type="radio"/> No <input checked="" type="radio"/> Yes	Name of Person Notified	Date <input type="text"/> (e.g. 5/22/00) Time <input type="text"/> (e.g. 4:15 pm)	Complaint#	<input type="text"/>

15. You can reopen the report and enter **Follow Up Information** later in the day. (what time the school received their children or what time last child got home)

Follow Up Information	
If during morning run/field trip, what time did the school(s) receive their children? <input type="text"/>	If during afternoon run, what time did the last child get home? <input type="text"/>

16. You can type any other pertinent information about the delay in the **Additional Information** box.
17. If the driver involved in the delay was the **regularly scheduled driver**, choose **Regular Driver**. If the driver involved in the delay was a **substitute driver**, choose **Shape Driver**.

Additional Information	
<div><div></div></div>	
<input type="radio"/> Shape Driver <input checked="" type="radio"/> Regular Driver	
<input type="button" value="Save Report"/>	<input type="button" value="Cancel Changes"/>

18. Click **Save Report**.

Follow Up Information	
ng run/field trip, he school(s) receive their children? <input type="text"/>	If during afternoon run, what time <input type="text"/>
Additional Information	
<input type="radio"/> Shape Driver <input checked="" type="radio"/> Regular Driver	
<input type="button" value="Save Report"/> <input type="button" value="Cancel Changes"/>	

The saved running late report will appear. Parents, schools, and the OPT will be able to see your running late report on the OPT website. You can edit the report using the instructions listed below.

- AM RUN			
Contact	Dispatcher		
Occurred On	Mon, Nov-17 07:30 AM	Reported On	Mon, Nov-17 12:59 PM
Route#	12345A	Borough	Brooklyn
Bus Company		Bus#	
Reason For Delay	Traffic on Flatbush Ave.	How Long?	20 minutes
School(s) Serviced	New York City Superstart Plus Program 5601 16th Avenue Brooklyn , NY, 11204-7188 518070	Number of students on the bus	10
Has Contractor Notified School(s)?	Yes	Has Contractor Notified Parent(s)	Yes

19. You can then click on **School Bus Delays List** to add or edit a breakdown or running late report or click **Log Out** to exit from the system.

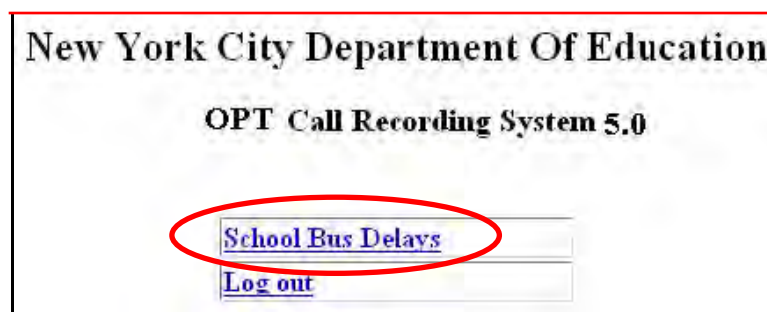


Editing a Breakdown or Running Late Report

You can update a breakdown or running late report with new or follow up information.

To edit a breakdown or running late report:

1. If the **Main Menu** is not displayed, click **Main Menu** at the bottom of the screen.
2. Click on **School Bus Delays**.



The list of breakdown and running late reports that you previously entered will appear.

3. Click on the **Edit** link to the left of a report that you want to edit.

OPT Bus break downs							
	Header	Bus No	Route #	Reason	Occured On	Last Updated	
Edit	Breakdown	0005	1234A	Flat tire.	Mon, Nov-17 07:45 AM	11/17 @ 14:09 - pd	Get Details
Edit	Breakdown		1234A	Bus overheated	Mon, Nov-17 07:30 AM	11/17 @ 12:34 - pd	Get Details
Edit	Breakdown		1234A	Bus overheated	Mon, Nov-17 07:30 AM	11/17 @ 12:35 - pd	Get Details
Edit	Running Late		12345A	Traffic on Flatbush Ave.	Mon, Nov-17 07:30 AM	11/17 @ 13:18 - pd	Get Details

4. Make the desired changes to the report and enter any available **Follow Up Information**.
5. Click on **Save Report**.

Follow Up Information	
What time did the bus resume run?	<input type="text"/>
If during morning run/field trip, what time did the school(s) receive their children? 8:15 AM	If during afternoon run, what time did the last child get home? <input type="text"/>
Additional Information	
<div style="border: 1px solid black; height: 100px;"></div>	
Last updated on: Mon, Nov-17 02:51 PM by pd	
<input type="button" value="Save Report"/> <input type="button" value="Cancel Changes"/>	

The saved breakdown report will appear.

- AM RUN			
Contact	Dispatcher		
Occurred On	Mon, Nov-17 07:30 AM	Reported On	Mon, Nov-17 12:33 PM
Route#	1234A	Borough	Brooklyn
Bus Company		Bus#	
Location of breakdown	Corner of W. 8th St. and 6th Ave.	Description of breakdown	Bus overheated
School(s) Serviced	New York City Superstart Plus Program 5601 16th Avenue Brooklyn , NY, 11204-7188518070	Number of students on the bus	10
Has Contractor Notified School(s)?	Yes	Has Contractor Notified Parent(s)	Yes
Has another bus been dispatched to complete the run?	Yes	Time replacement bus dispatched:	8:00 am
		Bus# Dispatched:	00001

6. You can then click on **School Bus Delays List** to edit or add a breakdown or running late report or click **Log Out** to exit from the system.




LETTERS AND MEMOS SYSTEM

Vendor Manual



Letters and Memos System Vendor Manual



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Letters and Memos System Overview

This chapter provides introductory information about the Letters and Memos System.

Welcome to the Letters and Memos System!

Functions Available in the Letters and Memos System

The Letters and Memos System provides a convenient means for you to view and print documentation related to OPT policies and procedures.

This chapter provides instructions for doing the following:

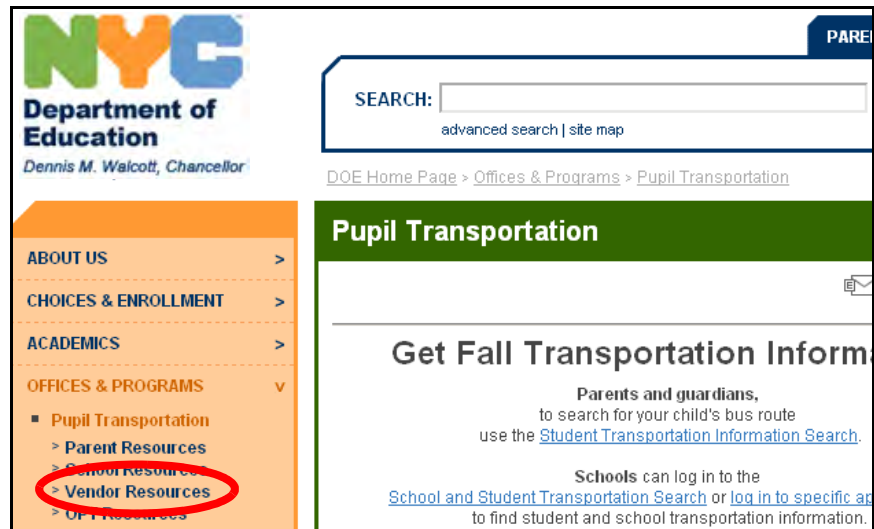
- logging into the Letters and Memos System
- logging out of the Letters and Memos System
- viewing and printing documentation

Logging In

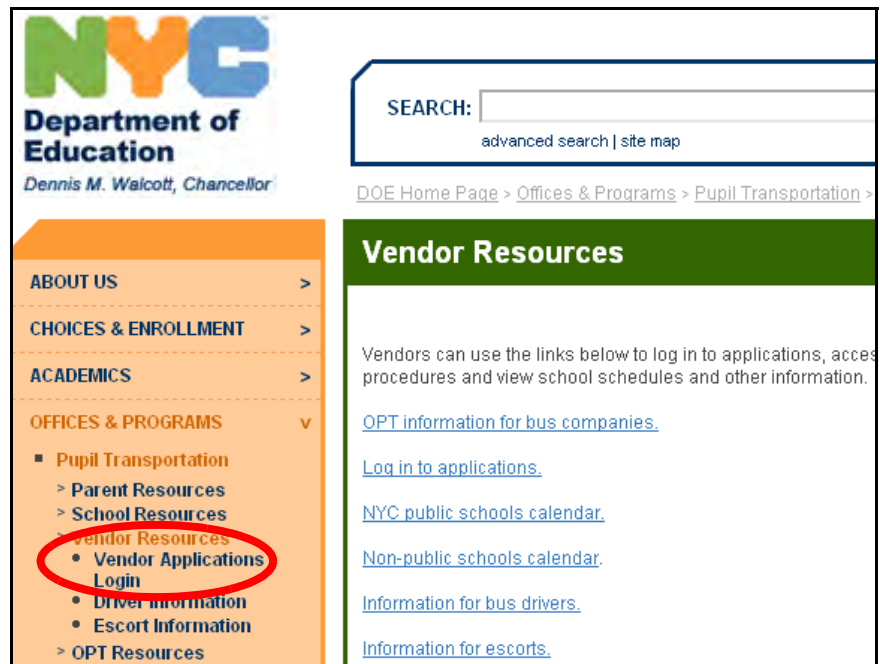
You must enter a user name and password to access the Letters and Memos System.

To log into the Letters and Memos System:

1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.



NYC
Department of Education
Dennis M. Walcott, Chancellor

PARENTS & ...

SEARCH: GO
advanced search | site map

DOE Home Page > Offices & Programs > Pupil Transportation > Vendor Resources

Vendor Applications Login

[E-mail](#)

[OPT Information For Bus Companies](#)
Vendors can log in to access OPT policy, procedure and schedule information.

[School Bus Violations](#)
Vendors can log in to view open and closed violations and create and edit hearing schedules.

[Field Trips](#)
Vendors can view and print scheduled field trips.

[Non-Public Schools Calendar System](#)
This system allows vendors to view non-public school calendar information, run reports and look up route information.


ABOUT US >
ACADEMICS >
CHOICES & ENROLLMENT >
FACILITIES >
OFFICES & PROGRAMS v
▪ **Pupil Transportation**
 > **Parent Resources**
 > **School Resources**
 • **Vendor Resources**
 • **Vendor Applications Login**

5. Enter your **User Name**.
6. Press the **Tab** key on your keyboard.
7. Enter your **Password**.
8. Click **Submit**.

Letters & Memos login

User Name:

Password:



Letters Memos

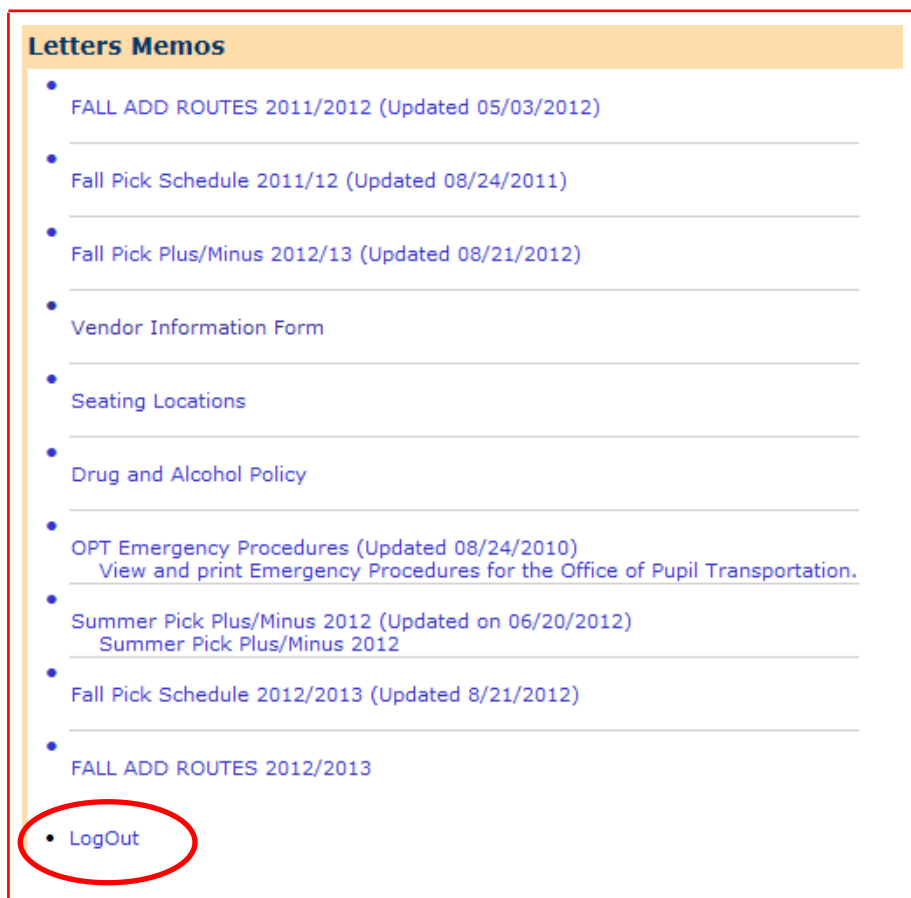
- [FALL ADD ROUTES 2011/2012 \(Updated 05/03/2012\)](#)
- [Fall Pick Schedule 2011/12 \(Updated 08/24/2011\)](#)
- [Fall Pick Plus/Minus 2012/13 \(Updated 08/21/2012\)](#)
- [Vendor Information Form](#)
- [Seating Locations](#)
- [Drug and Alcohol Policy](#)
- [OPT Emergency Procedures \(Updated 08/24/2010\)](#)
View and print Emergency Procedures for the Office of Pupil Transportation.
- [Summer Pick Plus/Minus 2012 \(Updated on 06/20/2012\)](#)
Summer Pick Plus/Minus 2012
- [Fall Pick Schedule 2012/2013 \(Updated 8/21/2012\)](#)
- [FALL ADD ROUTES 2012/2013](#)
- [LogOut](#)

Logging Out

When you have finished using the Letters and Memos System, log out to maintain the security of the data.

To log out of the Letters and Memos System:


1. Click on **LogOut**.



Viewing and Printing the Documentation

This section includes steps for viewing and printing the types of documents that may be available in the Letters and Memos System.

- Notes**
1. You must have *Microsoft Office* and *Adobe Acrobat* installed on your computer in order to access the documents.

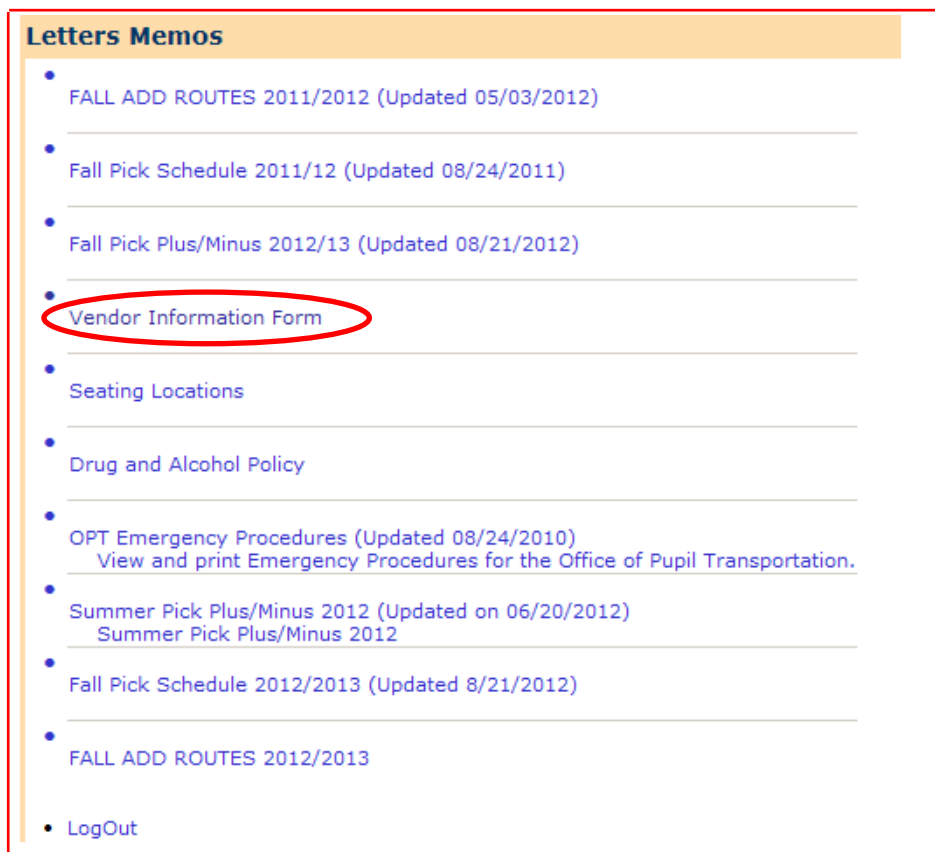
 The documents available in the Letters and Memos System vary from year to year. The documents displayed below are samples of some of the types of letters and memos that you might see in the system.

Viewing and Printing Microsoft Office Documents

Some of the documents in the system are Microsoft Office files: Word or Excel files. You must have *Microsoft Office* installed on your computer in order to access these documents.

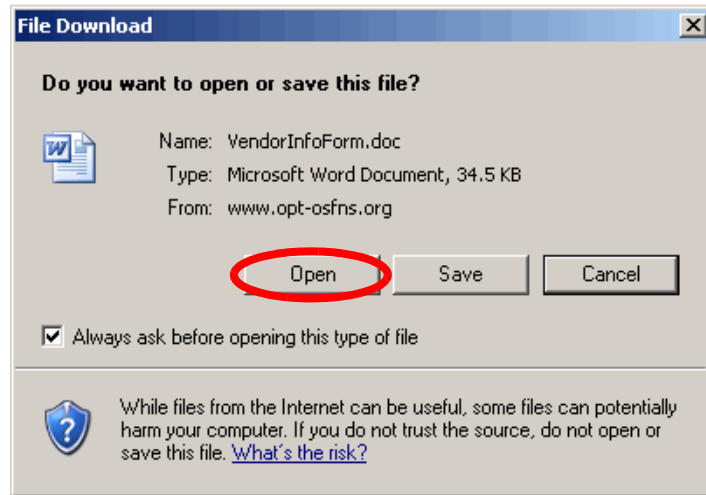
To view and print a Microsoft Office document:

1. Click on a link. In this example, the **Vendor Information Form** will be selected.



If the document is a Microsoft Office file, the **File Download** dialog will appear as shown below:

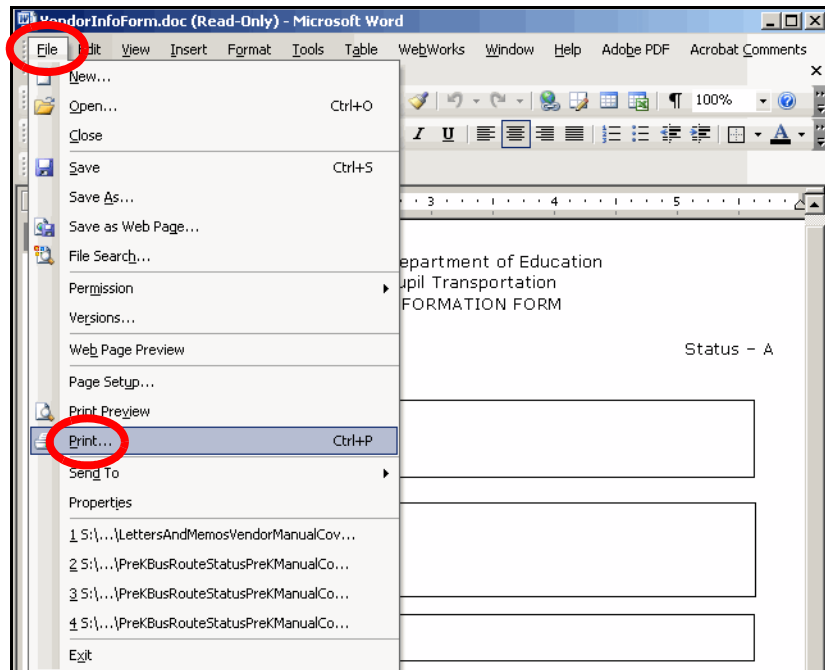
2. Click **Open**.



Selected document will be opened:

A screenshot of a Microsoft Word document titled 'VendorInfoForm.doc (Read-Only) - Microsoft Word'. The document is a form for the New York City Department of Education, Office of Pupil Transportation. It contains the following fields: 'School Year - 2007-2008', 'Status - A', 'Bus Company Name', 'Mailing Address', 'Company Phone', 'Fax Number', and 'Contact After 5'. The 'Contact After 5' field is further divided into 'Name', 'Phone', and 'Cell Phone' sub-fields. The form is currently empty, with only the text labels visible.

9. Click **File > Print** to print the document.



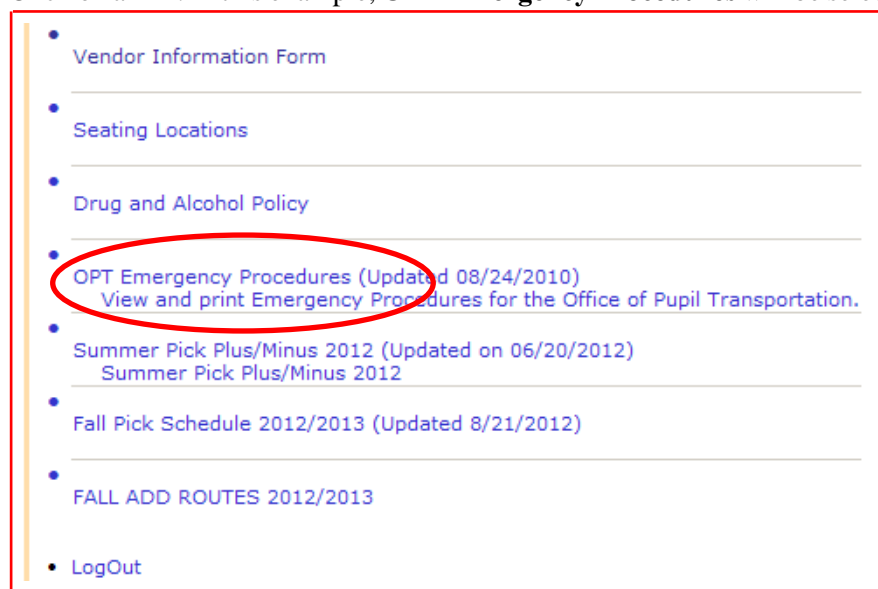
10. Select the desired printing options, then print the document.

Viewing and Printing Adobe Acrobat (.pdf) Documents

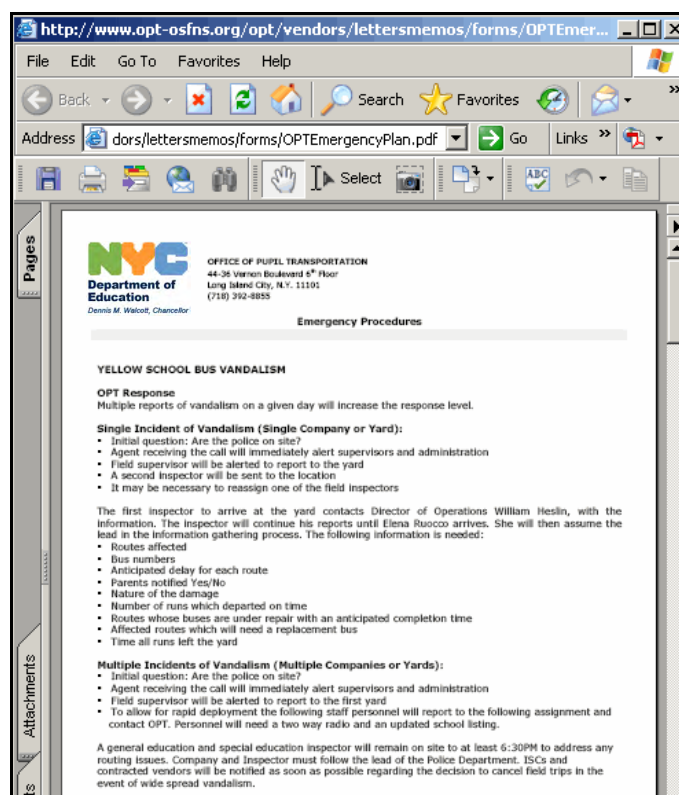
Some of the documents in the system are Adobe Acrobat (.pdf) files. You must have *Adobe Acrobat* installed on your computer in order to access these documents.

To view and print an Adobe Acrobat (.pdf) document:

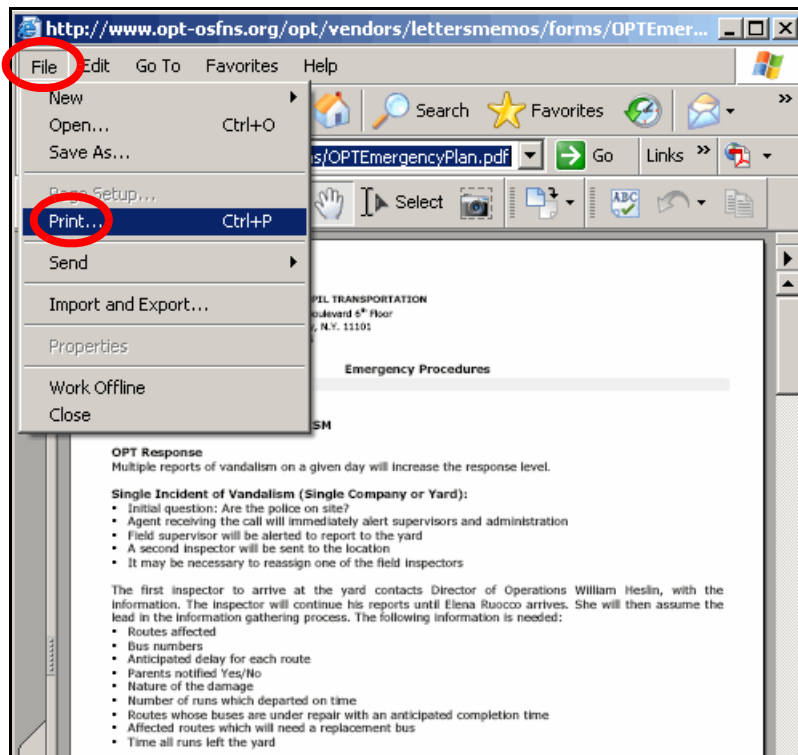
1. Click on a link. In this example, **OPT Emergency Procedures** will be selected.



If the document is an Adobe Acrobat (.pdf) file, the document will be opened as shown below:



2. Click **File > Print** to print the document.



3. Select the desired printing options, then print the document.

VEHICLE SYSTEM

OPT Vendor Manual



Vehicle System OPT Vendor Manual



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Vehicle System Overview

This chapter provides introductory information about the Vehicle System.

Welcome to the Vehicle System!

Functions Available in the Vehicle System

You can use the Vehicle System to do the following:

- view, search for, edit, and delete your vehicle records that were added in the system
- add your vehicle records
- create a vehicle report



Using the Vehicle System

This chapter provides instructions for performing the following functions:

- logging into the Vehicle System
- logging out of the Vehicle System
- viewing, searching for, adding, editing, and deleting your vehicle records
- adding your vehicle records
- creating a vehicle report

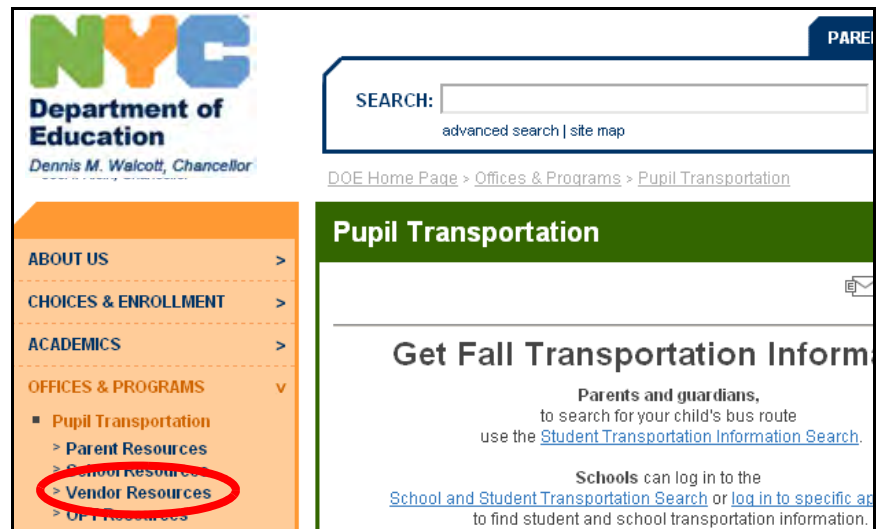


Logging In

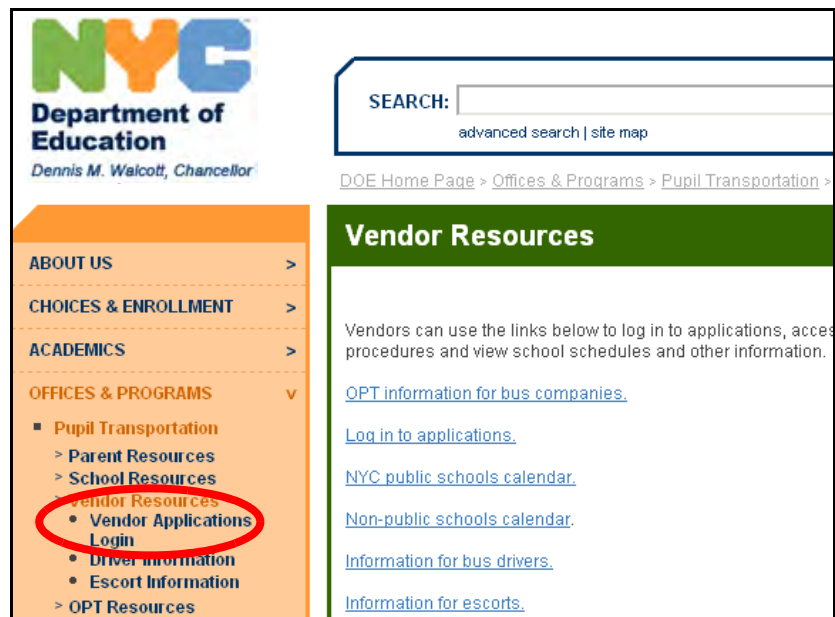
You must enter a user name and password to use the Vehicle System.

To log into the Vehicle System:

1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.



4. Scroll down to the bottom of the screen.
5. Click on **Vehicle System**.

The screenshot shows a sidebar menu on the left with links: **Careers >** (We're looking for great teachers, principals, administrators, executives, and more. Join us today.), **Teacher Page >** (Resources for Teachers), **Community Partners >** (Resources for community-based organizations), and **Find a School >**. The main content area on the right lists several systems: [Driver and Escort System](#) (Vendors can access vital information, personnel data, required training courses completed, and drug and other physical testing for NYC drivers and escorts.), [OPT Call Recording System](#) (Vendors can view select information.), [Pre-K Call Recording System](#) (Vendors can view select information.), [Vendor Integration](#), [Bus Route Status](#), [Pre-K Bus Route Status System](#), [Vehicle System](#) (highlighted with a red circle), [Problem Runs](#), and [Pre-K Student System](#).

6. Enter your **User Name**.
7. Press the **Tab** key on your **keyboard**.
8. Enter your **Password**.
9. Click **Submit**.

Vehicle Entry Screen

Please enter your user name and password here to enter Vehicle Entry system.

User Name

Password

The **Vehicle List** screen will appear:

Number of vehicles per page >

(Active: 1593 Inactive: 10 Spare: 116 Other: 0 Total: 1719)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	2000	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#)

Logging Out

When you have finished working in the system, you should log out to prevent an unauthorized person from accessing your vehicle data.

To log out:

1. Click **Back to Login** at the bottom of the screen.

The screenshot shows a web application interface for vehicle management. At the top, there's a header with 'Number of vehicles per page' set to 7 and a status summary: '(Active: 1593 Inactive: 10 Spare: 116 Other: 0 Total: 1719)'. Below this is a table with columns: Registration, Bus No., License Plate, Model, Year, Type, A/C, Garage, Status, and A/C Retrofit. The table contains 8 rows of data, all with 'Active' status. Below the table is a pagination bar showing 'Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next'. There are buttons for 'Add', 'Edit', 'Delete', 'View', 'Print', and 'Reports'. A message says 'Choose a Vehicle from the list or enter your search criteria below and click an option above.' Below this is a search bar labeled 'License plate' with a dropdown arrow. At the bottom, a link 'Back to Login' is circled in red.

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	2000	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next

Add Edit Delete View Print Reports

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#)

Working with Vehicle Records

From the **Vehicle List** screen, you can search for vehicle records based on criteria such as the license plate number or registration number. You can also view, add, edit, delete, and report on your vehicle records.

Vehicle List Screen


Your vehicle records that were previously entered in the system are displayed on the **Vehicle List** screen as shown below. The top of the screen indicates the total number of your vehicle records that are in the system

The screenshot shows the Vehicle List screen. At the top, a summary bar is highlighted with a red circle. Below it, the text "Number of vehicles per page" is followed by a dropdown menu set to 10. Another red circle highlights the summary text: "(Active: 1593 Inactive: 10 Spare: 116 Other: 0 Total: 1719)". Below this is a table with the following columns: Registration, Doc No., License Plate, Model, Year, Type, A/C, Garage, Status, and A/C Retrofit. The table contains several rows of vehicle data. Below the table, there is a pagination bar showing "Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next". Below the pagination bar are buttons for "Add", "Edit", "Delete", "View", "Print", and "Reports". At the bottom, there is a prompt "Choose a Vehicle from the list or enter your search criteria below and click an option above." followed by a search form with a "License plate" dropdown and a text input field. A "Back to Login" link is at the bottom right.

Registration	Doc No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
			INTER	1990	SBH	No		Active	
			INTER	1990	HL	No		Active	
			INTER	1990	HL	No		Active	
			INTER	1990	SBH	No		Active	
			INTER	1990	SBH	No		Active	
			INTER	2000	SBH	No		Active	
			INTER	1990	SBH	No		Active	

These additional options are available on the **Vehicle List** screen:

Number Of Vehicles Per Page

If this box appears, enter the number of vehicle records that you would like to see on the screen, then click the .


Column Headings

Click on an underlined column heading to sort the list by that column. For example, click on **License Plate** to sort the vehicle list by license plate number.

Pages


Click on a page number to view the corresponding page of vehicle records. Click **Next** to go to the next page of vehicle records. Click **Previous** to go to the previous page of vehicle records.

Add


Click on this button to add a vehicle record. 




Edit

After you have selected the  to the left of a vehicle record, click **Edit** to modify the vehicle record.

Delete

After you have selected the  to the left of a vehicle record, click **Delete** to delete the vehicle record.

View

After you have selected the  to the left of a vehicle record, click **View** to view the vehicle record without editing it.

Print

Click on this button to print all of your vehicle records.

Reports

Click on this button to create a report on vehicles whose approval for retrofit payment is pending.

Vehicle Search


Choose a search option from the list at the bottom of the screen, enter the corresponding information in the box, then click **Edit**, **Delete** or **View**.

Back to Login

Click on this link to log out of the system.

Viewing Vehicle Records

To view a vehicle record:

1. Select the  to the left of the vehicle record that you want to view.

Number of vehicles per page >

(Active: 1593 Inactive: 10 Spare: 116 Other: 0 Total: 1719)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	2000	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#)

2. Click **View** to see the vehicle details.

Number of vehicles per page >

(Active: 1593 Inactive: 10 Spare: 116 Other: 0 Total: 1719)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	HL	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	
<input type="radio"/>				INTER	2000	SBH	No		Active	
<input type="radio"/>				INTER	1990	SBH	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 246 Next

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#)

The vehicle details will appear as shown below.

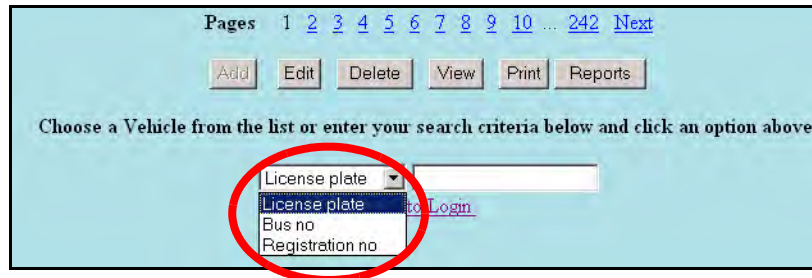
Note You cannot edit a vehicle record on this screen. To edit a vehicle record, complete the steps listed on **Page 2-14**.

VIEWING VEHICLE			
Bus Information			
<div></div>			
Service Type:	OPT	Licence Plate:	
Vehicle Type:	Standard Bus (Handicap)	Model Year:	1990
Registration:		Reg. Expires:	2/28/2007
A/C Equipped:	<input type="checkbox"/>	Crankcase Filter:	<input checked="" type="checkbox"/>
DOC:	<input checked="" type="checkbox"/>	Mileage:	130504
	DPF: <input type="checkbox"/>	Capacity:	40
Owner:		Status:	Active
Comments: <div></div>			

Searching for Vehicle Records

To search for vehicle records:

1. At the bottom of the screen, choose **License plate**, **Bus no**, or **Registration no** from the list.




The screenshot shows the top of the vehicle search interface. At the top, there is a 'Pages' section with links for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, ..., 242, and a 'Next' link. Below this are buttons for 'Add', 'Edit', 'Delete', 'View', 'Print', and 'Reports'. The main instruction reads: 'Choose a Vehicle from the list or enter your search criteria below and click an option above.' Below the instruction is a search form with a dropdown menu currently set to 'License plate'. The dropdown menu is open, showing options: 'License plate', 'Bus no', and 'Registration no'. A red circle highlights the dropdown menu. To the right of the dropdown is a text input field. Below the input field is a link that says 'Back to Login'.

2. Type your search criteria in the box. For example, type in a license plate number.



The screenshot shows the search interface with the 'Add', 'Edit', 'Delete', 'View', and 'Print' buttons at the top. The instruction 'Choose a Vehicle from the list or enter your search criteria below and click an option above.' is present. Below the instruction, the search form has the dropdown menu set to 'License plate'. A red circle highlights the dropdown menu. To the right of the dropdown is a text input field containing a license plate number. Below the input field is a link that says 'Back to Login'.

3. Click on **Edit**, **Delete**, or **View**.



The screenshot shows the search interface with the 'Add', 'Edit', 'Delete', 'View', and 'Print' buttons at the top. The instruction 'Choose a Vehicle from the list or enter your search criteria below and click an option above.' is present. Below the instruction, the search form has the dropdown menu set to 'License plate'. A red circle highlights the 'Edit', 'Delete', and 'View' buttons. To the right of the dropdown is a text input field containing a license plate number. Below the input field is a link that says 'Back to Login'.

You will see the vehicle record that matches your search criteria.

VIEWING VEHICLE			
Bus Information			
<div></div>			
Service Type:	OPT	Licence Plate:	
Vehicle Type:	Standard Bus (Handicap)	Model Year:	1990
Registration:		Reg. Expires:	2/28/2007
A/C Equipped:	<input type="checkbox"/>	Crankcase Filter:	<input checked="" type="checkbox"/>
DOC:	<input checked="" type="checkbox"/>	Mileage:	130504
	DPF: <input type="checkbox"/>	Capacity:	40
Owner:		Status:	Active
Comments:			
<div></div>			

Adding Vehicle Records

To add a vehicle record:

1. Click **Add**.

Number of vehicles per page >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>		010007		INTER	1990	SBH	No		Active	
<input type="radio"/>		010008		INTER	1990	SBH	No		Active	
<input type="radio"/>		010015		INTER	1990	SBH	No		Active	
<input type="radio"/>		010016		INTER	1990	SBH	No		Active	
<input type="radio"/>		010017		INTER	1990	SBH	No		Active	
<input type="radio"/>		010018		INTER	1990	SBH	No		Active	
<input type="radio"/>		010019		INTER	1990	HL	No		Active	

Pages [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [244](#) [Next](#)

Add

Edit

Delete

View

Print

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#) [Main menu](#)

2. Complete the required fields as described below:

- **Service Type:** OPT
- **License Plate:** license plate number
- **Garage:** location in which the vehicle is garaged
- **Vehicle Type:** Coach bus, Hydraulic Lift, Mini-Wagon, Ramp-Wagon, Standard Bus (Handicap), or Standard Bus (Normal)
- **Model Year:** vehicle year from registration
- **Model:** vehicle model name (e.g., Pontiac, GMC, etc.)
- **Registration:** vehicle identification number
- **Reg. Expires:** registration expiration date (Use the format m/d/yyyy. For example, to enter March 2, 2007, type **3/2/2007**.)
- **Bus No.:** bus number
- **Mileage:** vehicle mileage (use only numbers)
- **Body:** vehicle body
- **Capacity:** total number of passengers the vehicle can hold including driver and escort
- **Engine:** name or type or size of engine
- **Owner:** parent company or lease company name
- **Status:** Active, Inactive, Spare, or Other

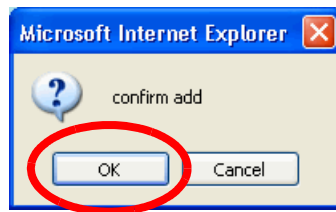


3. Click **Add**.

Service Type:	OPT	Licence Plate:		Garage:	
Vehicle Type:	Standard Bus (Normal)	Model Year:	1990	Model:	INTER
Registration:		Reg. Expires:	5/5/2008	Bus No:	97182
A/C Equipped:	<input type="checkbox"/> Crankcase Filter: <input type="checkbox"/>	Mileage:	120598	Body:	WAYNE
DOC:	<input type="checkbox"/> DPF: <input type="checkbox"/>	Capacity:	40	Engine:	DT360
Owner:		Status:	Active		
Comments:					
<div></div>					
<div>Add Cancel</div>					

The message shown below will appear.


4. Click **OK**.

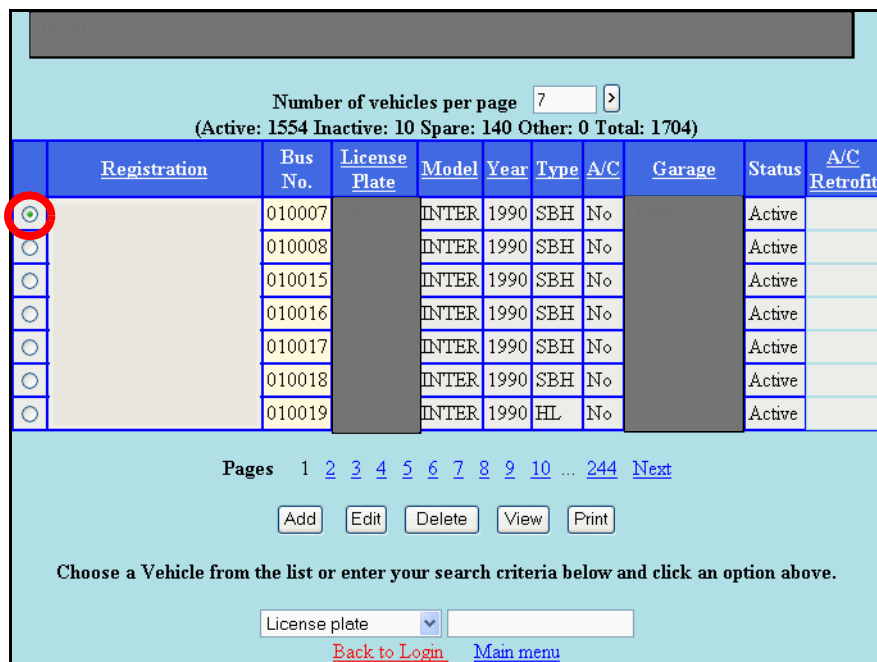


This message will appear: "Add action successfully completed."

Editing Vehicle Records








To edit a vehicle record:

1. Search for the vehicle that you want to edit using the steps listed on **Page 2-9**.
2. Select the  to the left of the vehicle record that you want to edit.



Number of vehicles per page >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
		010007		INTER	1990	SBH	No		Active	
		010008		INTER	1990	SBH	No		Active	
		010015		INTER	1990	SBH	No		Active	
		010016		INTER	1990	SBH	No		Active	
		010017		INTER	1990	SBH	No		Active	
		010018		INTER	1990	SBH	No		Active	
		010019		INTER	1990	HL	No		Active	

Pages [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [244](#) [Next](#)

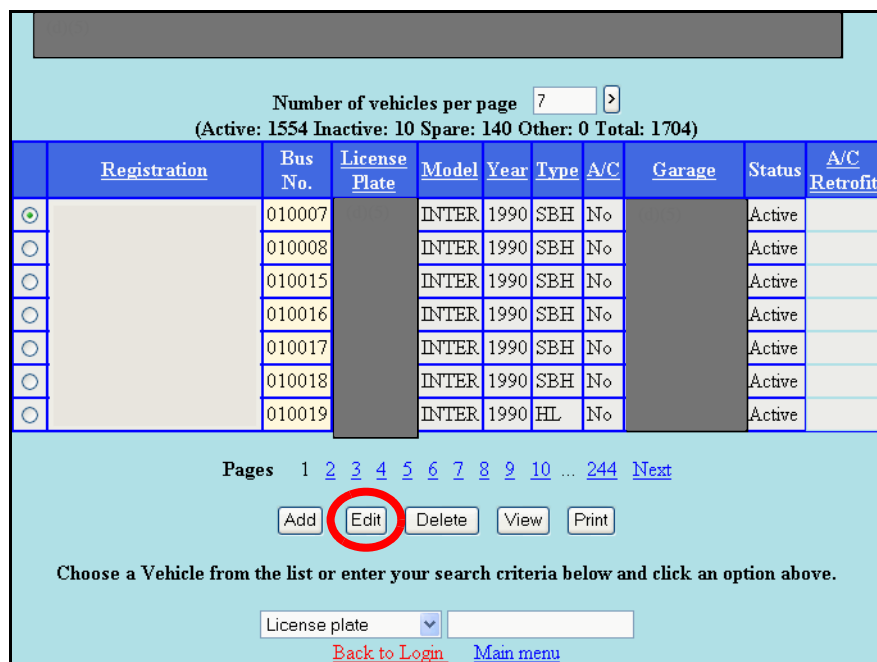
[Add](#) [Edit](#) [Delete](#) [View](#) [Print](#)

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate








[Back to Login](#) [Main menu](#)

3. Click **Edit**.



Number of vehicles per page >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
		010007		INTER	1990	SBH	No		Active	
		010008		INTER	1990	SBH	No		Active	
		010015		INTER	1990	SBH	No		Active	
		010016		INTER	1990	SBH	No		Active	
		010017		INTER	1990	SBH	No		Active	
		010018		INTER	1990	SBH	No		Active	
		010019		INTER	1990	HL	No		Active	

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[Add](#) [Edit](#) [Delete](#) [View](#) [Print](#)

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#) [Main menu](#)

4. Make any desired changes to the vehicle information.

Note All fields are required except **A/C Equipped**, **Crankcase Filter**, **DOC**, **DPF**, and **Comments**.

5. Click **Edit**.

Service Type:	OPT	Licence Plate:		Garage:	
Vehicle Type:	Standard Bus (Handicap)	Model Year:	1990	Model:	INTER
Registration:		Reg. Expires:	2/28/2007	Bus No:	010004
A/C Equipped:	<input type="checkbox"/>	Crankcase Filter:	<input type="checkbox"/>	Mileage:	104715
DOC:	<input type="checkbox"/>	DPF:	<input type="checkbox"/>	Body:	THOMAS
Owner:		Capacity:	40	Engine:	9.0
		Status:	Active		
Comments:					
A/C Retrofit Information:					
Request for retrofit:	<input type="checkbox"/>	Approved date:		Status:	
<div style="text-align: center;">Edit A/C Retrofit approval Reports Cancel</div>					
<div style="text-align: center;">Back to Login Choose another vendor Choose another Vehicle</div>					

The message shown below will appear.


6. Click **OK**.

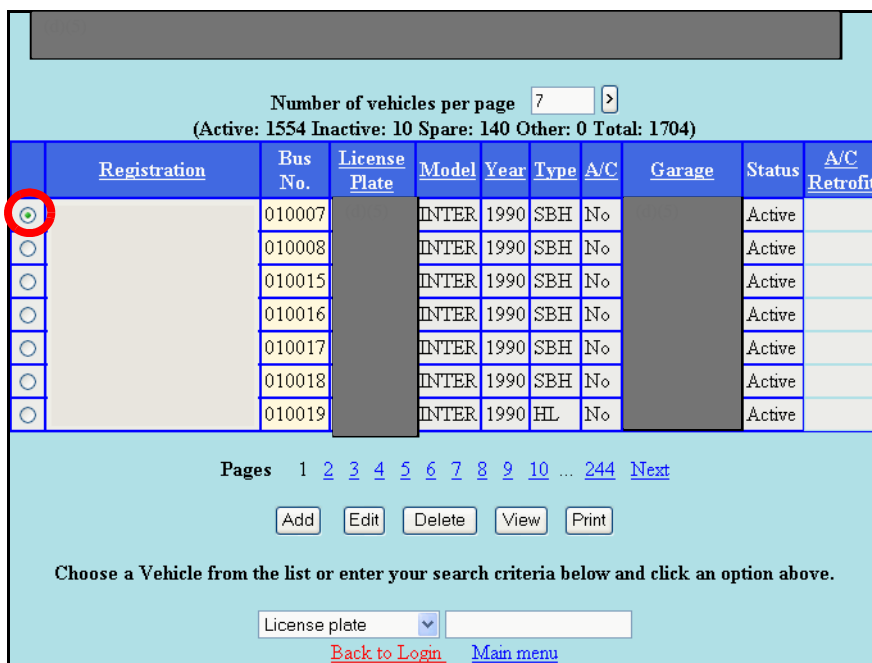


This message will appear: "Edit action successfully completed."

Deleting Vehicle Records








To delete a vehicle record:

1. Search for the vehicle that you want to delete using the steps listed on **Page 2-9**.
2. Select the  to the left of the vehicle record that you want to **delete**.



Number of vehicles per page >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
		010007		INTER	1990	SBH	No		Active	
		010008		INTER	1990	SBH	No		Active	
		010015		INTER	1990	SBH	No		Active	
		010016		INTER	1990	SBH	No		Active	
		010017		INTER	1990	SBH	No		Active	
		010018		INTER	1990	SBH	No		Active	
		010019		INTER	1990	HL	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 244 Next

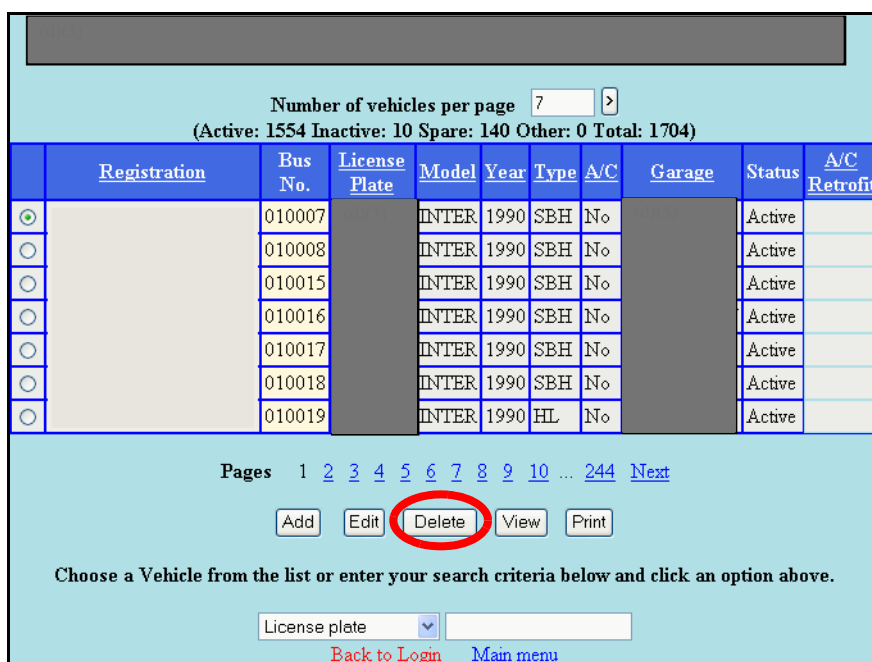
Add Edit Delete View Print

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate








[Back to Login](#) [Main menu](#)

3. Click **Delete**.



Number of vehicles per page >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
		010007		INTER	1990	SBH	No		Active	
		010008		INTER	1990	SBH	No		Active	
		010015		INTER	1990	SBH	No		Active	
		010016		INTER	1990	SBH	No		Active	
		010017		INTER	1990	SBH	No		Active	
		010018		INTER	1990	SBH	No		Active	
		010019		INTER	1990	HL	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 244 Next

Add Edit **Delete** View Print

Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#) [Main menu](#)

4. Verify that it is the vehicle record that you want to delete.
5. Click **Delete**.

Service Type:	OPT	License Plate:		Garage:	
Vehicle Type:	Standard Bus (Handicap)	Model Year:	1990	Model:	INTER
Registration:		Reg. Expires:	3/28/2007	Bus No:	010004
A/C Equipped:	<input type="checkbox"/> Crankcase Filter: <input type="checkbox"/>	Mileage:	104715	Body:	THOMAS
DOC:	<input type="checkbox"/> DPF: <input type="checkbox"/>	Capacity:	40	Engine:	9.0
Owner:		Status:	Active		
Comments:					

A/C Retrofit Information:

Request for retrofit:	<input type="checkbox"/>	Approved date:		Status:	
-----------------------	--------------------------	----------------	--	---------	--

Delete

A/C Retrofit approval

Reports

Cancel

[Back to Login](#)
[Choose another vendor](#)
[Choose another Vehicle](#)

The message shown below will appear.

6. Click **OK**.



This message will appear: “Delete action successfully completed.”

Creating Vehicle Reports

To create and print a report of all of your vehicle records that were added in the system:

1. Click **Print**.

Number of vehicles per page 7 >

(Active: 1554 Inactive: 10 Spare: 140 Other: 0 Total: 1704)

	Registration	Bus No.	License Plate	Model	Year	Type	A/C	Garage	Status	A/C Retrofit
<input checked="" type="radio"/>		010007		INTER	1990	SBH	No		Active	
<input type="radio"/>		010008		INTER	1990	SBH	No		Active	
<input type="radio"/>		010015		INTER	1990	SBH	No		Active	
<input type="radio"/>		010016		INTER	1990	SBH	No		Active	
<input type="radio"/>		010017		INTER	1990	SBH	No		Active	
<input type="radio"/>		010018		INTER	1990	SBH	No		Active	
<input type="radio"/>		010019		INTER	1990	HL	No		Active	

Pages 1 2 3 4 5 6 7 8 9 10 ... 244 Next

Add Edit Delete View **Print**

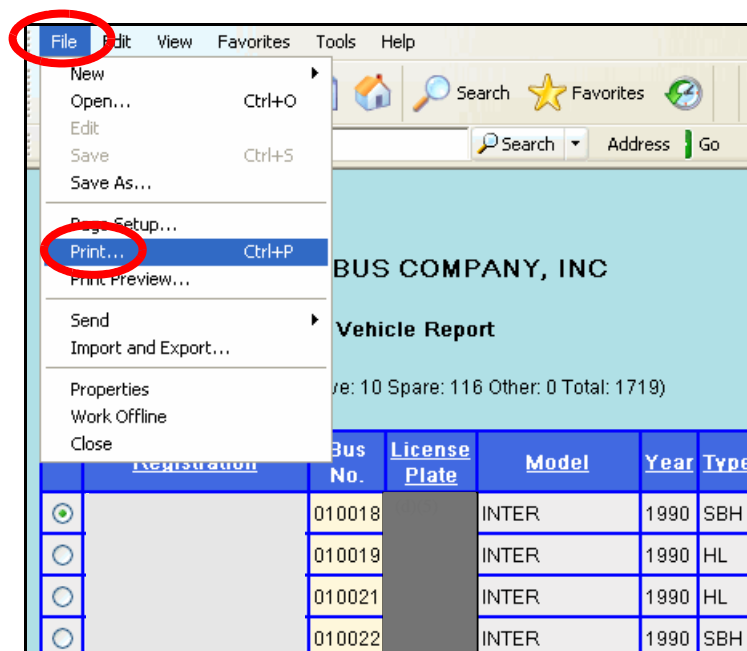
Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

[Back to Login](#) [Main menu](#)

The **Vehicle Report** will appear.

2. Click **File > Print**.



3. Select the desired printing options, then print the vehicle report.

ACCIDENT SYSTEM

OPT Vendor Manual



Accident System OPT Vendor Manual



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Accident System Overview

This chapter provides introductory information about the Accident System.

Welcome to the Accident System!

Functions Available in the Accident System

You can use the Accident System to do the following:

- search for your accident reports
- view and edit your accident reports
- add accident reports

Using the Accident System

This chapter provides instructions for performing the following functions:

- logging into the Accident System
- logging out of the Accident System
- searching for accident reports
- editing accident reports
- adding new accident reports

Important Notes

You are required to do the following:

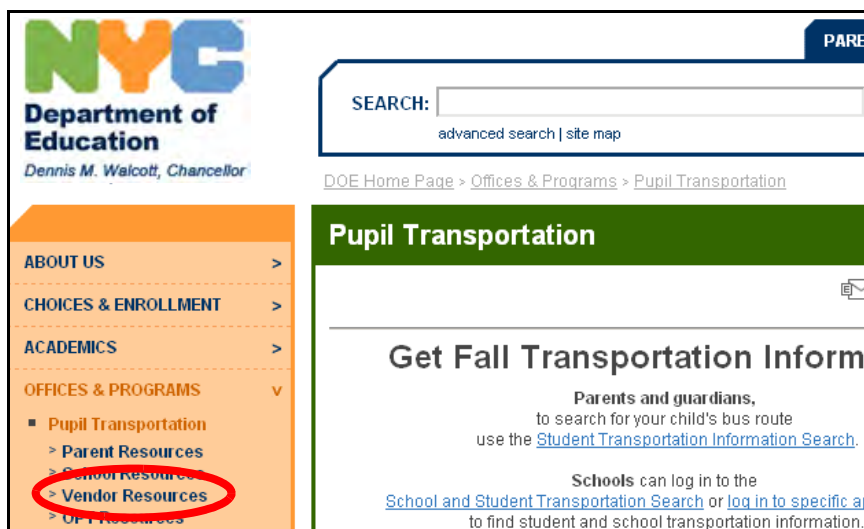
- Report accidents promptly to the OPT's Customer Service Unit.
- Enter accident reports in the Accident System within 24 hours of the accident.
- Fax a completed copy of the MV104 form (New York State Department of Motor Vehicles Report of Vehicle Accident) to the OPT as soon as possible.
- Fax or mail a completed copy of the police report within 7-10 business days of the accident.

Logging In

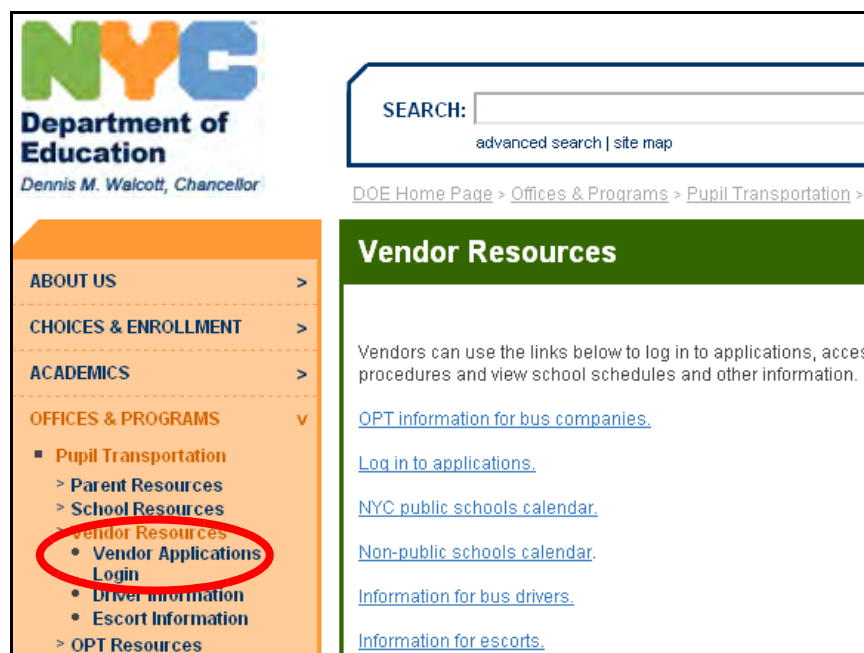
You must enter a user name and password to use the Accident System.

To log into the Accident System:

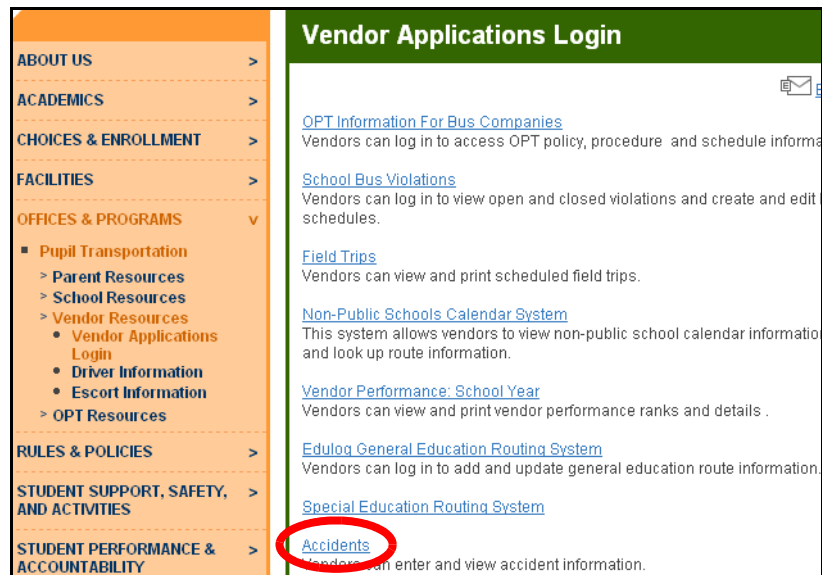
1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.



4. Scroll through the applications listed on the screen.
5. Click on **Accidents**.




6. Enter your **User Name**.
7. Press the **Tab** key on your keyboard.
8. Enter your **Password**.
9. Click **Submit**.

Accident System


User Name:

Password:

The **Accident Search** screen will appear:



The New York City Department Of Education


ACCIDENT SYSTEM

[SEARCH](#) | [ADD NEW](#) | [HELP](#) | [LOGOUT](#)

Search: [Show All](#)

1 2 3

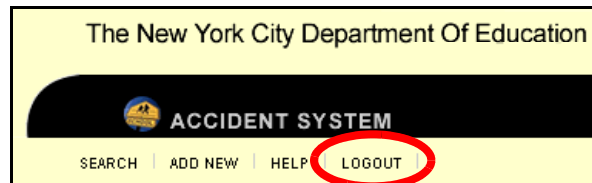
		Accident ID	Date of Accident	Date Reported	Vendor	Run #	Bus #
View	Edit	20555	4/16/2008 3:30:00 PM	4/16/2008 4:25:22 PM		37	335
View	Edit	19862	2/1/2008 5:40:00 PM	2/1/2008 6:38:59 PM		38PM	326
View	Edit	19702	1/15/2008 1:40:00 PM	1/15/2008 2:49:26 PM		10PM	64
View	Edit	19415	12/10/2007 3:55:00 PM	12/10/2007 4:37:14 PM		31	332
View	Edit	19258	11/27/2007 7:20:00 AM	11/27/2007 8:18:24 AM		09	304

Logging Out

When you have finished working in the system, you should log out to maintain the security of the data.

To log out:

1. Click **LOGOUT** at the top of the screen.

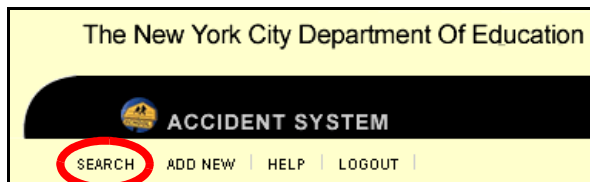


Searching for Accident Reports

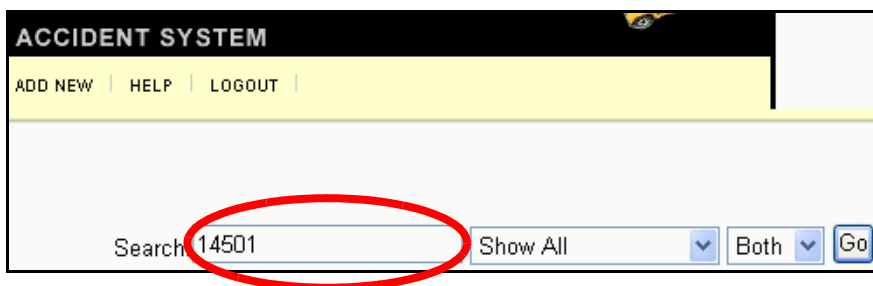
You can search for your accident reports that were previously entered in the system.

To search for accident reports:

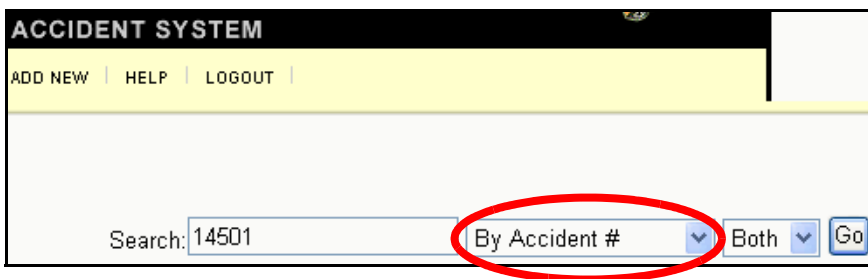
1. Click **Search**.



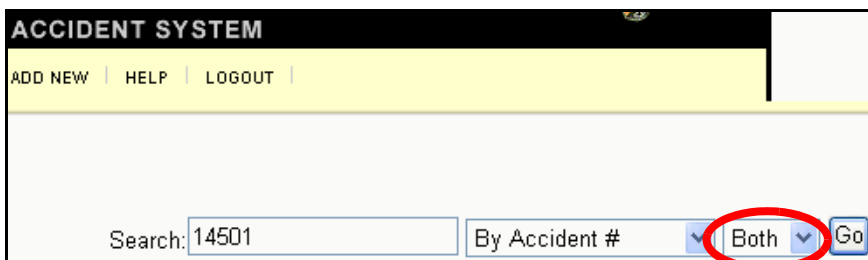
2. In the **Search** box, type in the text that you are looking for. For example, an **Accident #** or **Date Of Accident**.



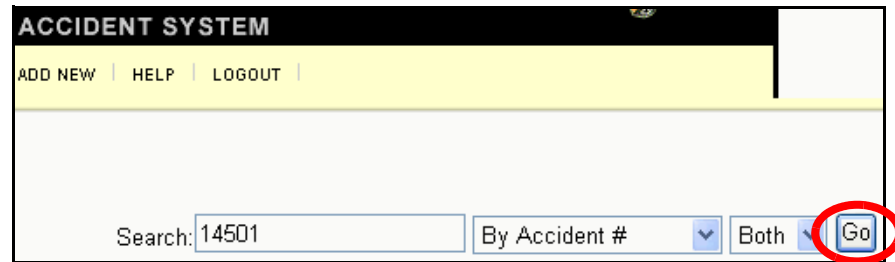
3. Choose a search option from the first list to the right of the **Search** box.



4. From the second list to the right of the **Search** box, choose the service type for which you are searching: **OPT**, **PreK** or **Both** (OPT and PreK).



5. Click **Go**.



ACCIDENT SYSTEM

ADD NEW | HELP | LOGOUT

Search: 14501 By Accident # Both **Go**

The list of accident reports that match your search criteria will appear at the bottom of the screen. If there are more than 5 accidents that match your search criteria, you can click on a page number (**1 2 3...**) at the top or bottom of the screen to view the accident reports on that page.

6. You can then do either of the following:

- Click on the **View** link to the left of an accident report to view the accident details.

OR

- Click on the **Edit** link to the left of an accident report to modify the accident report.

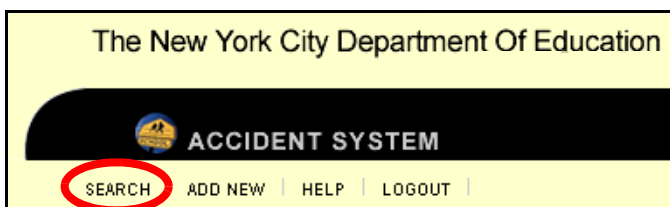
1					
		Accident ID	Date of Accident	Date Reported	Vendor
View	Edit	14501	5/1/2006 3:50:00 PM	5/2/2006 8:26:58 AM	
1					

Viewing Accident Reports

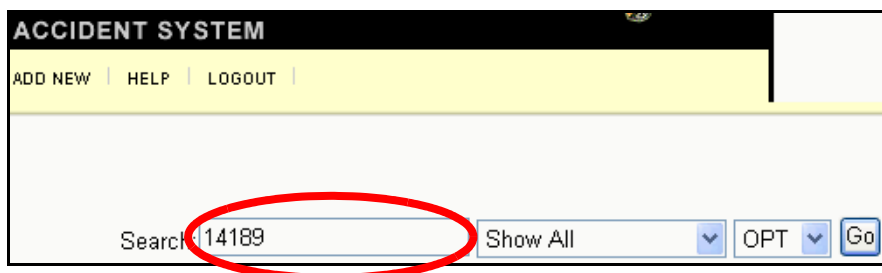
After searching for an accident report, you can view it if you do not need to edit it.

To view an accident report:

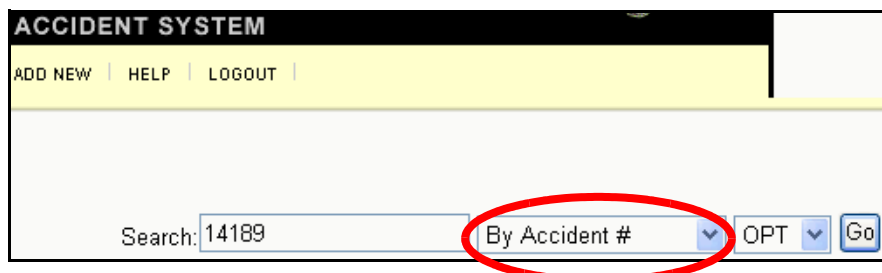
1. Click **Search** at the top of the screen.



2. In the **Search** box, type in the text that you are looking for. For example, an **Accident #** or **Date Of Accident**.



3. Choose a search option from the first list to the right of the **Search** box.



4. From the second list to the right of the **Search** box, choose the service type for which you are searching: **OPT**, **PreK** or **Both** (OPT and PreK).



5. Click **Go**.

ACCIDENT SYSTEM

ADD NEW | HELP | LOGOUT

Search: 14189 By Accident # OPT **Go**

The list of accident reports that match your search criteria will appear at the bottom of the screen. If there are more than 5 accidents that match your search criteria, you can click on a page number (**1 2 3...**) at the top or bottom of the screen to view the accident reports on that page.

6. Click on the **View** link to the left of the accident report that you would like to view.

1 2 3 4 5 6 7 8 9 10 ...								
	Accident ID	Date of Accident	Date Reported	Vendor	Run #	Bus #	Dri	
View Edit	14189	3/21/2006 4:25:00 PM	3/23/2006 9:57:17 AM	Bus Company			MA	WH

7. You can then do any of the following:

- Click on any of the links on the left side of the screen from **Vendor** to **Claimant Info** to view the corresponding information.
- Click **Next** at the top of the screen to view the next type of information.
- Click **Prev** at the top of the screen to view the previous type of information.
- Click **Cancel** at the top of the screen to return to the **Search** screen.

Note You cannot edit the accident report in **View** mode. To edit the accident report, please see the instructions listed below.

ACCIDENT SYSTEM

SEARCH | ADD NEW | HELP | LOGOUT

Accident ID: 14189 - Vendor

<< Prev Next >> Cancel

Pre-K Accident ☐

Date Occurred 5/2/2006

Time Occurred 07:00:00 AM

Look-up By Route # Get Details

Route #

Vendor
Accident Information
Vehicle
Reporter
Driver/Escort
School
Student
Police
Hospital
Description
Claimant Info

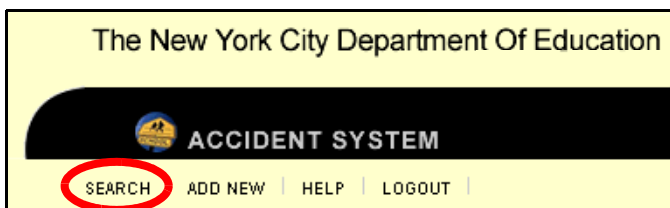
Editing an Accident Report

You can edit the following accident information: Vendor, Accident, Vehicle, Reporter, Driver/Escort, School, Student, Police, Hospital, Description, and Claimant.

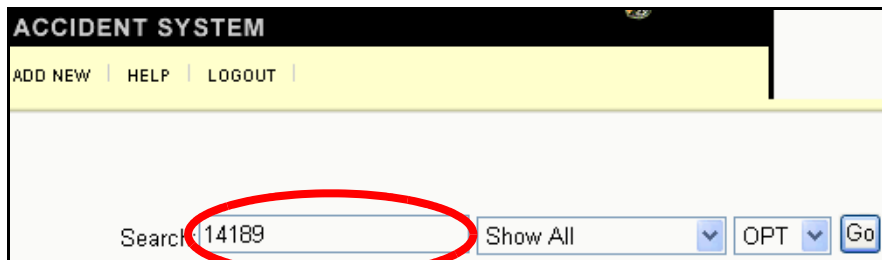
Note If you click **Cancel** while editing an accident report, any changes you made will not be saved.

To edit an accident report:

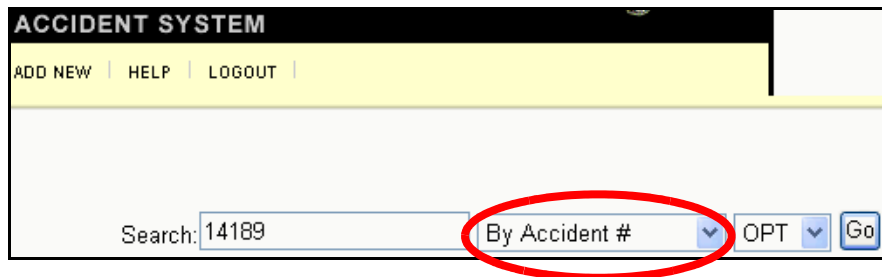
1. Click **Search** at the top of the screen.



2. In the **Search** box, type in the text that you are looking for. For example, an **Accident #** or **Date Of Accident**.



3. Choose a search option from the first list to the right of the **Search** box.



- From the second list to the right of the **Search** box, choose the service type for which you are searching: **OPT**, **PreK** or **Both** (OPT and PreK).

ACCIDENT SYSTEM

ADD NEW | HELP | LOGOUT |

Search: 14189 By Accident # OPT Go

- Click **Go**.

ACCIDENT SYSTEM

ADD NEW | HELP | LOGOUT |

Search: 14189 By Accident # OPT Go

The list of accident reports that match your search criteria will appear at the bottom of the screen. If there are more than 5 accidents that match your search criteria, you can click on a page number (**1 2 3...**) at the top or bottom of the screen to view the accident reports on that page.

- Click on the **Edit** link to the left of the accident report that you want to modify.

1 2 3 4 5 6 7 8 9 10 ...								
	Accident ID	Date of Accident	Date Reported	Vendor	Run #	Bus #	Dri	
View	Edit	4189	3/21/2006 4:25:00 PM	3/23/2006 9:57:17 AM	Bus Company		2055	MA WH

7. Click on any of the links on the left side of the screen from **Vendor** to **Claimant Info** to edit the corresponding information.

Vendor
Accident Information
Vehicle
Reporter
Driver/Escort
School
Student
Police
Hospital
Description
Claimant Info

Accident ID:14189 - Vendor

<< Prev Next >> Save Cancel

Pre-K Accident ☐

Date Occurred 3/21/2006

Time Occurred 04 25 00 PM

Look-up By Route # Get Details

8. After you have completed your changes, click **Claimant Info** on the left side of the screen.

Vendor
Accident Information
Vehicle
Reporter
Driver/Escort
School
Student
Police
Hospital
Description
Claimant Info

Accident ID:14189 - Vendor

<< Prev Next >> Save Cancel

Pre-K Accident ☐

Date Occurred 3/21/2006

Time Occurred 04 25 00 PM

Look-up By Route # Get Details

9. Click **Save** at the top of the screen.

Accident ID:14189 - Claimant Information

<< Prev Next >> Save Cancel

First Name

Last Name

Add Claimant

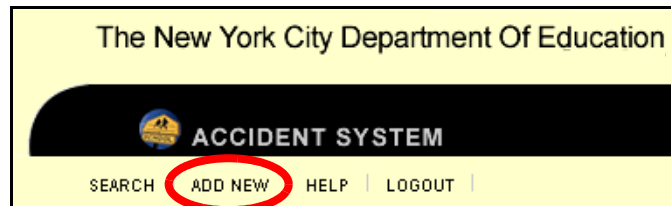
Adding a New Accident Report

You can enter the following types of information in a new accident report: Vendor, Accident, Vehicle, Reporter, Driver/Escort, School, Student, Police, Hospital, Description, and Claimant.

Note You must fill in the information on every screen before you can click **Save** at the top of the screen.


To add an accident report:

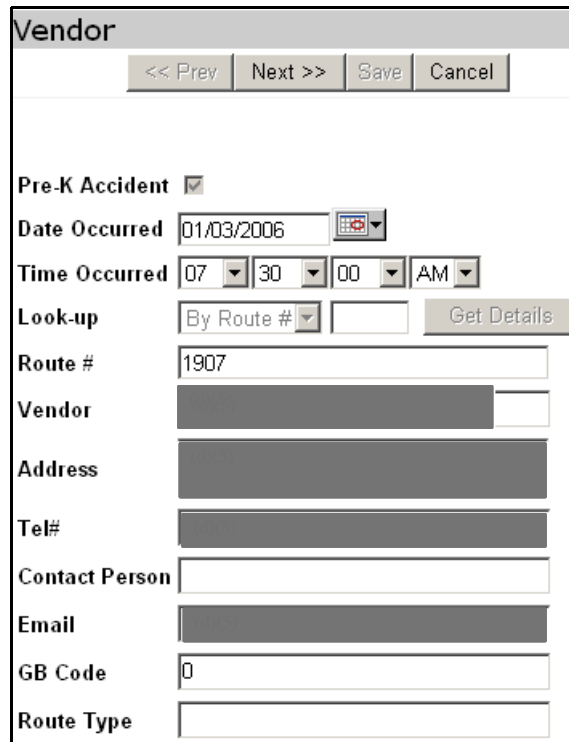
1. Click **Add New** at the top of the screen.



The **Vendor** screen will appear as shown below. Your company information is already filled in on this screen.

Entering Vendor Information


1. Click on the  to enter the **Date Occurred**.
2. Select the **Time Occurred**.
3. If the route number is available, type it in the **Route #** box.
4. Click **Next**.





Vendor

<< Prev Next >> Save Cancel


Pre-K Accident ☒


Date Occurred 01/03/2006 


Time Occurred 07:30:00 AM


Look-up By Route #   Get Details


Route # 1907

Vendor 


Address 

Tel# 

Contact Person 

Email 

GB Code 0

Route Type 

Entering Accident Information

1. Enter the place at which the accident occurred in the **Location** (e.g., intersection), **City**, and **Zip** boxes.
2. Enter the **# of Students on bus**, **# of Injured Students**, and **# of Other Injured Parties** in the appropriate boxes.
3. If the bus was towed away from the scene, check the box next to **Was bus towed away from Scene?**
4. Click **Next**.

The screenshot shows a web form titled "Accident Information". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". The form contains several input fields with labels to their left: "Location" (containing "18th Street and 5th Avenu"), "City" (containing "New York"), "Zip" (containing "10011"), "# of Students on bus" (containing "10"), "# of Injured Students" (containing "0"), "# of Other Injured Parties" (containing "0"), "Insurance Claim No" (empty), and "Adjuster's Name" (empty). At the bottom, there is a checkbox labeled "Was bus towed away from Scene?" which is currently unchecked.

Accident Information	
<< Prev Next >> Save Cancel	
Location	18th Street and 5th Avenu
City	New York
Zip	10011
# of Students on bus	10
# of Injured Students	0
# of Other Injured Parties	0
Insurance Claim No	
Adjuster's Name	
<input type="checkbox"/> Was bus towed away from Scene?	

Entering Vehicle Information

Do either of the following:

1. Make a selection on the **Look-up** list and type the data you are looking for in the box next to the **Look-up** list, e.g., **Bus #**.
2. Click **Get Details**.
The vehicle information from the **Vehicle System** will appear in the rest of the boxes.
3. Click **Next**.

OR

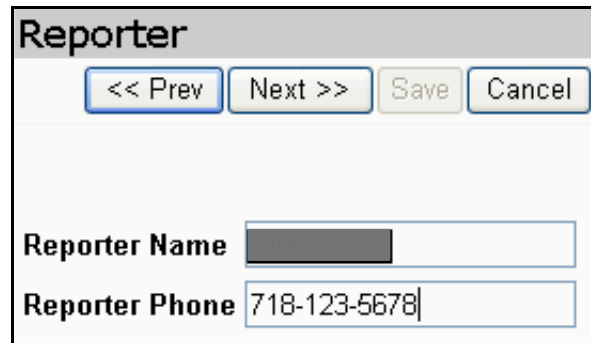
1. If the vehicle information you are looking for is not available in the system, click **Do Manual Entry**.
2. Enter the vehicle information in the boxes from **Bus #** to **Vehicle Vendor**.
3. Click **Next**.

The screenshot shows a web form titled "Vehicle". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below these, the form is organized into two columns. The left column contains labels for various vehicle attributes, and the right column contains the corresponding input fields. The attributes and their values are: "Look-up" (By Bus #), "Bus #" (1234), "Vehicle Type" (Lift), "VIN#" (123456789TUUWF), "License Plate #" (ABC123), "Year" (1993), "Make" (INTERNATIONAL), "Model" (BLUEBIRD), and "Vehicle Vendor" (BUS COMPANY). There are two buttons on the right side of the form: "Get Details" next to the "Look-up" field and "Do Manual Entry" next to the "Bus #" field.

Attribute	Value
Look-up	By Bus #
Bus #	1234
Vehicle Type	Lift
VIN#	123456789TUUWF
License Plate #	ABC123
Year	1993
Make	INTERNATIONAL
Model	BLUEBIRD
Vehicle Vendor	BUS COMPANY

Entering Reporter Information

1. Enter the accident **Reporter Name**.
2. Enter the accident **Reporter Phone** in the format **555-555-5555**.
3. Click **Next**.



The screenshot shows a software window titled "Reporter". At the top, there are four buttons: "<< Prev" (highlighted with a blue border), "Next >>", "Save", and "Cancel". Below the buttons, there are two text input fields. The first field is labeled "Reporter Name" and contains a dark gray rectangular placeholder. The second field is labeled "Reporter Phone" and contains the text "718-123-5678".

Entering Driver/Escort Information

On the **Driver/Escort** screen you can manually enter the driver/escort information or look up the information and have the system fill it in for you. Both methods are described below.

Manually Entering Driver/Escort Information

1. Click **Do Manual Entry**.
2. Enter the driver or escort information in the boxes under **Driver Information** or **Escort Information**. **SSN** and **Name** are required.

If you need to delete all of the driver or escort information, you can click **Clear**, then repeat **Steps 1-2** above.

3. Click **Next**.

The screenshot shows a web form titled "Driver/Escort". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below this, the form is divided into two main sections: "Driver Information" and "Escort Information". Each section has a "Lookup" button, a "Clear" button, and a "Do Manual Entry" button. The "Driver Information" section contains fields for SSN (123-45-6789), Name (partially obscured by a grey box), Date of Birth (3/3/1971), Tel # (718-123-8484), Hire Date (1/1/1990), License No (345657890), and State (NY). The "Escort Information" section contains fields for SSN, Name, Date of Birth, Tel #, and Hire Date, all of which are currently empty.

Looking up and Selecting Driver/Escort Information

1. Click **Lookup** to select the driver or escort involved in the accident.

The screenshot shows a form titled "Driver/Escort" with navigation buttons at the top: "<< Prev", "Next >>", "Save", and "Cancel". The form is divided into two main sections: "Driver Information:" and "Escort Information:". Each section has a "Lookup" button circled in red, along with "Clear" and "Do Manual Entry" buttons. Below these buttons are input fields for SSN, Name, Date of Birth, Tel #, Hire Date, License No, and State. The "Driver Information:" section has fields for all seven items, while the "Escort Information:" section has fields for SSN, Name, Date of Birth, Tel #, and Hire Date.

The **Driver or Escort Search** Screen will appear.

2. Do either of the following:
 - a. Scroll down the list to find the applicable driver or escort record retrieved from the **Driver and Escort System**.
 - b. Click on the **Select** link to the left of the applicable driver or escort's name.

The screenshot shows a search results screen with a table of driver or escort records. At the top, there is a search bar and buttons for "Show All", "Search", and "Cancel". The table has columns: "Select", "SSN", "Type", "FirstName", "MI", "LastName", and "A". Two records are visible, both of type "Driver". The "Select" link in the first row is circled in red. The "A" column contains alphanumeric codes for each record.

Select	SSN	Type	FirstName	MI	LastName	A
Select		Driver				1 W A 4 B N
Select		Driver				2 B A B N 1

The driver or escort's information will appear on the **Driver/Escort** screen in the accident report.

OR

- a. From the list at the top of the screen, choose **By Name** or **By SSN**.

The screenshot shows a search interface with a text input field, a dropdown menu set to 'By Name', and 'Search' and 'Cancel' buttons. Below this is a table with the following headers: Select, SSN, Type, FirstName, MI, LastName, Address. The 'By Name' dropdown is circled in red.

- b. Type all or part of the driver or escort's first or last name or Social Security Number in the box at the top left of the screen. Type the **Social Security Number** in the format **111-22-3333**.

The screenshot shows the search interface with 'smith' entered in the text input field. The dropdown menu is still set to 'By Name' and is circled in red. The table headers remain the same: Select, SSN, Type, FirstName, MI, LastName, Address.

- c. Click **Search**.

The screenshot shows the search interface with 'smith' in the text box. The 'Search' button is circled in red. The table headers are: Select, SSN, Type, FirstName, MI, LastName, Address.

The list of matching drivers or escort records retrieved from the **Driver and Escort System** will appear.

- d. Click on the **Select** link to the left of the applicable driver or escort's name.

The screenshot shows the search results table. The first row has the following data: Select (a blue link, circled in red), SSN, Type (Driver), FirstName, MI, LastName (SMITH), Address (19 W A 4L B N). The table headers are: Select, SSN, Type, FirstName, MI, LastName, Address.

The driver or escort's information will appear on the **Driver/Escort** screen in the accident report.

If you need to delete all of the driver or escort information, you can click **Clear**, then repeat **Steps 1-2** above.

3. Click **Next**.

Driver/Escort

<< Prev

Next >>

Save

Cancel

Driver Information:

Lookup

Clear

Do Manual Entry

SSN

Name

Date of Birth

Tel #

718-123-8484

Hire Date

1/1/1990

License No

State

NY

Reviewing School Information

You will see the list of schools that are serviced by the route that you specified.

1. Click **Next**.

School

<< Prev


Next >>

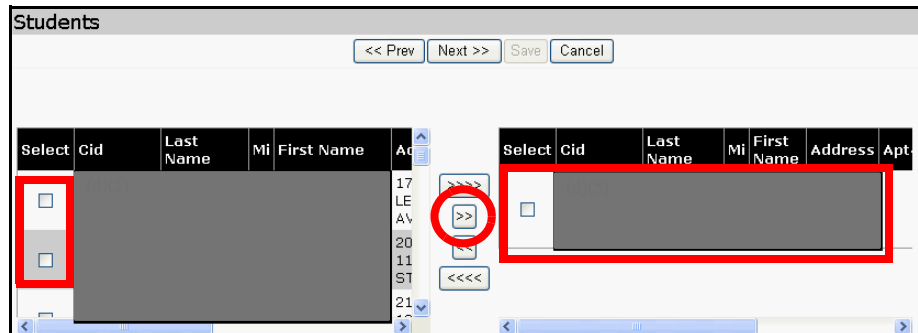
Save

Cancel

School	Name	Address	City	Zip	Phone
			New York	10027-	
			New York	10026-	

Entering Student Information

1. Do either of the following:
 - a. Check the box to the left of the name of each student that was on the bus at the time of the accident.
 - b. Click on the  to add the student(s) to the accident report.
The selected student record(s) will appear on the right side of the screen.



The screenshot shows a window titled "Students" with a toolbar at the top containing buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below the toolbar are two tables. The left table has columns: "Select", "Cid", "Last Name", "Mi", "First Name", "Address", and "Apt". The right table has columns: "Select", "Cid", "Last Name", "Mi", "First Name", "Address", and "Apt". A red box highlights the "Select" column in the left table, and another red box highlights the "Select" column in the right table. A red circle highlights the ">>" button between the two tables.

OR

- a. If the student is not listed at the top of the screen, type the student's information under **Add Student** at the bottom of the screen.
- b. Click **Add**.

The screenshot shows the 'Students' form with the 'Add Student' section highlighted. The 'Add' button is circled in red.

Select	Cid	Last Name	MI	First Name	Address	Apt
<input type="checkbox"/>						
<input type="checkbox"/>						

Add Student

School: 01015 Cid: 123456789

Last Name: Smart MI: First Name: Jill

Address: 123 Main Street Apt #: City: New York Zip: 11101

Add

The student record that you added will appear at the top right of the screen.

The screenshot shows the 'Students' form with the student record added to the top right table.

Select	Cid	LastName	MI	FirstName	Address
<input type="checkbox"/>					

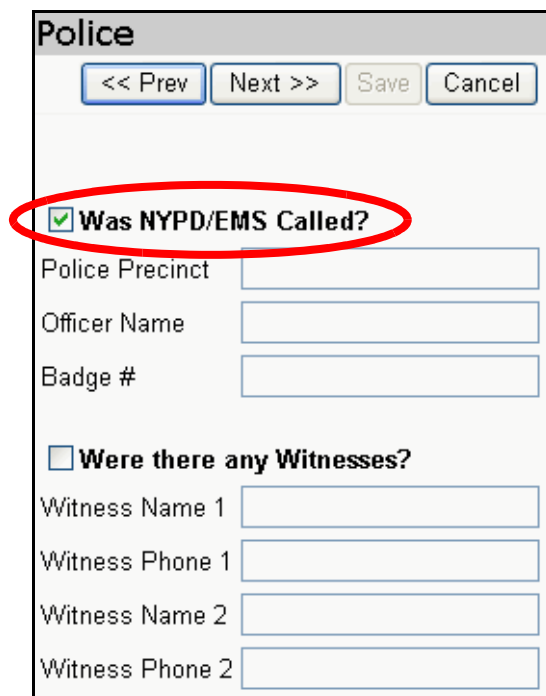
2. Click **Next**.

The screenshot shows the 'Students' form with the 'Next >>' button circled in red.

ddress	Apt#	City	Zip	School	routed
008 ANHATTAN VE		BROOKLYN	11222	17904	1

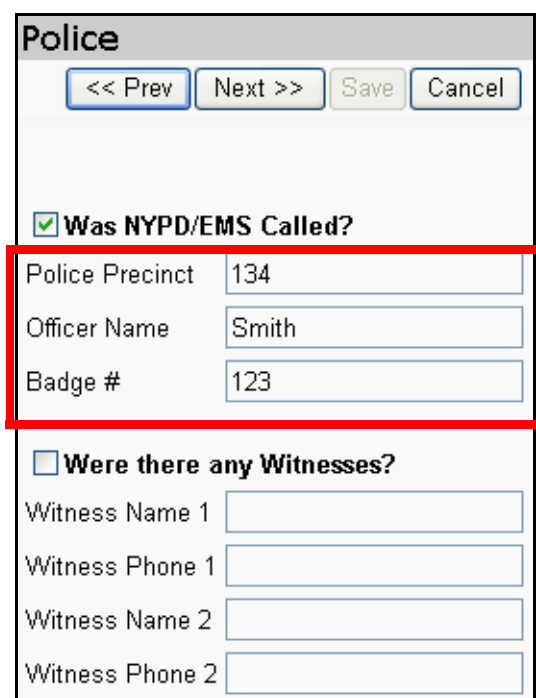
Entering Police Information

1. If the **NYPD** or **EMS** was called, check the box next to **Was NYPD/EMS Called?**



The screenshot shows a form titled "Police" with navigation buttons "<< Prev", "Next >>", "Save", and "Cancel". A red circle highlights the checkbox labeled "Was NYPD/EMS Called?", which is currently checked. Below this are input fields for "Police Precinct", "Officer Name", and "Badge #". Further down is an unchecked checkbox for "Were there any Witnesses?", followed by input fields for "Witness Name 1", "Witness Phone 1", "Witness Name 2", and "Witness Phone 2".

2. Complete the following fields with the applicable information: **Police Precinct**, **Officer Name**, **Badge #**.



This screenshot shows the same "Police" form, but with the "Police Precinct", "Officer Name", and "Badge #" fields filled out with the values "134", "Smith", and "123" respectively. A red rectangle highlights these three fields. The "Was NYPD/EMS Called?" checkbox remains checked, and the witness fields are still empty.

3. If there were witnesses to the accident, check the box next to **Were there any Witnesses?**

The screenshot shows a web form titled "Police". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below these buttons, there is a section titled "Was NYPD/EMS Called?" with a checked checkbox. Under this section, there are three text input fields: "Police Precinct" (containing "134"), "Officer Name" (containing "Smith"), and "Badge #" (containing "123"). Below these fields, there is another section titled "Were there any Witnesses?" with a checked checkbox. This checkbox and its label are circled in red. Under this section, there are four text input fields: "Witness Name 1", "Witness Phone 1", "Witness Name 2", and "Witness Phone 2".

4. Complete the following fields with the applicable information for up to 2 witnesses: **Witness Name**, **Witness Phone**.

This screenshot shows the same "Police" form as the previous one. The "Was NYPD/EMS Called?" section is still checked. The "Were there any Witnesses?" checkbox is also checked. In this screenshot, the four text input fields for witnesses ("Witness Name 1", "Witness Phone 1", "Witness Name 2", and "Witness Phone 2") are highlighted with a red rectangular box. The "Witness Name 1" and "Witness Phone 1" fields are currently empty, while "Witness Name 2" and "Witness Phone 2" are also empty.

5. Click Next.

The screenshot shows a web form titled "Police". At the top right, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". The "Next >>" button is circled in red. Below the buttons, there are two sections, each starting with a checked checkbox and a bold question.

☒ **Was NYPD/EMS Called?**

Police Precinct

Officer Name

Badge #

☒ **Were there any Witnesses?**

Witness Name 1

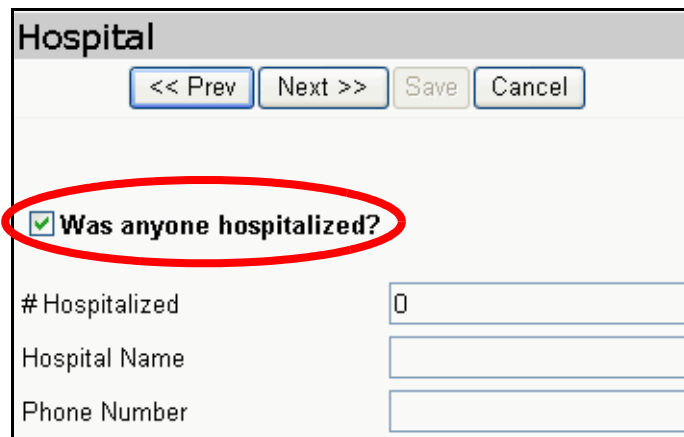
Witness Phone 1

Witness Name 2

Witness Phone 2

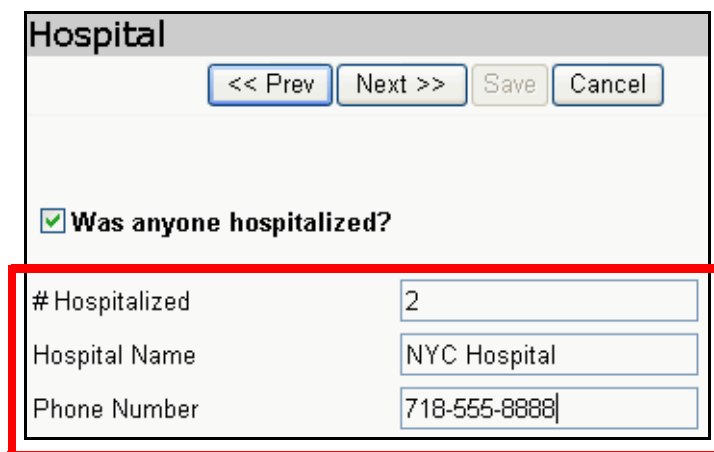
Entering Hospital Information

1. If any of the passengers was hospitalized, check the box next to **Was anyone hospitalized?**



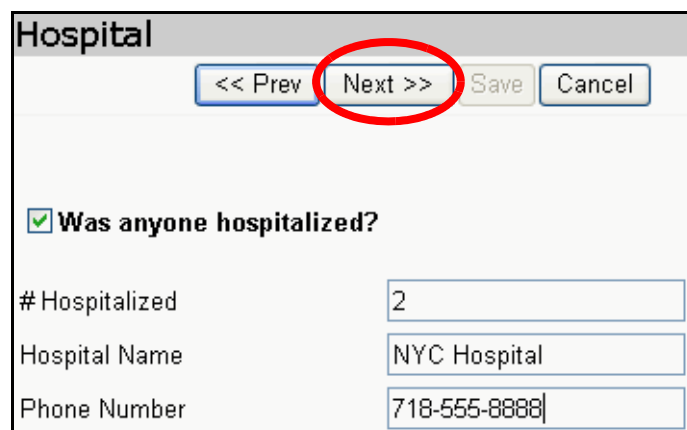
The screenshot shows a form titled "Hospital". At the top are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below these buttons is a checkbox labeled "Was anyone hospitalized?", which is checked and circled in red. Underneath the checkbox are three input fields: "# Hospitalized" with the value "0", "Hospital Name", and "Phone Number".

2. Complete the following fields with the applicable information: **# Hospitalized** (Number of hospitalized people), **Hospital Name**, **Phone Number** (Hospital Phone Number).



The screenshot shows the same "Hospital" form. The checkbox "Was anyone hospitalized?" is still checked. The input fields are now filled: "# Hospitalized" has the value "2", "Hospital Name" has the value "NYC Hospital", and "Phone Number" has the value "718-555-8888". These three input fields are enclosed in a red rectangular box.

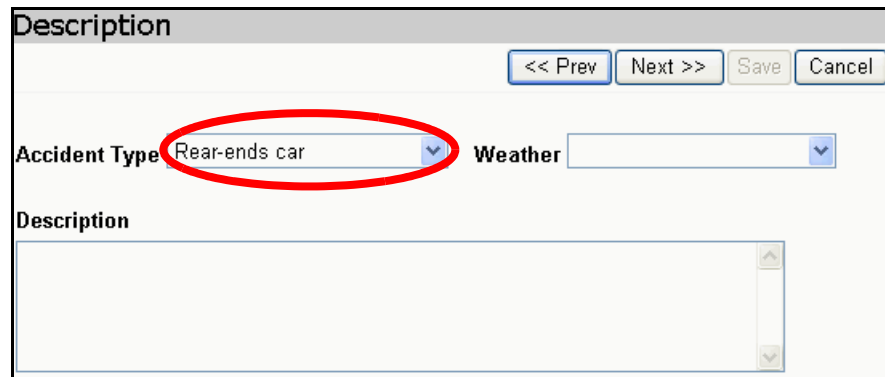
3. Click **Next**.



The screenshot shows the "Hospital" form with the same data as the previous one. The "Next >>" button is circled in red, indicating it should be clicked to proceed.

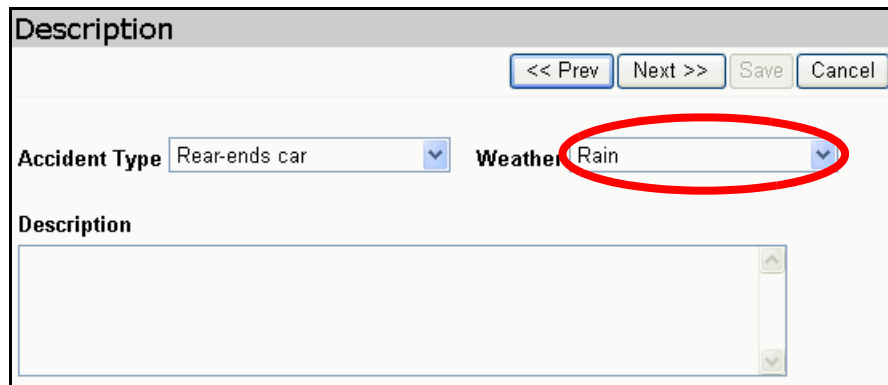
Entering a Description

1. From the **Accident Type** list, choose the type of accident that occurred.



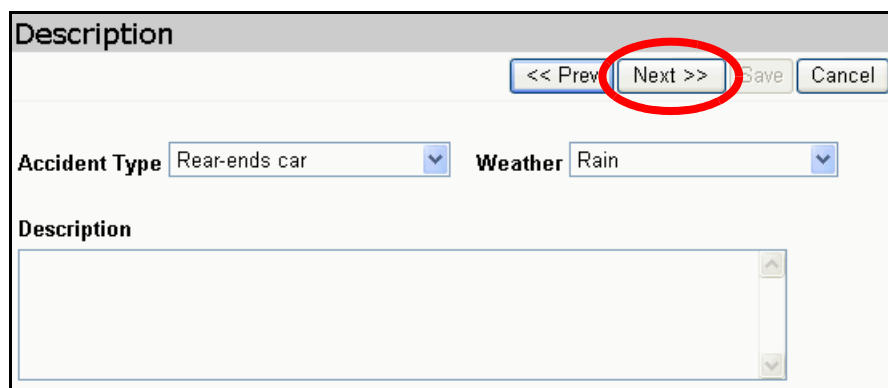
The screenshot shows a web form titled "Description". At the top right are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below these are two dropdown menus. The first is labeled "Accident Type" and has "Rear-ends car" selected; this dropdown is circled in red. The second is labeled "Weather" and is currently empty. Below the dropdowns is a large text area labeled "Description".

2. From the **Weather** list, choose the weather condition that existed at the time of the accident.



This screenshot is identical to the previous one, but now the "Weather" dropdown menu has "Rain" selected and is circled in red. The "Accident Type" dropdown remains "Rear-ends car".

3. Click **Next**.



This screenshot is identical to the previous ones, but now the "Next >>" button at the top right is circled in red, indicating it should be clicked to proceed.

Entering Claimant Information

A claimant is another motorist who was involved in the accident.

1. Enter the claimant information in the appropriate fields.
2. Click **Add Claimant**.

The screenshot shows a web form titled "Claimant Information". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below these are several input fields for claimant and vehicle information. A red rectangular box highlights the input fields from "First Name" down to "VIN #".

Field Label	Value
First Name	
Last Name	
Address	123 Main Street
City	Anytown
Zip	10011
Tel#	718-555-1212
Vehicle Make	Honda
Vehicle Model	Accord
Vehicle Year	1998
License Plate #	ABC 123
VIN #	

The claimant information will appear at the bottom of the screen.

3. You can then do either of the following:

- Enter additional claimant information, then click **Add Claimant**.

OR

- If necessary, click **Delete** to the right of a claimant record at the bottom of the screen.

The screenshot shows a web form titled "Claimant Information". At the top right are buttons for "<< Prev", "Next >>", "Save", and "Cancel". The form contains several input fields: First Name, Last Name, Address (with a dropdown arrow), City, Zip, Tel#, Vehicle Make, Vehicle Model, Vehicle Year, and License Plate #. To the right of the First Name field is an "Add Claimant" button. At the bottom of the form is a table with 11 columns: First Name, Last Name, Address, City, Zip, Phone, Vehicle Make, Vehicle Model, Vehicle Year, License Plate, VIN, and a Delete button. The first row of data contains: Smith, 123 Main Street, Anytown, 10011, 718-555-1, Honda, Accord, 1998, ABC 123, 1YHP2TF, and a Delete button. The entire table is highlighted with a red rectangular border.

First Name	Last Name	Address	City	Zip	Phone	Vehicle Make	Vehicle Model	Vehicle Year	License Plate	VIN	Delete
	Smith	123 Main Street	Anytown	10011	718-555-1	Honda	Accord	1998	ABC 123	1YHP2TF	Delete

4. Click **Save**.

The accident report will be saved. You will be able to find the report using the **Search** screen.

Note If you click **Cancel**, the accident report will not be saved and you will be returned to the **Search** screen.

This screenshot is identical to the previous one, showing the "Claimant Information" form and table. However, the "Save" button at the top right is circled with a red circle to indicate it should be clicked.

SCHOOL BUS VIOLATIONS SYSTEM

Vendor Manual



Violations System OPT Super User Manual



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School Bus Violations System Overview

This chapter provides introductory information about the *School Bus Violations System*.

Welcome to the School Bus Violations System

Functions Available in the School Bus Violations System

You can use the *School Bus Violations System* to do the following:

- Search for violations
- Create reports
- Schedule hearings
- View hearing schedules
- Edit hearing schedules

Note Some violations are automatically created in the Violations System based on complaints added in the *OPT Call Recording System*. In these violation records, you will see the applicable complaint numbers.

Using the School Bus Violations System

This chapter provides instructions for performing the following functions:

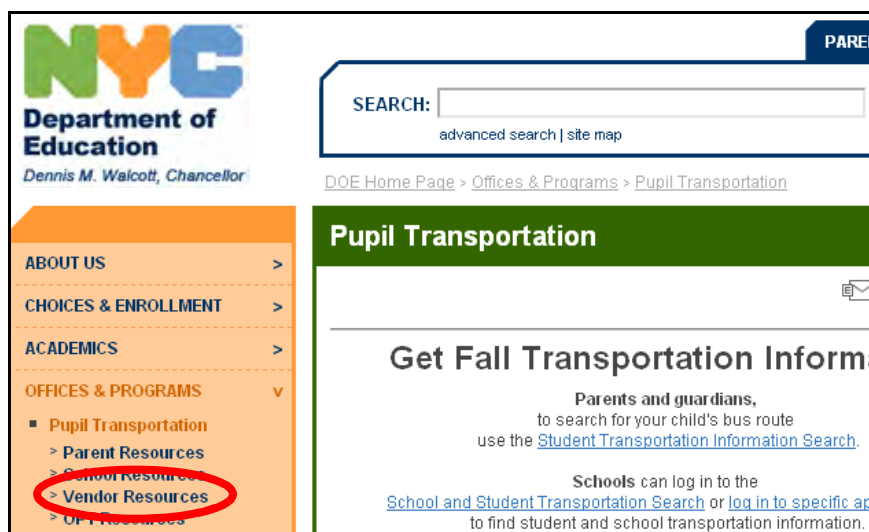
- Logging into the System
- Searching for violations
- Editing violations
- Creating reports
- Scheduling hearings
- Viewing hearing schedules
- Editing hearing schedules

Logging In

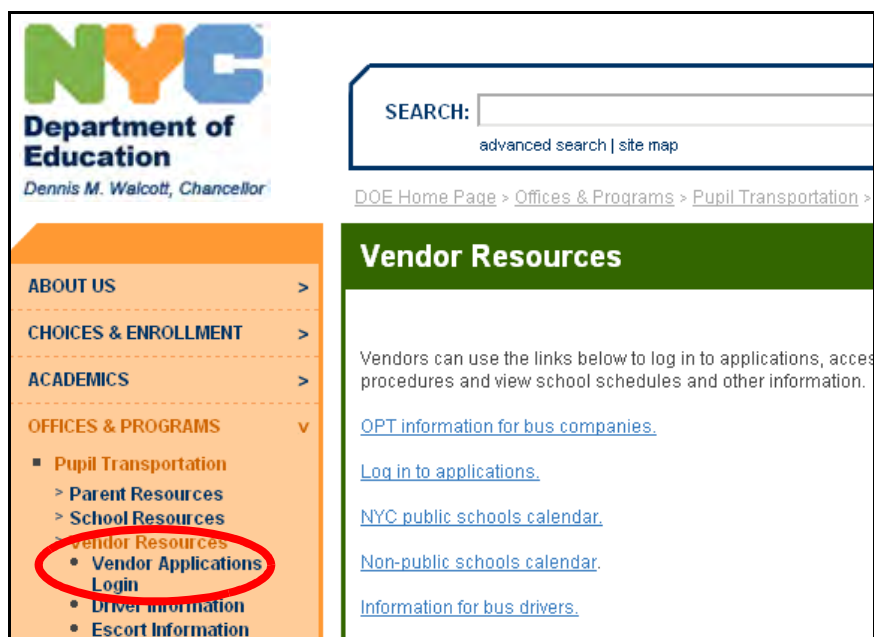
You must enter a user name and password to use the School Bus Violations System.

To log into the Letters and Memos System:

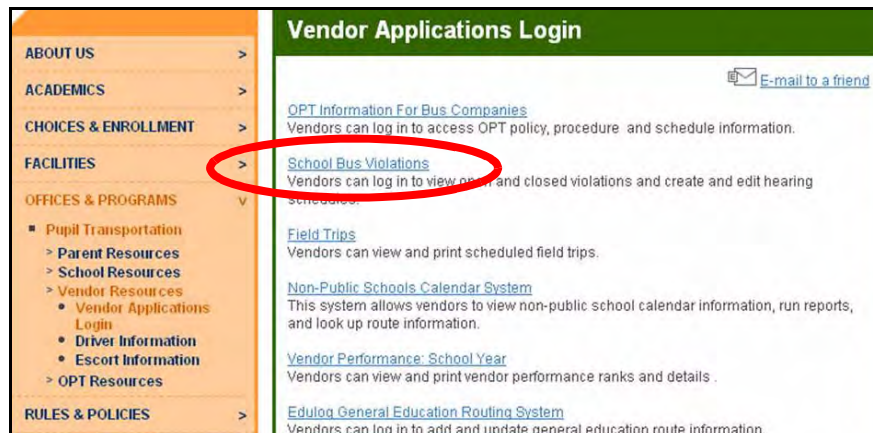
1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



3. Click on **Vendor Applications Login**.

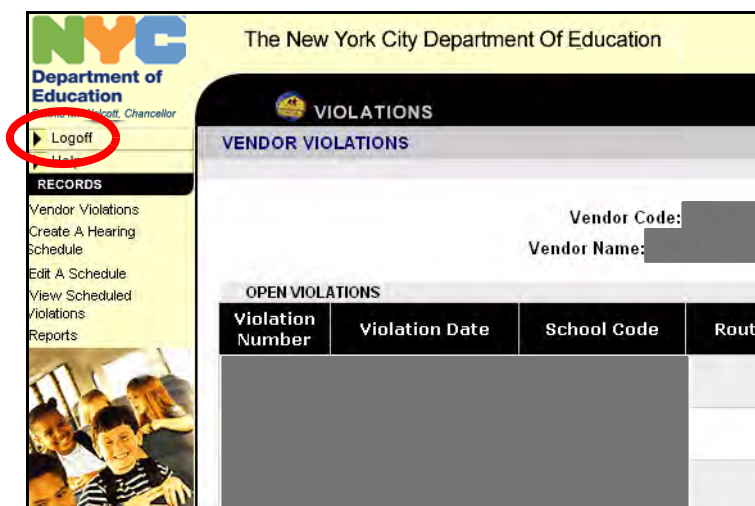


4. Scroll to the top of the application listings on the screen.
5. Click **School Bus Violations**.



1. Enter your **User Name**.
2. Enter your **Password**.
3. Click **Submit**.

Note When you have finished using the Violations System, click **Logoff** to maintain the security of the data.

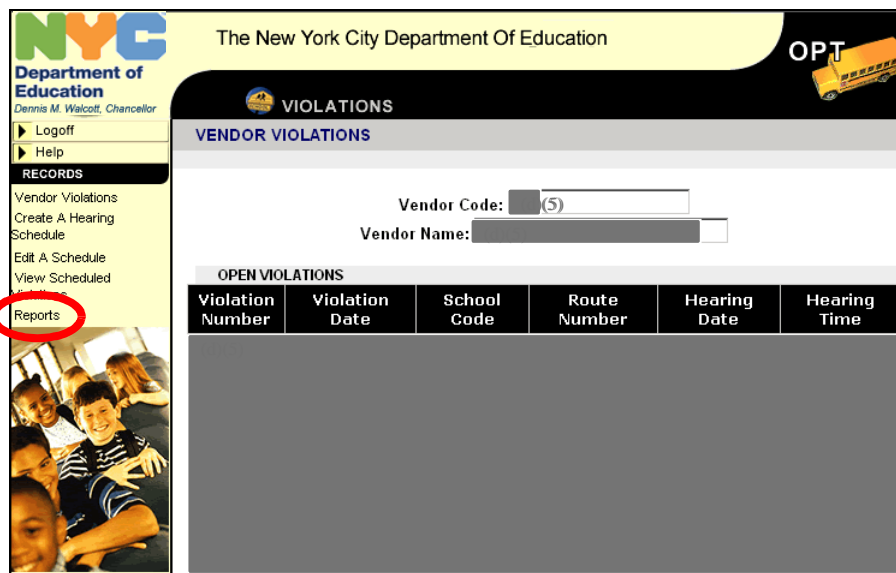


Creating and Printing Reports

You can create and print reports of all of your violations by various criteria.

To create a report:


1. Click **Reports**.



The screenshot shows the NYC Department of Education's Vendor Violations system. On the left, a navigation menu lists options like 'Logoff', 'Help', 'RECORDS', 'Vendor Violations', 'Create A Hearing Schedule', 'Edit A Schedule', 'View Scheduled', and 'Reports' (which is circled in red). The main content area is titled 'VENDOR VIOLATIONS' and includes input fields for 'Vendor Code' (with the value '5') and 'Vendor Name'. Below these fields is a table labeled 'OPEN VIOLATIONS' with the following headers: 'Violation Number', 'Violation Date', 'School Code', 'Route Number', 'Hearing Date', and 'Hearing Time'. The table body is currently empty.

2. Select reporting options, e.g., **Violation Code Status: Assessed**.

Note If you don't select any reporting options, the system will report on all violations.

3. If you are an OPT and Pre-K vendor and you want to report on only Pre-K violations, check the box next to **PreK**.
4. Click on the  to the right of **From** and **To** to choose the violation dates on which to report.

In the example shown below, the report will be on violation dates between **10/01/2012** and **10/19/2012**.

5. Press the **Ctrl** key on your keyboard.

6. Click **Generate Custom Report**.

CUSTOM REPORTS
PLEASE SELECT FROM THE FOLLOWING OPTIONS.

PreK: ☐

From: 10/1/2012 To: 10/19/2012

Vendor:

Route: All

School:

Inspector: All

Violation Status: All

Service Type: All

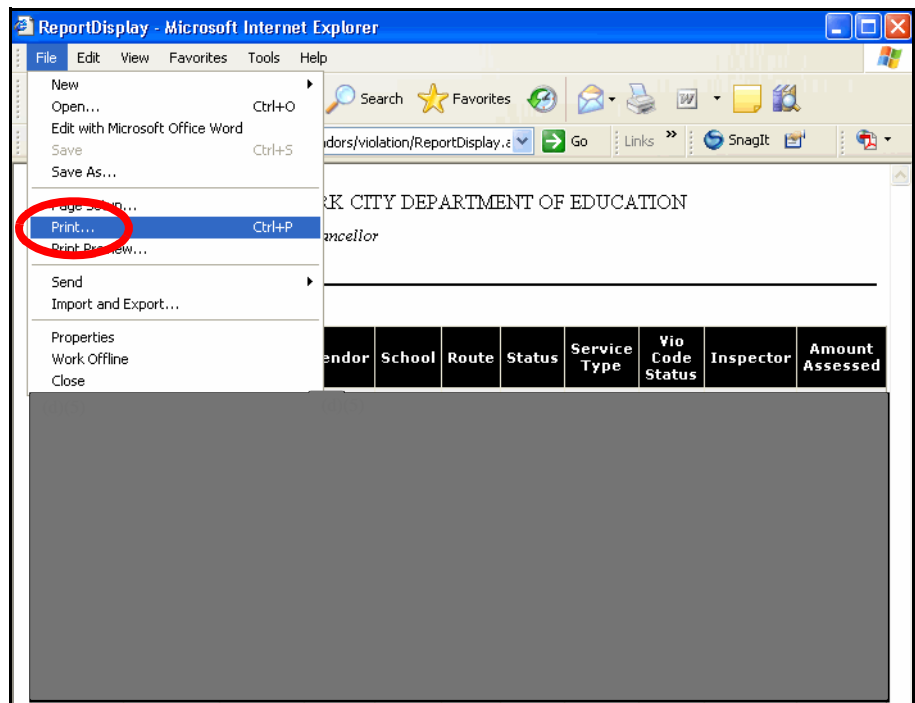
Violation Code: All

Violation Code Status: Both

Generate Custom Report

The report will appear in a new window.

7. Click **File > Print** to print the report.

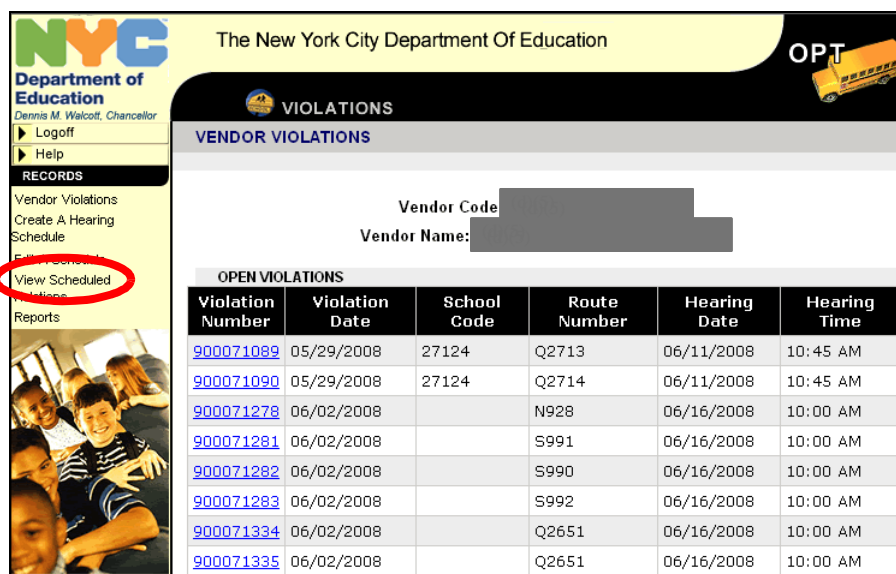


Editing Vendor Hearing Schedules

You can edit scheduled open vendor hearings.

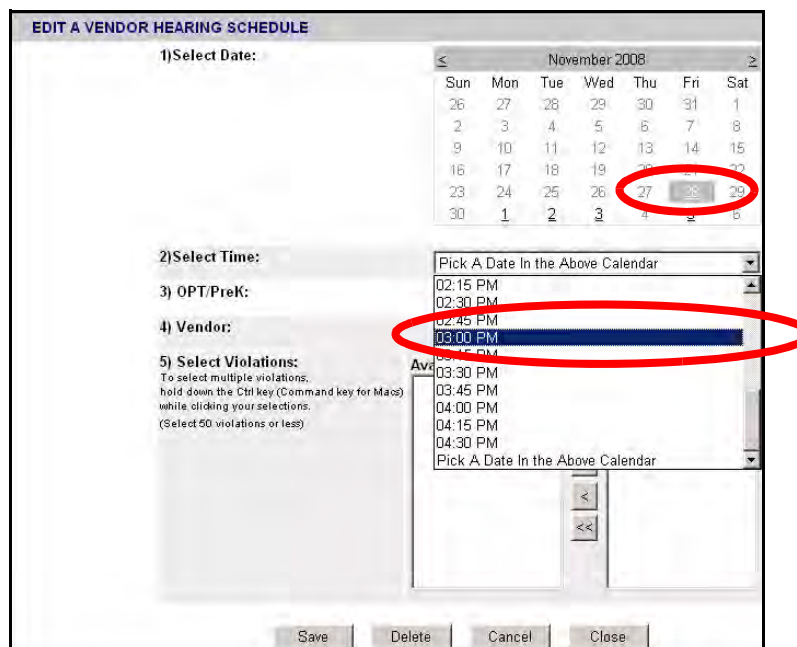
To edit a scheduled vendor hearing:

1. Click **Edit a Schedule**.



Violation Number	Violation Date	School Code	Route Number	Hearing Date	Hearing Time
900071089	05/29/2008	27124	Q2713	06/11/2008	10:45 AM
900071090	05/29/2008	27124	Q2714	06/11/2008	10:45 AM
900071278	06/02/2008		N928	06/16/2008	10:00 AM
900071281	06/02/2008		S991	06/16/2008	10:00 AM
900071282	06/02/2008		S990	06/16/2008	10:00 AM
900071283	06/02/2008		S992	06/16/2008	10:00 AM
900071334	06/02/2008		Q2651	06/16/2008	10:00 AM
900071335	06/02/2008		Q2651	06/16/2008	10:00 AM

2. Select a desired date by clicking on the desired date within the calendar at the top of the screen.
3. Select a desired time by clicking an available time from the drop-down listing.



1) Select Date: November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

2) Select Time: Pick A Date In the Above Calendar

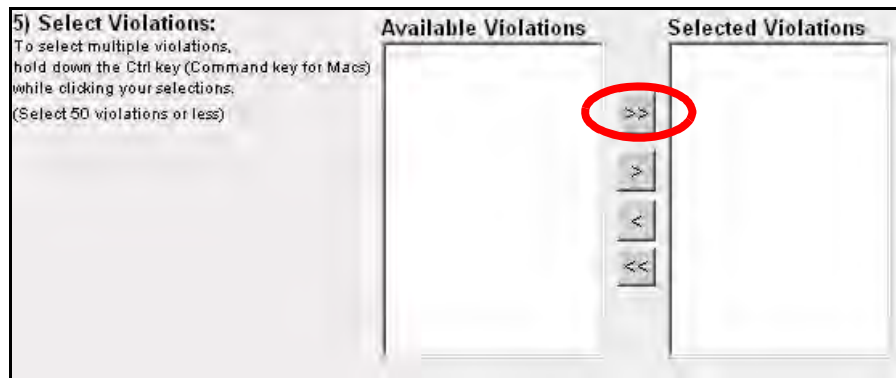
3) OPT/PreK: 02:15 PM
02:30 PM
02:45 PM
03:00 PM
03:15 PM

4) Vendor: [Empty Field]

5) Select Violations: To select multiple violations, hold down the Ctrl key (Command key for Mac) while clicking your selections. (Select 50 violations or less)

Save Delete Cancel Close

4. Confirm that the **Vendor Box** has been correctly pre-filled with the desired vendor name
5. Confirm that the **OPT/PreK Box** has been appropriately pre-filled.
6. Select the Violations to be edited by highlighting your selections within the **Available Violations Box**. Multiple violations can be selected by holding down the **Ctrl Key**, while clicking your selections then clicking the '>>' Button located on the left side of the **Selected Violations Box**.
7. Confirm that all of your desired choices appeared within the **Selected Violations Box**. Repeat **Step 6**, if all of your desired selections do not appear.



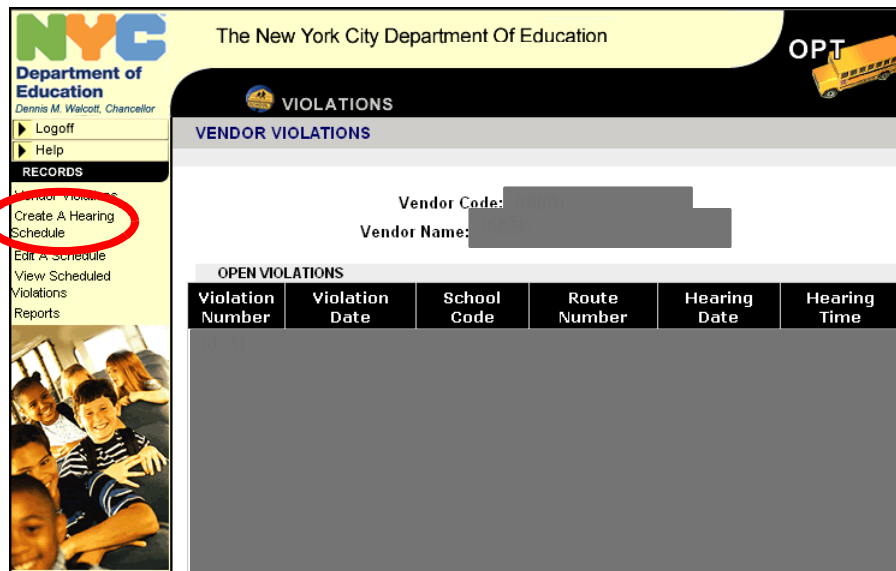
8. Click the **Save Button** to save your changes.

Scheduling a Hearing

The Vendor Violations System provides authorized users with the ability to schedule hearings.

To schedule a hearing:

1. Click **Create a Hearing Schedule** on the left side of the screen.



The screenshot displays the NYC Department of Education Vendor Violations System interface. The left sidebar contains a menu with the following items: Logoff, Help, RECORDS, Vendor Violations, **Create A Hearing Schedule** (circled in red), Edit A Schedule, View Scheduled Violations, and Reports. The main content area is titled 'VENDOR VIOLATIONS' and includes fields for 'Vendor Code' and 'Vendor Name'. Below these fields is a table titled 'OPEN VIOLATIONS' with the following columns: Violation Number, Violation Date, School Code, Route Number, Hearing Date, and Hearing Time. The table body is currently empty.

2. Select the date by clicking on the desired date within the calendar at the top of the screen.
3. Select the time by clicking an available time from the drop-down listing.

EDIT A VENDOR HEARING SCHEDULE

1) Select Date: November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

2) Select Time: Pick A Date In the Above Calendar

3) OPT/PreK:

4) Vendor:

5) Select Violations:
To select multiple violations, hold down the Ctrl key (Command key for Macs) while clicking your selections. (Select 50 violations or less)

Available Times:

- 02:15 PM
- 02:30 PM
- 02:45 PM
- 03:00 PM
- 03:15 PM
- 03:30 PM
- 03:45 PM
- 04:00 PM
- 04:15 PM
- 04:30 PM
- Pick A Date In the Above Calendar

Buttons: Save, Delete, Cancel, Close

4. Confirm that the **Vendor Box** has been correctly pre-filled with the desired vendor name
5. Confirm that the **OPT/PreK Box** has been appropriately pre-filled.
6. Select the Violations to be edited by highlighting your selections within the **Available Violations Box**. Multiple violations can be selected by holding down the **Ctrl Key**, while clicking your selections then clicking the '>>' Button located on the left side of the **Selected Violations Box**.
7. Confirm that all of your desired choices appeared within the **Selected Violations Box**. Repeat **Step 6**, if all of your desired selections do not appear.

5) Select Violations:
To select multiple violations, hold down the Ctrl key (Command key for Macs) while clicking your selections. (Select 50 violations or less)

Available Violations

Selected Violations

Buttons: >>, <<, >, <

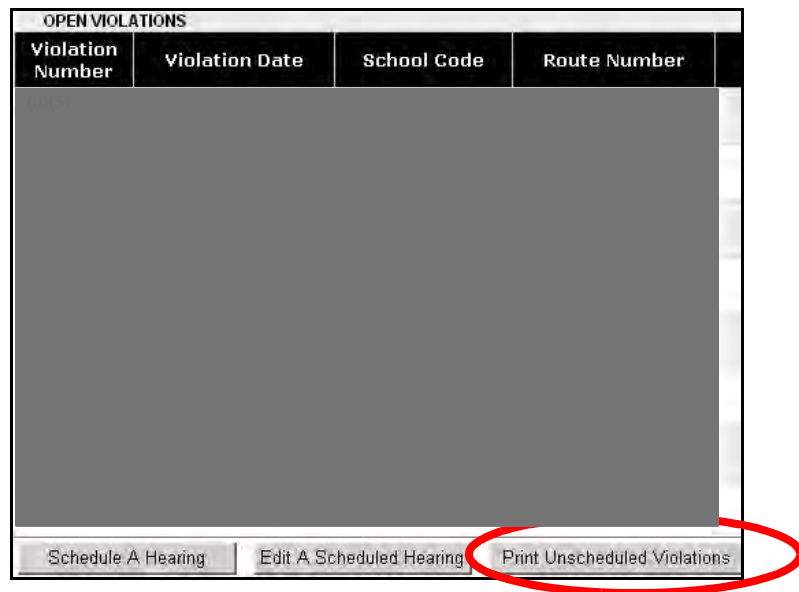
8. Click the **Save Button** to save your changes.

Viewing and Printing Unscheduled Violations

The Vendor Violations System provides authorized users with the ability to view and print unscheduled violations.

To view and print all of the unscheduled violations associated with your vendor organization:

1. Click the **Print Unscheduled Violations Button**.



OPEN VIOLATIONS			
Violation Number	Violation Date	School Code	Route Number

Schedule A Hearing Edit A Scheduled Hearing **Print Unscheduled Violations**

Violation Number: 900088259

Violation Number

Violation Issued By:

Violation Date:

11/10/2008

Status:

Open

Route Number:

School Name:

School Number:

School Address:

Session Time:

Telephone:

Vendor Name:

Vendor Code:

Vehicle Number:

Violations:

Vio. Code	Vio. Description	Ins.	CC	Man.
43	Arrival of a vehicle at pre-school site more than twenty (20) minutes prior to the start of program session or less than five (5) minutes before the start of the program session, unless the Contractor can reasonably demonstrate that the cause for such untimely arrival was due to circumstances beyond the Contractor's control.	<input type="checkbox"/> A <input type="checkbox"/> W	<input type="checkbox"/> A <input type="checkbox"/> W	<input type="checkbox"/> A <input type="checkbox"/> W
Please provide the route number.				
arrives to school late at 8:34 a.m. School begins at 8:10 a.m.				

Comments:

ENTERING BUS ARRIVAL TIMES FOR GENERAL EDUCATION ROUTES

Vendor Quick Reference Guide



Entering Bus Arrival Times for General Education Routes

In order to enter bus arrival times for your general education routes, you must do the following:

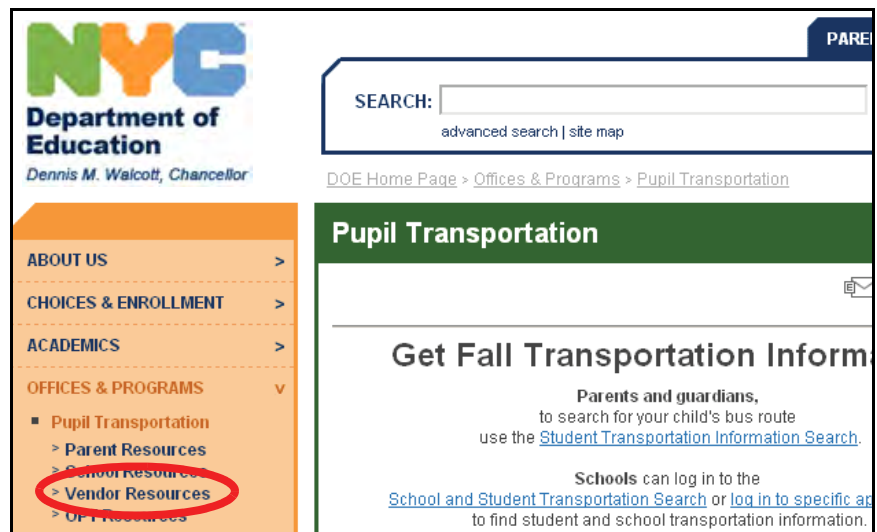
- Log into the Edulog General Education Routing System.
- Select a route.
- Enter the time at which the bus will arrive at each stop on the route.

Logging In

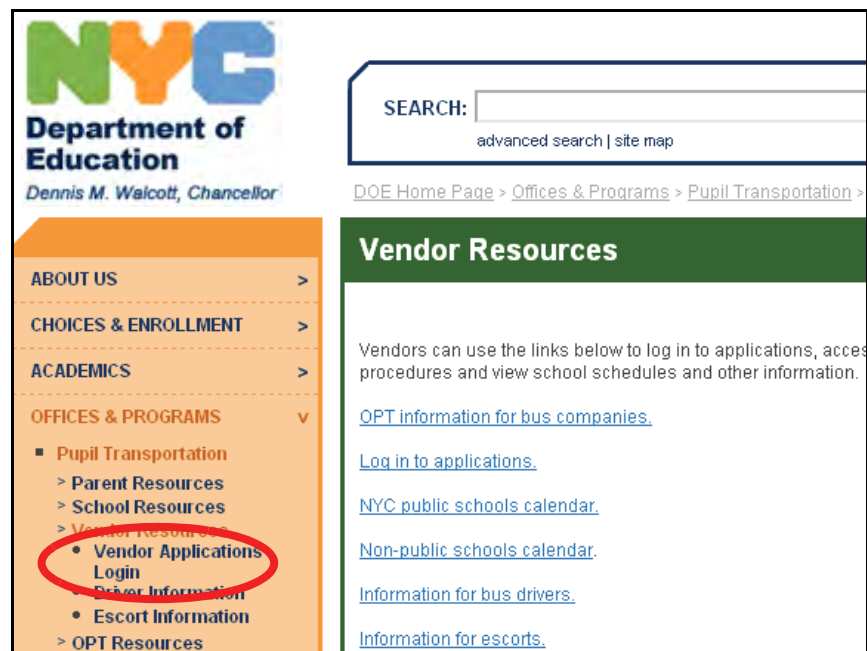
Note You must have Java installed on your computer in order to use the Edulog General Education Routing System. Java will be automatically installed on your computer when you log into the system. If you need help with installing Java, please contact your technical support staff.

To log into the Edulog General Education Routing System:

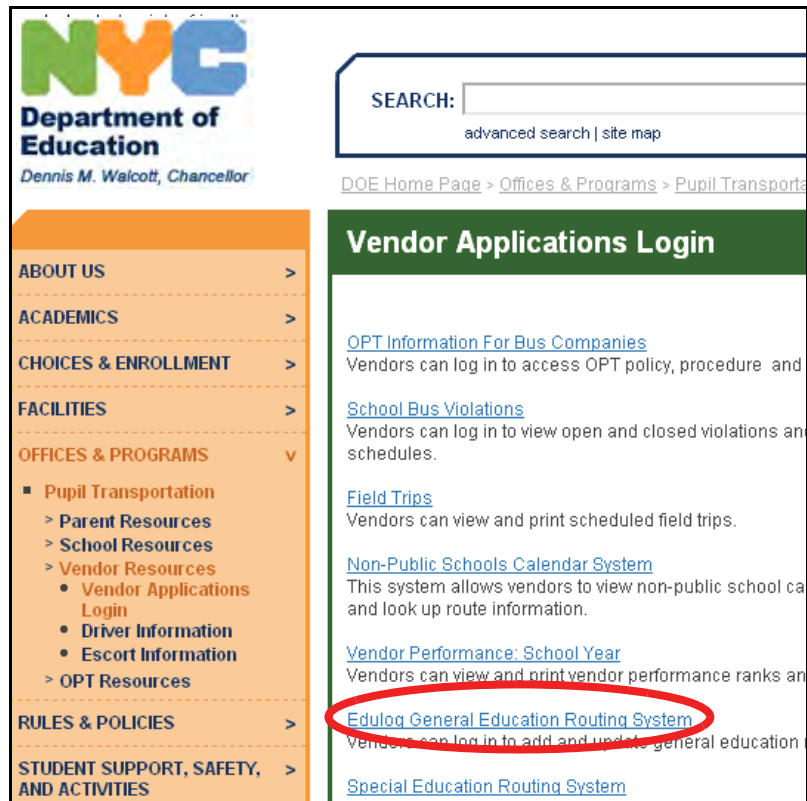
1. Go to the **Office of Pupil Transportation** website at:
<http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



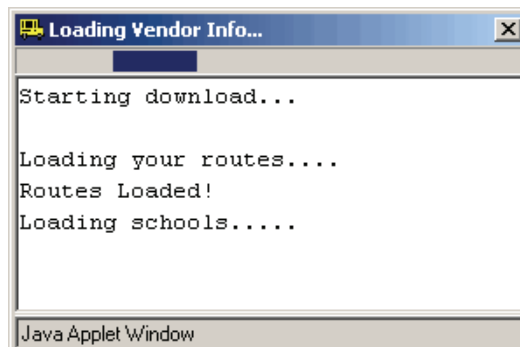
3. Click on **Vendor Applications Login**.



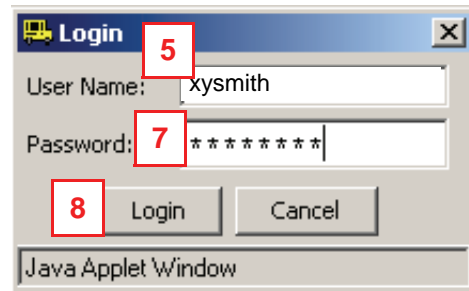
4. Click on **Edulog General Education Routing System**.



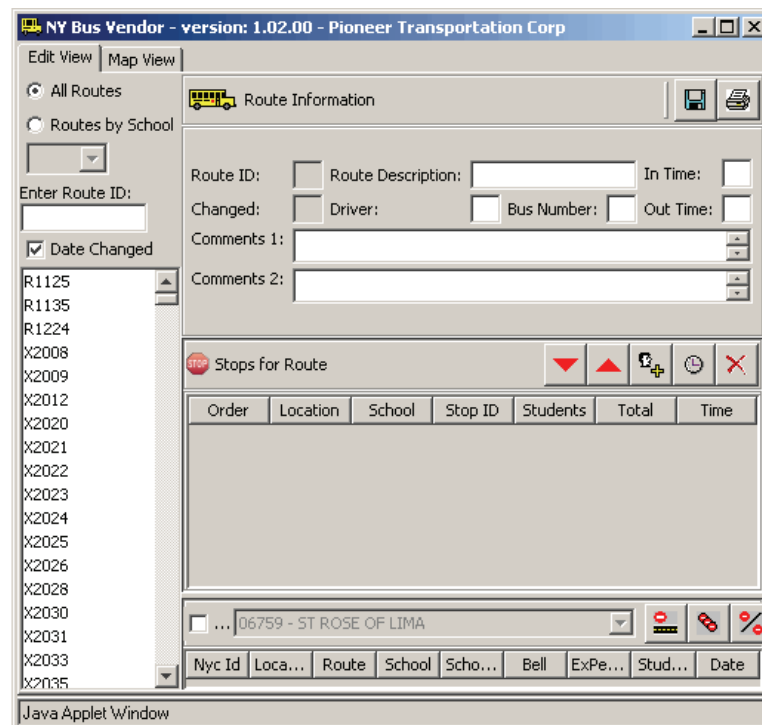
These messages will appear briefly:



5. Enter your **User Name**.
6. Press the **Tab** key on your **keyboard**.
7. Enter your **Password**.
8. Click **Login**.



The Edulog General Education Routing System will open:



Note Please do not close the **ePTS** screen shown below while you are using the Edulog General Education Routing System or the system will be closed.

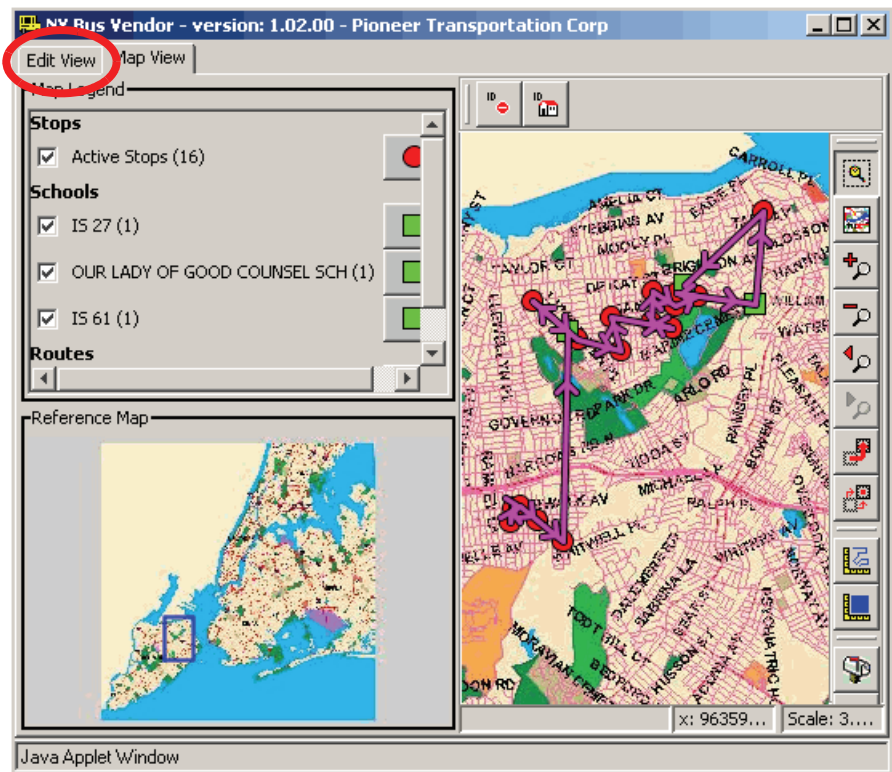


Changing Bus Arrival Times

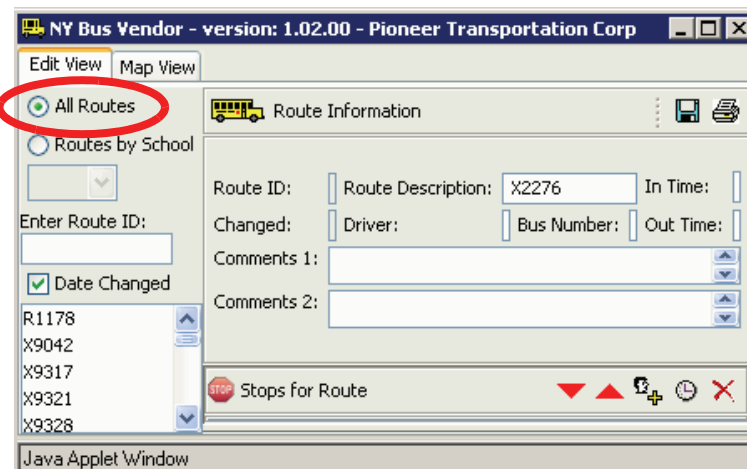
The Edulog System automatically calculates times that the buses will arrive at stops and displays these arrival times in the system. You can change these arrival times to provide more accurate information.

To change arrival times:

1. Click on **Edit View**.



2. Choose **All Routes**.



3. Type the desired **route ID** in the **Enter Route ID** box.
4. Press the **Enter** key on your **keyboard**.

The screenshot shows the 'NY Bus Vendor - version: 1.02.00 - Pioneer Transportation Corp' window. The 'Enter Route ID' field contains 'R1001'. The 'Route Information' section displays the following data:

Route ID:	135	Route Description:		In Time:	7:30
Changed:	008	Driver:	ERT	Bus Number:	459
Comments 1:	SACRAMENT EVERY WEDNESDAY.;				
Comments 2:					

The 'Stops for Route' table is also visible:

Order	Location	School	Stop ID	Students	Total	Time
1	ARLINGTON...	31044	31044.010	27	27	7:57 AM
2	NORFIEL...	31044	31044.012	15	42	8:02 AM
3	HOLLAN...	31044	31044.013	17	59	8:05 AM
4	SCHOOL...	31044	31044.000	0	0	8:10 AM
1	FRONT ...	31044	31044.009	47	47	8:13 AM
2	SCHOOL...	31044	31044.000	0	0	8:15 AM

The route information will appear on the right side of the screen.


5. Click on the stop whose **arrival time** you want to change.
- The selected stop will be highlighted in red.

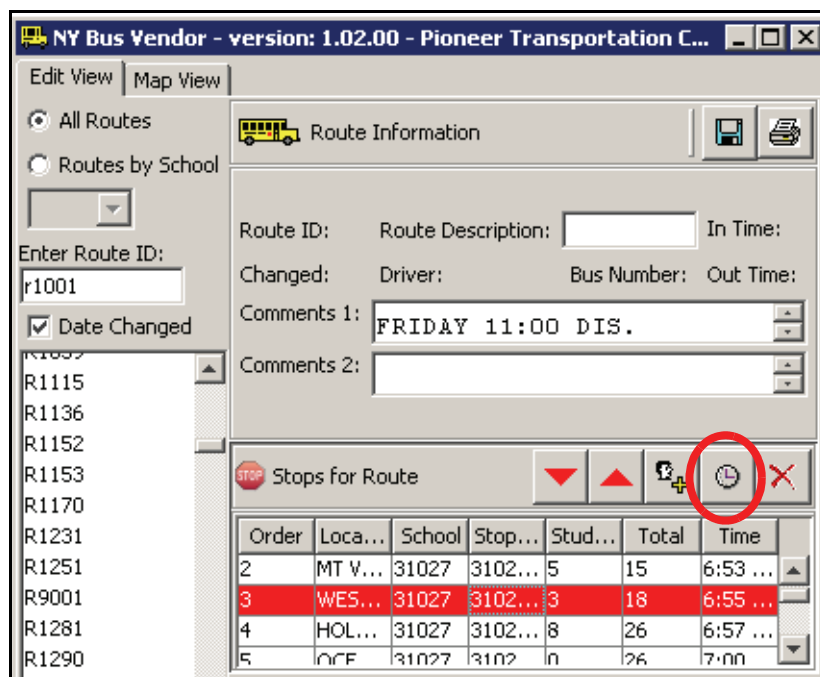
The screenshot shows the 'NY Bus Vendor - version: 1.02.00 - Pioneer Transportation Corp' window. The 'Enter Route ID' field contains 'r1001'. The 'Route Information' section displays the following data:

Route ID:		Route Description:		In Time:	
Changed:		Driver:		Bus Number:	
Comments 1:	FRIDAY 11:00 DIS.				
Comments 2:					

The 'Stops for Route' table is also visible, with the stop 'WES...' highlighted in red:

Order	Loca...	School	Stop	Stud	Total	Time
2	MT V...	31027	3102...	5	15	6:53 ...
3	WES...	31027	3102...	3	18	6:55 ...
4	HOL	31027	3102...	8	26	6:57 ...
5	NCF	31027	3102	0	26	7:00 ...

6. Click on  to change the **arrival time**.

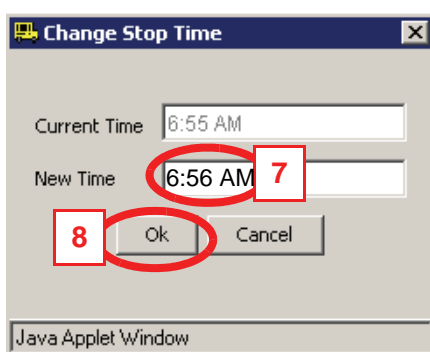


Order	Loca...	School	Stop...	Stud...	Total	Time
2	MT V...	31027	3102...	5	15	6:53 ...
3	WES...	31027	3102...	3	18	6:55 ...
4	HOL...	31027	3102...	8	26	6:57 ...
5	INF	31027	3102...	0	26	7:00 ...

7. Type the **new arrival time** in the **New Time** box.

Note The new arrival time must be between the arrival times of the stops before and after the selected stop. For example, If **Stop 2's** arrival time is **6:53 AM** and **Stop 4's** arrival time is **6:55 AM**, then **Stop 3's** arrival time must be **6:54 AM**.

8. Click **OK**.



Current Time: 6:55 AM

New Time: 6:56 AM **7**

8 **Ok** Cancel

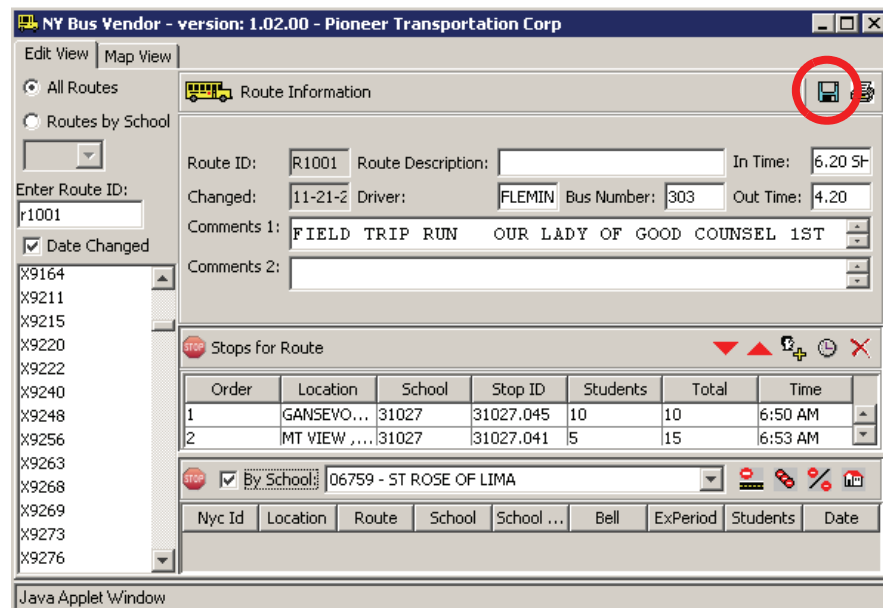
Java Applet Window

The new **arrival time** will appear in the **Time** column of the selected stop.

Note The arrival times for the other stops will be automatically updated based on the new arrival time that you entered.



9. You can repeat **Steps 5-8** for each additional arrival time that you want the enter.

10. Click on  (**Save Changes**).



NY Bus Vendor - version: 1.02.00 - Pioneer Transportation Corp

Edit View | Map View

☒ All Routes  Route Information 

☐ Routes by School

Enter Route ID:

☒ Date Changed

Route ID: Route Description: In Time: Changed: Driver: Bus Number: Out Time:

Comments 1:

Comments 2:

Stops for Route

Order	Location	School	Stop ID	Students	Total	Time
1	GANSEVO...	31027	31027.045	10	10	6:50 AM
2	MT VIEW ,...	31027	31027.041	5	15	6:53 AM

☒ By School:

Nyc Id	Location	Route	School	School ...	Bell	ExPeriod	Students	Date
--------	----------	-------	--------	------------	------	----------	----------	------

Java Applet Window

Accessibility Report

Filename: contractor-system-guide_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0