

# 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:

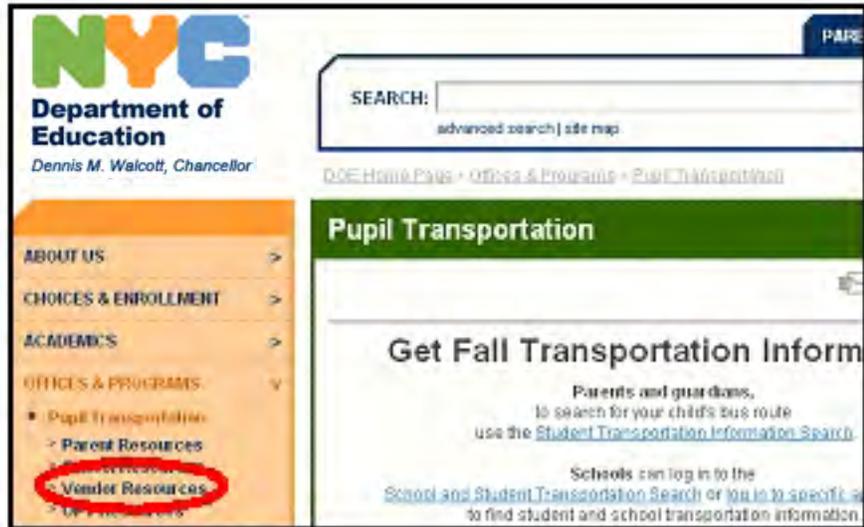
- logging into the system
- logging out of the system
- viewing the list of special education students assigned to routes serviced by your company
- viewing the details of routes that were active during a specific time period
  - searching for special education student information
  - printing route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

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

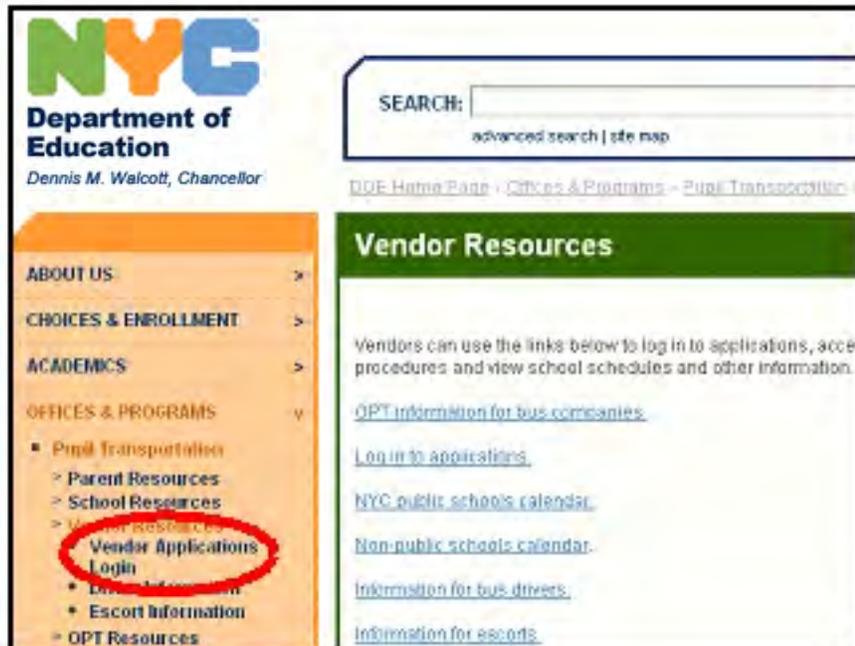
# Logging In

To log into the Special Education Route System:

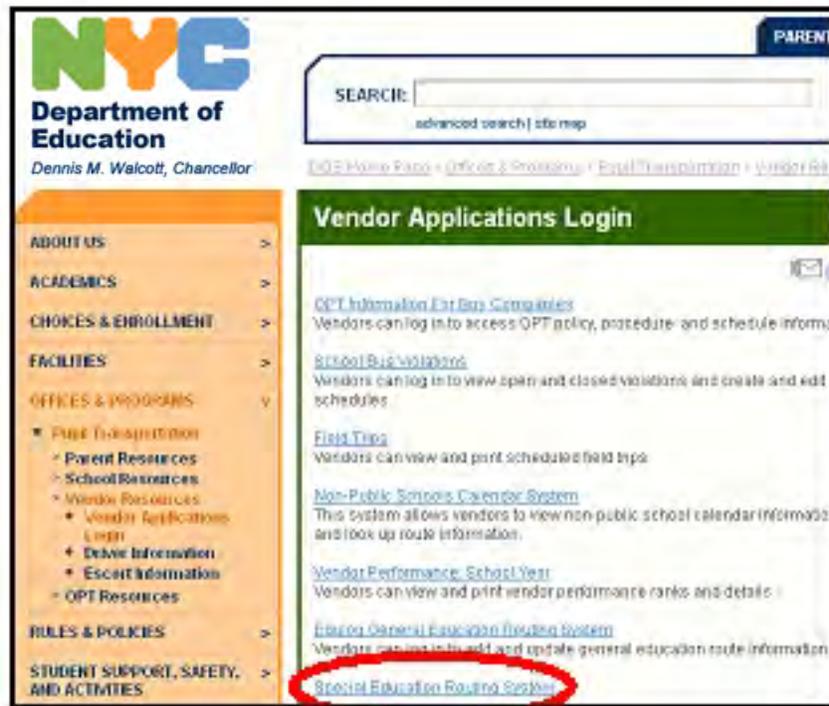
1. Go to the **Office of Pupil Transportation** website at:  
**<http://schools.nyc.gov/Offices/Transportation>**
2. Click on **Vendor Resources**.



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



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

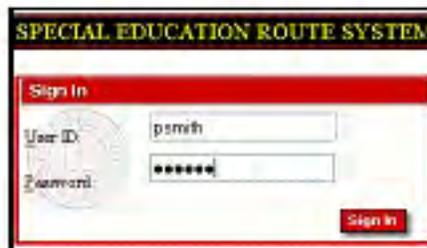


5. Enter your **User Name**.

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

7. Enter your **Password**.

8. Click **Sign In**.



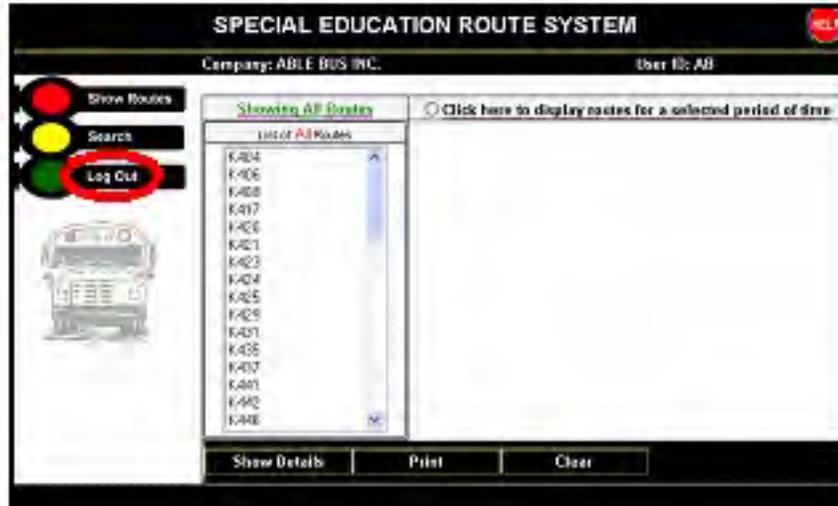
---

# 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**.

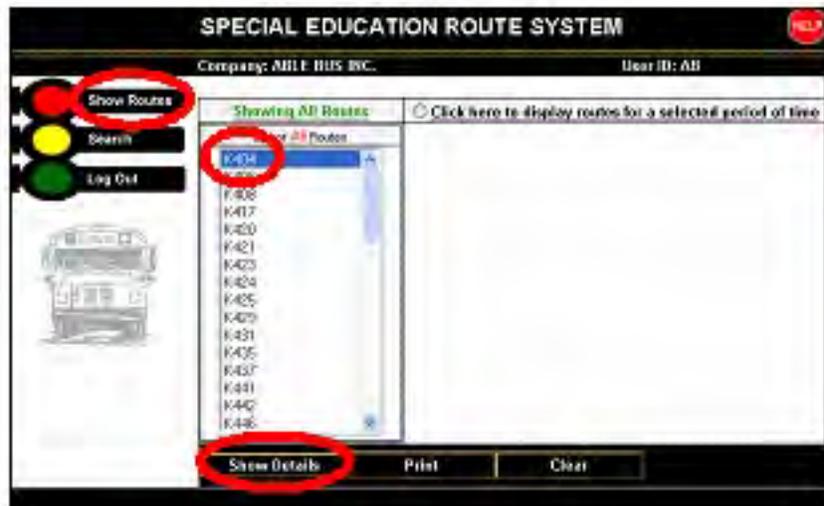


# Viewing Route Details

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.

Office Of Pupil Transportation  
List of Pupils  
By Route Number

Route Number = K404    WBS - HL    Vendor = ABLE BUS INC (400)    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 pages | Administration

Chronic	DT Date	Seq No	School Code & Route	Track Code	AM/FM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph	Amb. CL	Comm. Beg.	Comm. End	Med. Alert	AM	PM
		1	14257 (YS 257)	OH	AM and PM	111111111	PAUL	SMITH				N	06:45	15:00		ASIS Days	ASIS Days
		2	14257 (YS 257)	LD	AM and PM	222222222	JANE	SMITH				N	06:45	15:00		ASIS Days	ASIS Days
		3	14257 (YS 257)	AM	AM Only	333333333	JOHN	SMITH				N	06:45	15:00		ASIS Days	No Service



## 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 routes

Office Of Pupil Transportation  
List of Routes  
By Route Number

Route Number = K404 VEHIC. NO. = Vehicle = ABLE BUS INC. (AB) 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	DR. Date	Seq. No.	Vehicle Code & Name	Mode Code	AM/PM	Pickup No.	First Name	Last Name	Address	Zip	PH.	Wtd. Ce.	Start. Beg.	Start. End	Med. Assn.	AM	PM
		1	14257 (95 257)	On	AM and PM	11111111	PAI	SMITH				L	08:10	00:00		ASIS Days	ASIS Days
		2	14257 (95 257)	LD	AM and PM	22222222	JAE	SMITH				R	08:10	00:00		ASIS Days	ASIS Days
		3	14257 (95 257)	HL	AM Only	22222222	JOH	SMITH				L	08:10	00:00		ASIS 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.

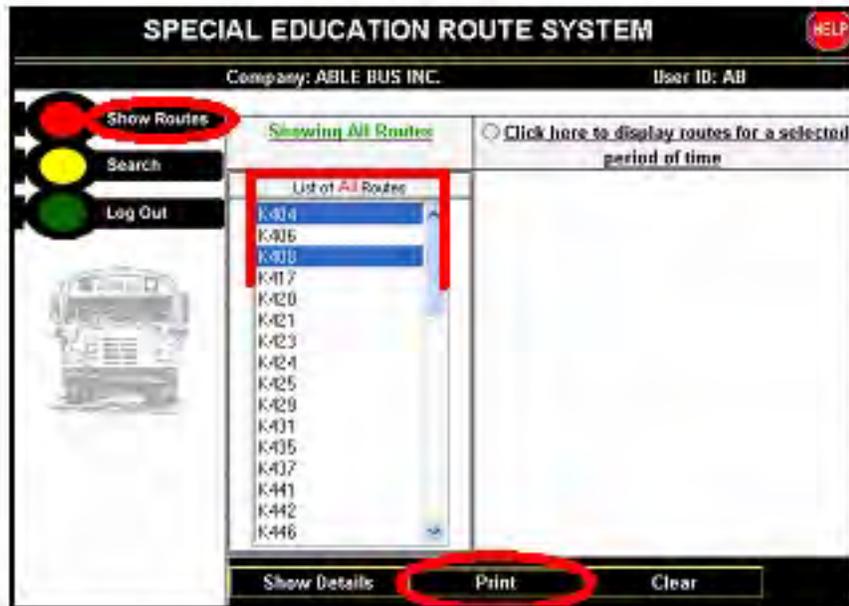
## Printing the Details of one or More Routes

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.

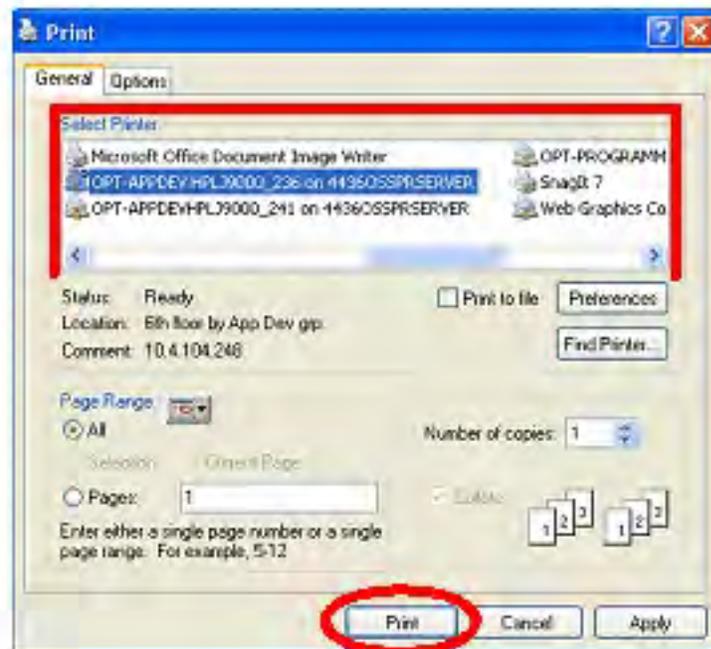
4. Click **Print**.



The **Print** dialog box will appear.

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

6. Click **Print**.

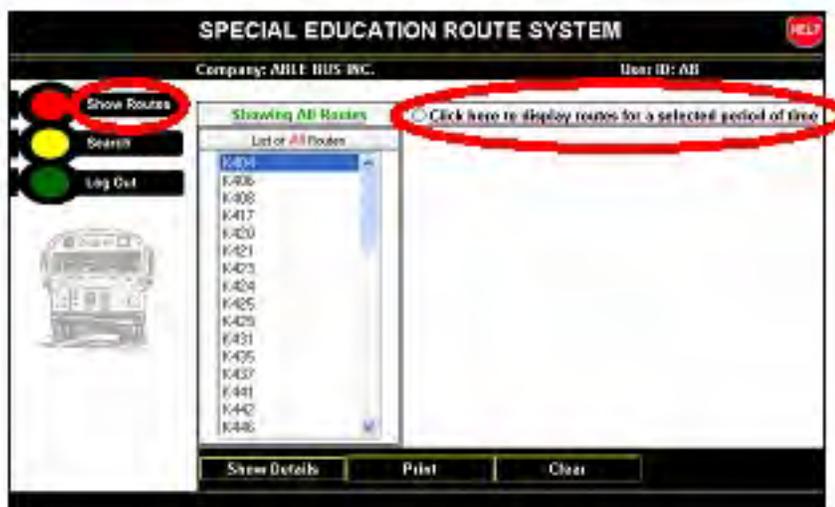


## Viewing Route Details by Time Period

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:

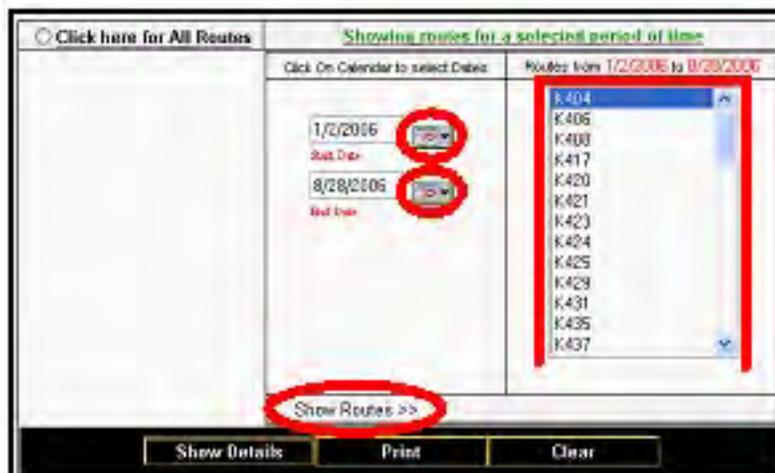
1. Click **Show Routes**.
2. Click on **Click here to display routes for a selected period of time**.



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:

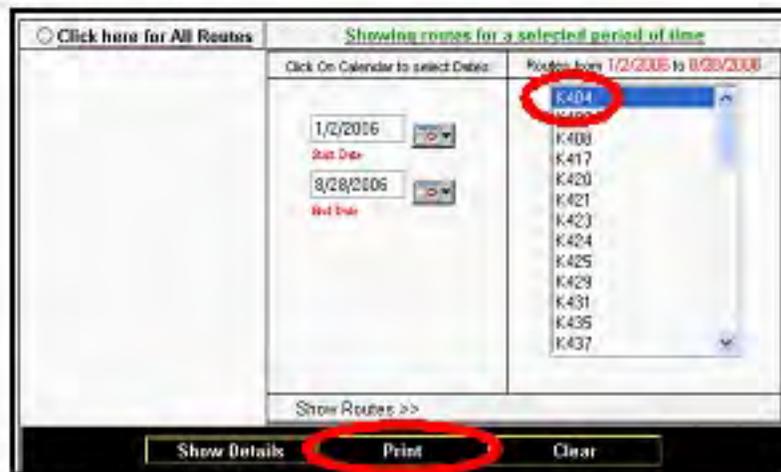
1. Do either of the following:

- 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.**



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

3. Click **Print.**

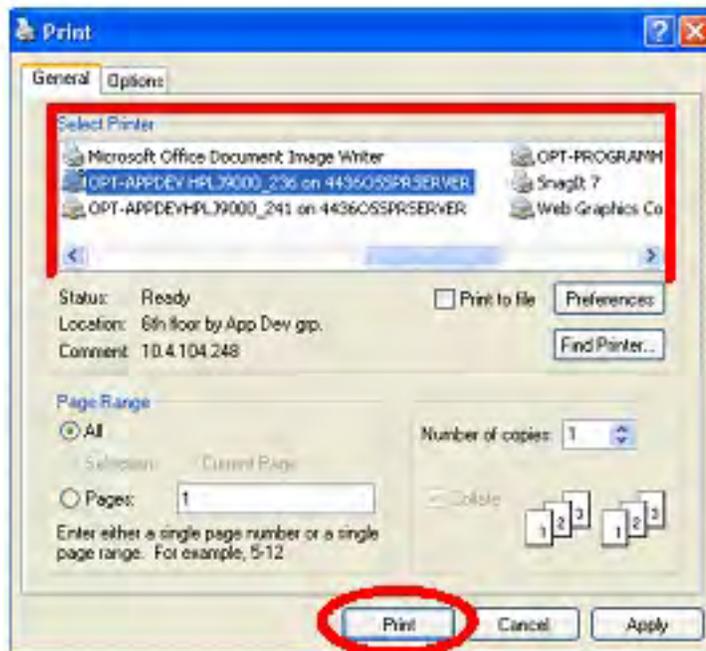
The screenshot shows a 'PRINT PREVIEW WINDOW' for the 'Office Of Payd Transportation'. The title is 'List of Pupils By Route Number'. The route number is 'K404'. The driver name is 'Pat Smith'. The bus number is '4104'. The window shows a table of pupils with the following columns: 'Child', 'SIL', 'Date', 'Sex', 'School Code', 'Bus Code', 'AM/PM', 'Pupil ID No.', 'First Name', 'Last Name', 'Address', 'Zip', 'Ph.', 'Bus/CL', 'Sees', 'Emp', 'Gen', 'Med', 'All', 'AM', 'PM'. The first row of data shows a pupil with ID '44207-072', last name 'Curtis', and address '11707'. The 'Print' button at the top left is circled in red.

Child	SIL	Date	Sex	School Code	Bus Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Bus/CL	Sees	Emp	Gen	Med	All	AM	PM
				44207-072	072	AM	44207	Curtis	Pat	11707									AM	PM

---

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	Search Details			
Log Out					
Search By					
<input type="radio"/> ID	Child ID:				
<input checked="" type="radio"/> Name	First Name:	<input type="radio"/> AND	Last Name:	Smith	
		<input type="radio"/> OR			
		<input type="radio"/> LIKE			
		Submit Reset			

You will see the list of students who meet your search criteria. Students on routes serviced by other vendors are listed at the bottom of the screen.

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

Route No.	Route Change	PS Code	Sch Code	School Code & Name	Route Code	AM/PM	Pupil No.	First Name	Last Name	Address	City	PS	Area Code	Start Time	End Time	Mod	Alert
4422	AB		2	17322 (PS 22)	OH	AM Only		JANE	SMITH		1736	NY	0018	0027			
4423	AB		0	20208 (PS 28) COUNCIL BLAFFS SCHOOL 1	AM	AM and PM		JOHN	SMITH		1736 1781	NY	0018	0027			

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

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

Office Of Pupil Transportation  
List of Pupils  
By Route Number

Route Number = 4423    WKR - HL    Vendor = ADLE BUS INC. (AD)    First Pick up = 06:30    Last Pick up = 10:45

Please enter information for driver name, escort name, bus number and add a comment at route 4423 by using Administration button

Page 1 of 1

Print all 1 page(s)    Administration

Change	Eff. Date	Sch No.	School Code & Name	Route Code	ASSIGN	Pupil No.	First Name	Last Name	Address	City	PS	Area Code	Start Time	End Time	Mod	Alert	AM	PM
		1	17322 (PS 22)	OH	AM and PM	11111111	JANE	SMITH		1736	NY	0018	0027			AB	AB	AB
		2	17322 (PS 22)	OH	AM Only	20222222	JOHN	SMITH		1736	NY	0018	0027			AB	AB	No routing

## Printing Student Information

To print student information:

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

Office Of Pupil Transportation  
List of Pupils  
By Route Number

Route Number = K478 WKR - HL Vendor = ABLE BUS INC. (AB) First Pick up = 06:30 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	Indic. Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Amb. Ctl.	Secc. Beg.	Secc. End	Mod. Alert	AM	PM
		1	17130 (PS 138 )	SI	AM and PM	111111111	Jane	SMITH		1234		N	06:30	10:30		All 5 Days	All 5 Days
		2	17322 (PS 22 )	OH	AM Only	222222222	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 WKR - HL Vendor = ABLE BUS INC. (AB) First Pick up = 06:30 Last Pick up = 15:45 **Am Condition 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	Indic. Code	AM/PM	Pupil ID No.	First Name	Last Name	Address	Zip	Ph.	Amb. Ctl.	Secc. Beg.	Secc. End	Mod. Alert	AM	PM
		1	17130 (PS 138 )	SI	AM and PM	111111111	Jane	SMITH		1234		N	06:30	10:30		All 5 Days	All 5 Days
		2	17322 (PS 22 )	OH	AM Only	222222222	Jane	SMITH		1234		N	06:30	10:30		All 5 Days	No service

Print dialog box:

Select Printer

- Microsoft Office Document Image Writer
- OPT-APRDEV\HPL3000\_236 on \\43605SPR3SERVER
- OPT-APRDEV\HPL3000\_241 on \\43605SPR3SERVER

Status: Ready

Location: Bk floor by Asp Dev g/p

Comment: 10.4.104.248

Page Range:  All  Pages: 1

Number of copies: 1

**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

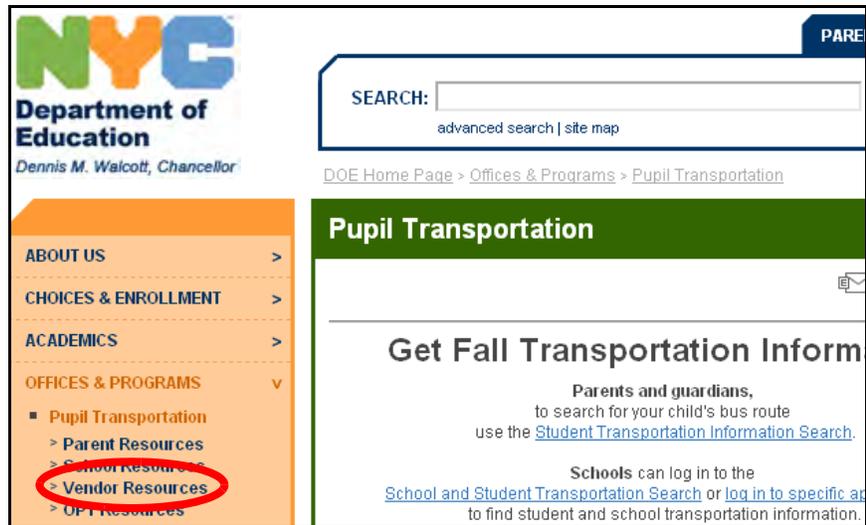
This chapter provides instructions for performing the following functions:

- 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

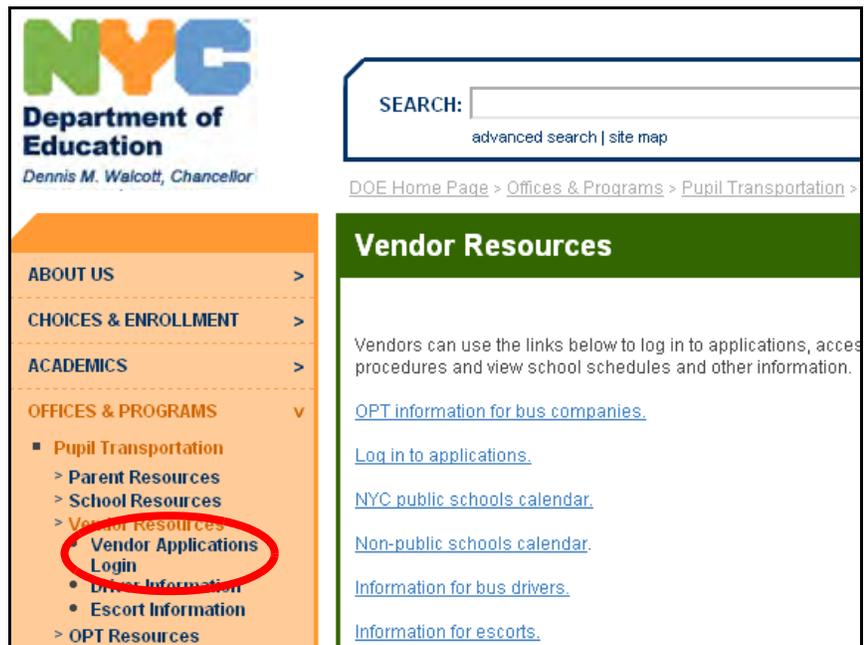
# Logging In

To log into the OPT Call Recording System:

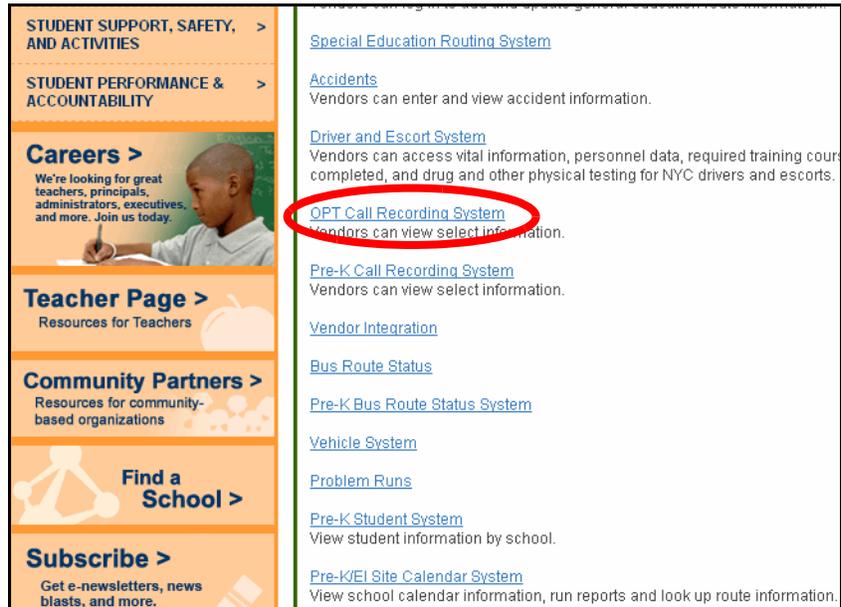
1. Go to the **Office of Pupil Transportation** website at: <http://schools.nyc.gov/Offices/Transportation>
2. Click on **Vendor Resources**.



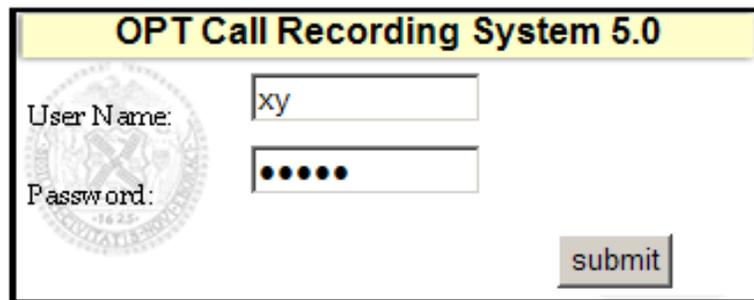
3. Click on **Vendor Applications Login**.



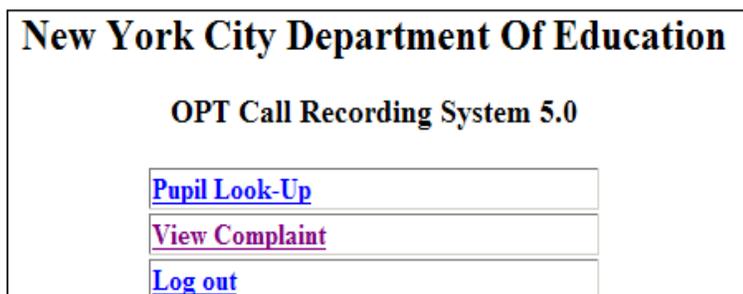
4. Scroll down to the bottom of the screen.
5. Click on **OPT Call Recording System**.



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



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



---

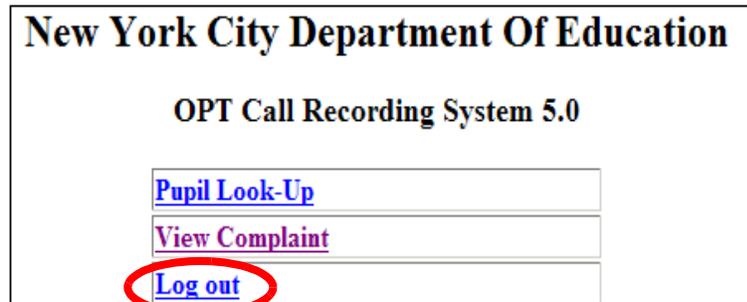
# Logging Out

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**.



---

# 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 Complains**.

**New York City Department Of Education**  
**OPT Call Recording System 5.0**

[Pupil Look-Up](#)  
[View Complaint](#)  
[My Complains](#)  
[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	<a href="#">176457</a>				26067		5/4/2005 9:48:00 AM
2	<a href="#">176358</a>				75891		5/2/2005 3:43:00 AM
3	<a href="#">176331</a>				24075		5/2/2005 10:32:00 AM
4	<a href="#">176078</a>				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.

1 No Pick-Up

Description

Parent states that the bus did not pick up his child this morning.

**Please write your Response**

Child was not present at stop at scheduled pickup time.

Update Back Main Menu

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.

Print View Complaints

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.



**Nature Of The Problem**

1 **No Pick-Up**

Problem Details:-  
Parent states that the bus did not pick up his child this morning.

License Plate#                      Bus#                      Location of Incident

Dept Referred To **Operations**                      Date Referred **5/4/2005**

---

**Vendor Resolution**

Resolution 1 Vendor:- Child was not present at stop at scheduled pickup time.

---

Date 4/20/2006                      Eastern Time 3:20:53 PM

**Print**    View Complaints    Main Menu

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

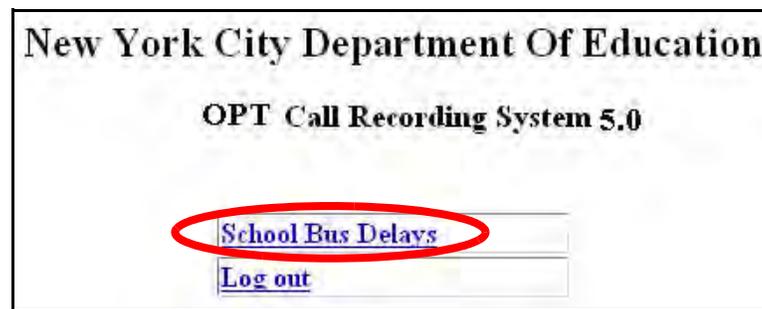
You must report all bus breakdowns and delays using the OPT Call Recording System. Add a bus **breakdown** report to notify the OPT about a **mechanical** problem. Add a **running late** report to notify the OPT about a **traffic delay** or **other delays**.

---

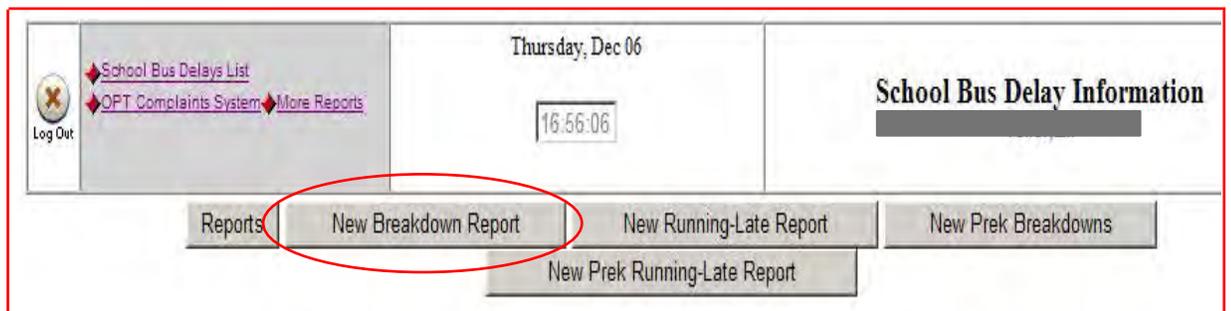
## Adding a Breakdown Report

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**.

The screenshot shows the top portion of a web form titled "New Breakdown Report". It includes two buttons: "Save Report" and "Cancel Changes". Below these buttons is a dropdown menu labeled "Select Type" which is currently set to "AM Run". A red oval highlights the "Select Type" dropdown and the "AM Run" selection.

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**.

The screenshot shows the "New Breakdown Report" form with the "Received By" field filled with a greyed-out name. Below it is the "Contact" section, which has three input fields: "Title", "Name", and "Phone". A red oval highlights these three input fields.

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**.

The screenshot shows a detailed view of the "New Breakdown Report" form. The "Received By" field is filled with a greyed-out name. The "Contact" section has "Title" set to "Dispatcher" and "Name" and "Phone" fields are empty. The "Occurred On" field contains the date "11/17/08" and the time "7:30 am". A red oval highlights the "7:30 am" time entry. Below "Occurred On" is a note: "(e.g. 5/22/00 4:15 pm)". The "Route#" field is empty. The "Bus" and "Company" fields are filled with greyed-out 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	[Redacted]	
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"/>	[Redacted]

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"/>	
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	Select a reason <input type="button" value="v"/>
Location of Breakdown	Corner of W 8th St. and 6th Ave <input type="button" value="v"/>

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 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"/> (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.
  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	
<input type="text"/>	
<input type="button" value="Save Report"/> <input type="button" value="Cancel Changes"/>	

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#	<a href="#">1234A</a>	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

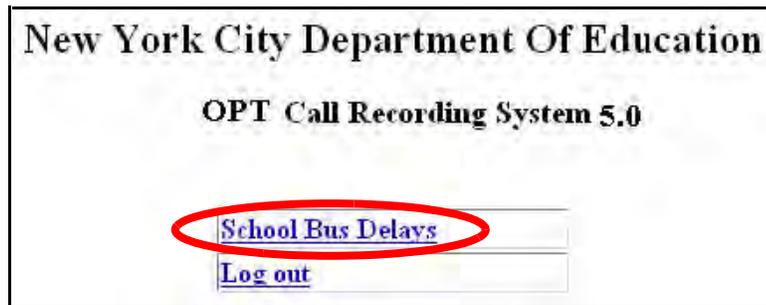
19. You can click on **School Bus Delays List** to edit a delay or breakdown report or click **Log Out** to exit from the system.



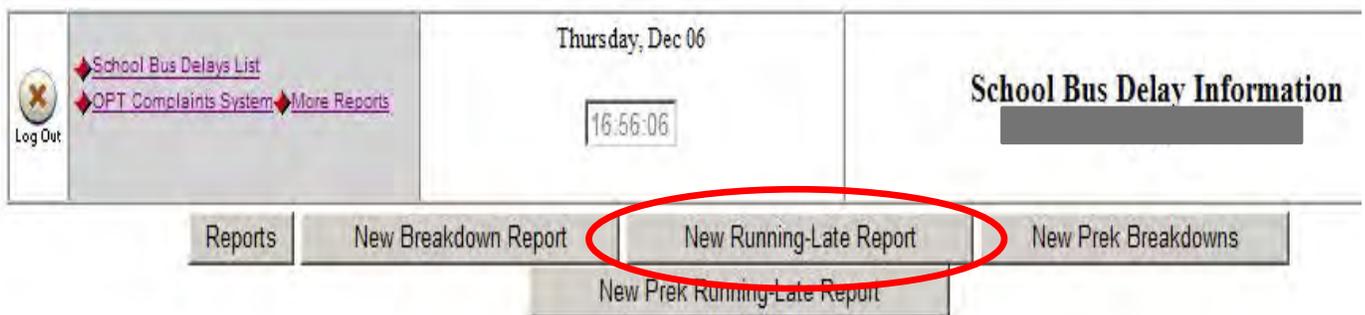
## Adding a Running Late Report

To add a running late report:

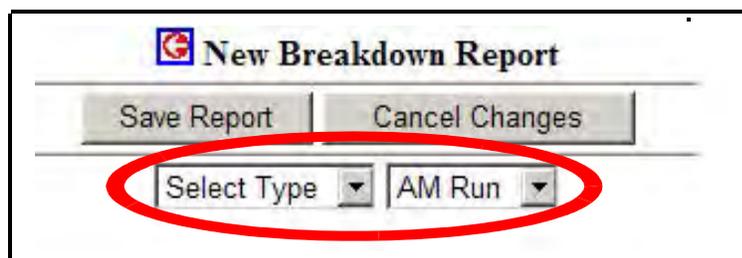
1. If necessary, click **Main Menu** at the bottom of the screen.
2. Click on **School Bus Delays**.



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



4. Choose the type of run to which the delay applies and **AM Run** or **PM 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	[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 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	[Redacted]	
Contact	Title Dispatcher	Name Pat
Occurred On	11/17/08	7:30 am
	(e.g. 5/22/00 4:15 pm)	
Route#	12345A	
Bus Company	PD	[Redacted]

Created On	12/07/12	08:42 AM
	(e.g. 5/22/00 4:15 pm)	
Borough	Manhattan	
Bus#	[Redacted]	
Description	[Redacted]	

- 
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 <input type="text"/>	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
<input type="text"/>
<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	
During run/field trip, the 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 [REDACTED]		
Occurred On	Mon, Nov-17 07:30 AM	Reported On	Mon, Nov-17 12:59 PM
Route#	<a href="#">12345A</a>	Borough	Brooklyn
Bus Company	[REDACTED]	Bus#	
Reason For Delay	Traffic on Flatbush Ave.	How Long?	20 minutes
School(s) Serviced	<b>New York City Superstart Plus Program</b> 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

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.



---

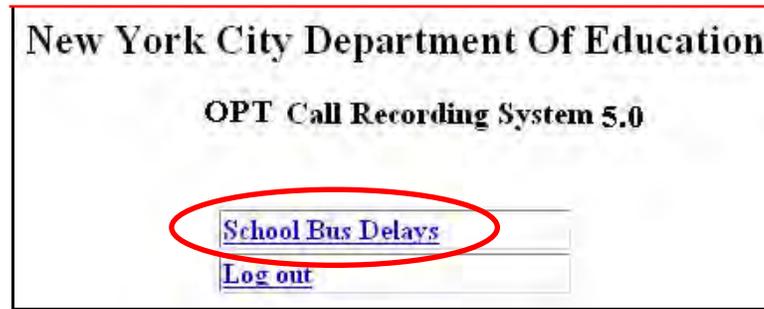
## Editing a Breakdown or Running Late Report

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	
<a href="#">Edit</a>	Breakdown	0005	1234A	Flat tire.	Mon, Nov-17 07:45 AM	11/17 @ 14:09 - pd	<a href="#">Get Details</a>
<a href="#">Edit</a>	Breakdown		1234A	Bus overheated	Mon, Nov-17 07:30 AM	11/17 @ 12:34 - pd	<a href="#">Get Details</a>
<a href="#">Edit</a>	Breakdown		1234A	Bus overheated	Mon, Nov-17 07:30 AM	11/17 @ 12:35 - pd	<a href="#">Get Details</a>
<a href="#">Edit</a>	Running Late		12345A	Traffic on Flatbush Ave.	Mon, Nov-17 07:30 AM	11/17 @ 13:18 - pd	<a href="#">Get Details</a>

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 gray; height: 40px;"></div>	
Last updated on: <b>Mon, Nov-17 02:51 PM</b> by pd	
<input type="button" value="Save Report"/> <input type="button" value="Cancel Changes"/>	

The saved breakdown report will appear.

- AM RUN			
Contact	Dispatcher <span style="background-color: gray; color: black;">[REDACTED]</span>		
Occurred On	Mon, Nov-17 07:30 AM	Reported On	Mon, Nov-17 12:33 PM
Route#	<a href="#">1234A</a>	Borough	Brooklyn
Bus Company	<span style="background-color: gray; color: black;">[REDACTED]</span>	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

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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:

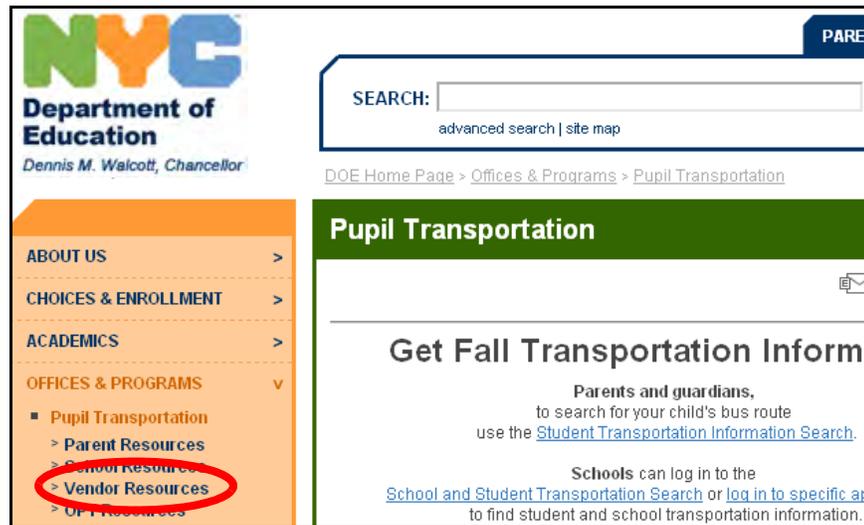
- logging into the Letters and Memos System
- logging out of the Letters and Memos System
- viewing and printing documentation

# Logging In

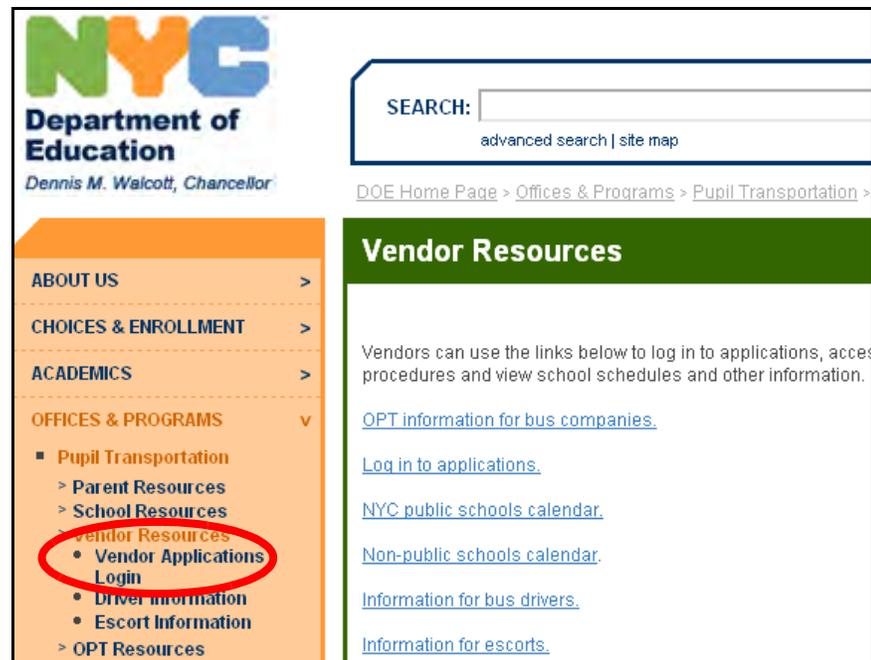
You must enter a user name and password to access the Letters and Memos System.

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 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**.



The screenshot shows a web interface titled "Letters Memos" with a list of menu items. The "LogOut" option at the bottom of the list is circled in red. The menu items are as follows:

- [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](#)

---

## 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.

---

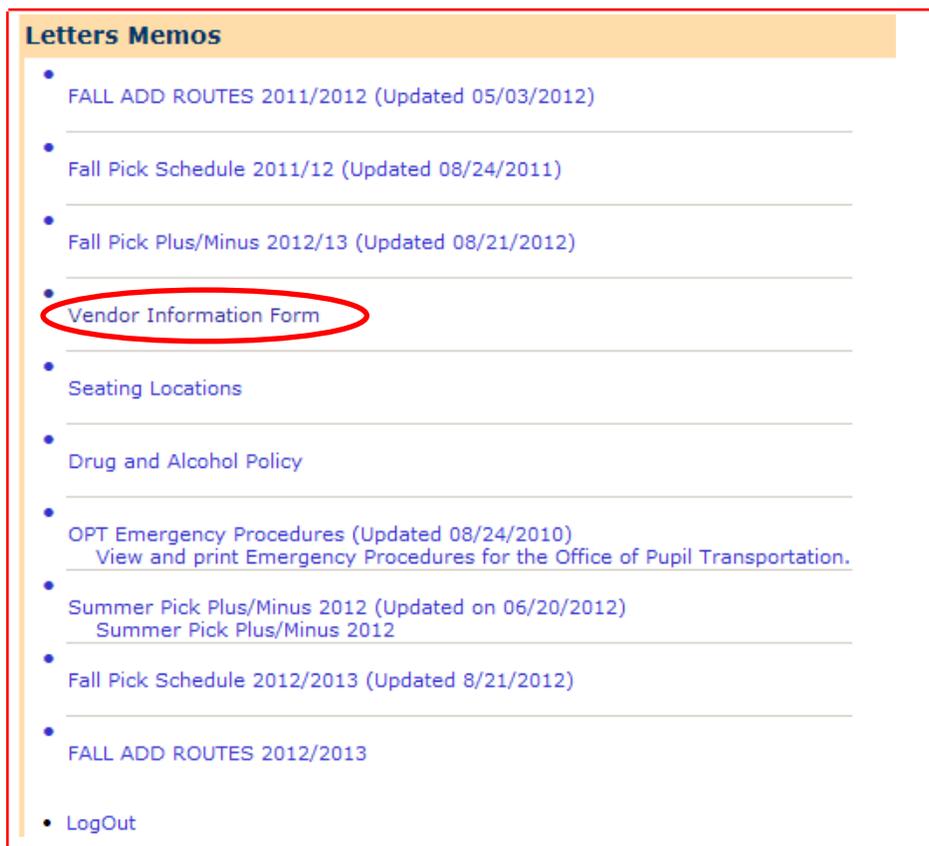
### Viewing and Printing Microsoft Office Documents

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.

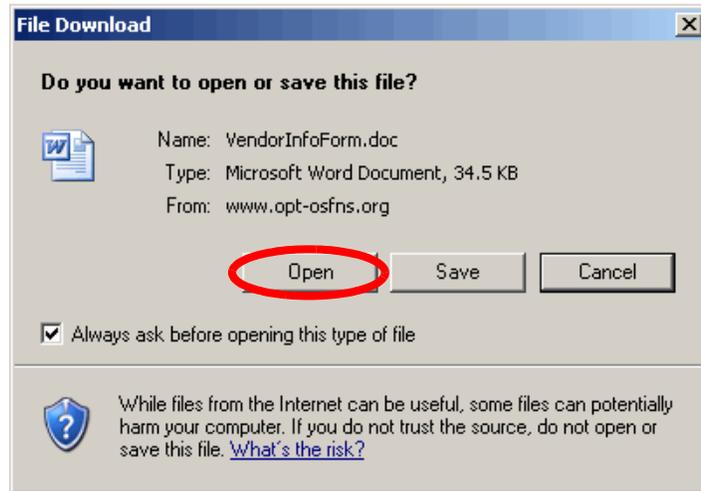


The screenshot shows a web interface titled "Letters Memos" with a list of document links. The "Vendor Information Form" link is highlighted with a red oval. The list includes:

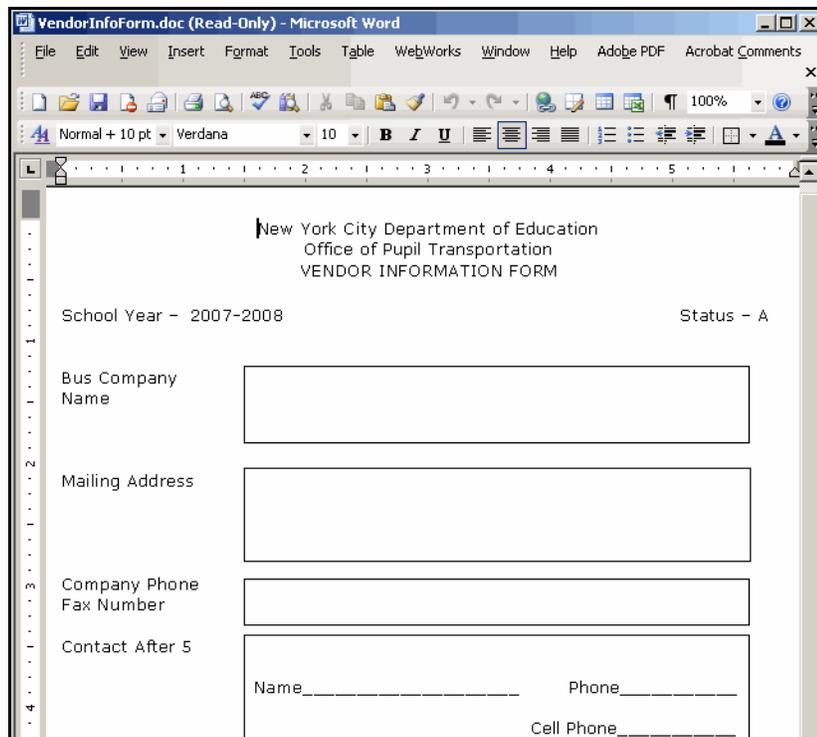
- [FALL ADD ROUTES 2011/2012 \(Updated 05/03/2012\)](#)
- [Fall Pick Schedule 2011/12 \(Updated 08/24/2011\)](#)
- [Fall Pick Plus/Minus 2012/13 \(Updated 08/21/2012\)](#)
- [Vendor Information Form](#)
- [Seating Locations](#)
- [Drug and Alcohol Policy](#)
- [OPT Emergency Procedures \(Updated 08/24/2010\)](#)  
[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](#)

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

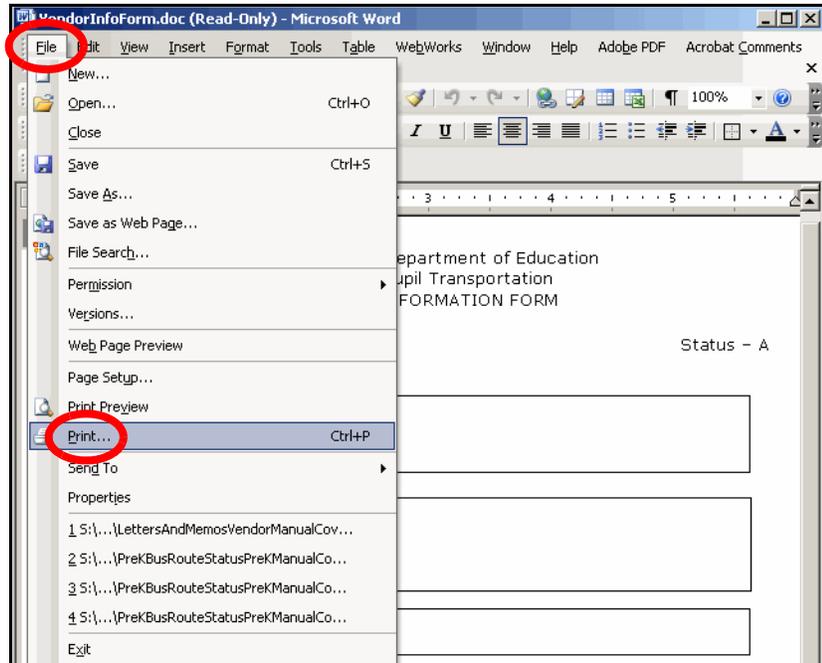
2. Click **Open**.



The selected document will be opened:



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.

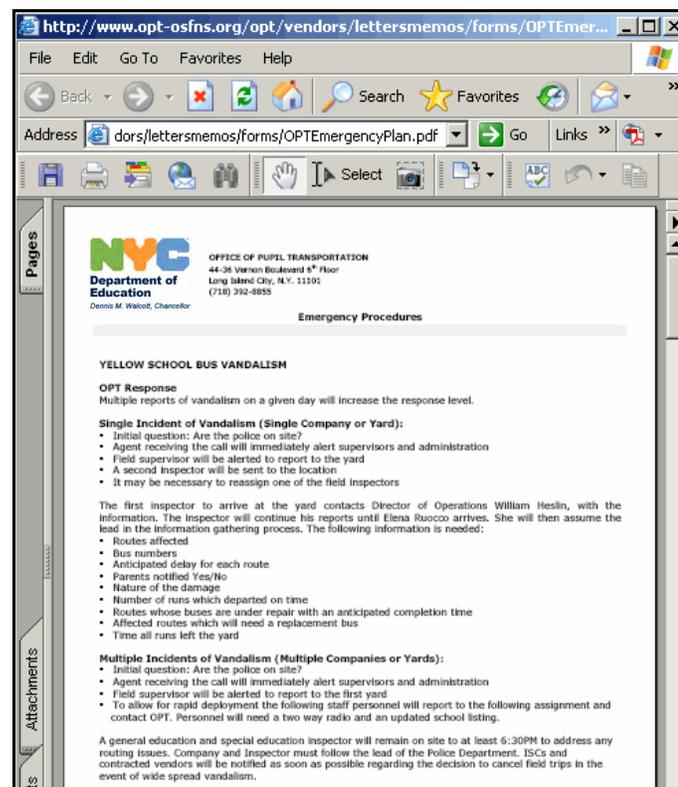
---

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

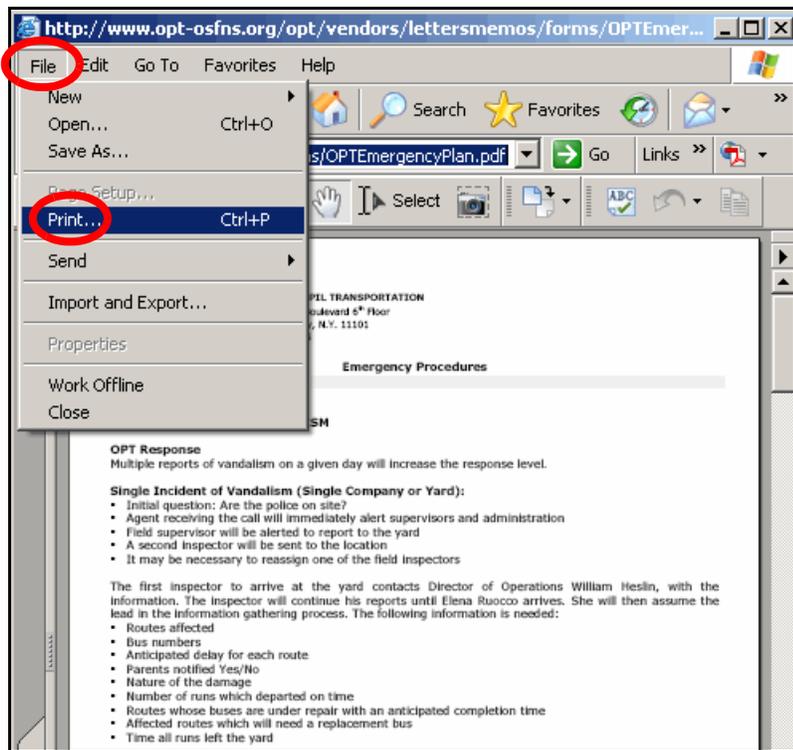
1. Click on a link. In this example, **OPT Emergency Procedures** will be selected.



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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sent of The Office of School Support Services.

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	Deleting Vehicle Records.....	2-16



# Vehicle System Overview

This chapter provides introductory information about the Vehicle System.

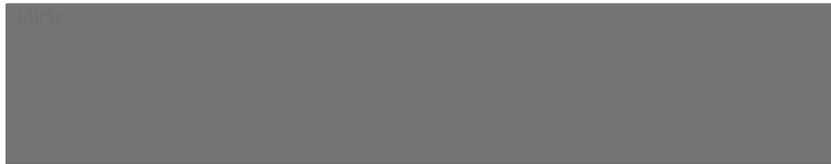
---

# Welcome to the Vehicle System!

## Functions Available in the Vehicle System

You can use the Vehicle System to do the following:

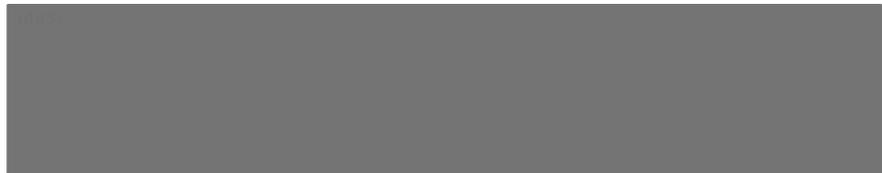
- view, search for, edit, and delete your vehicle records that were added in the system
- add your vehicle records
- create a vehicle report



# 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

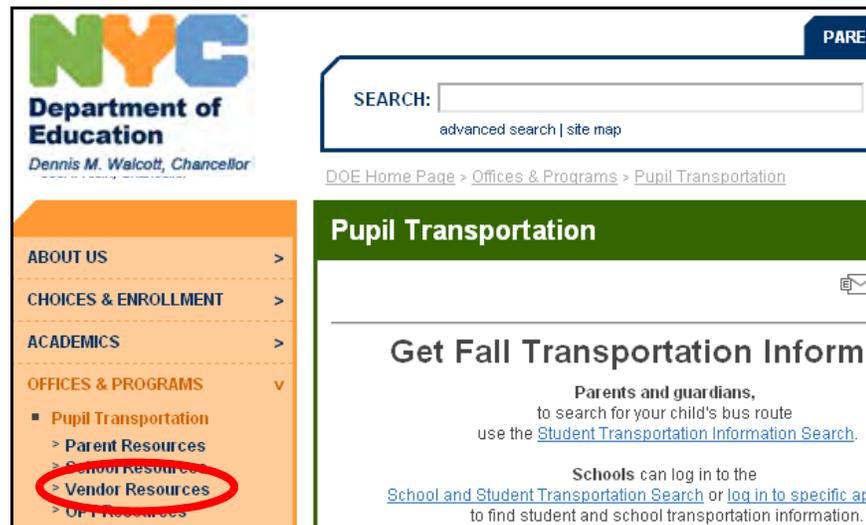


# Logging In

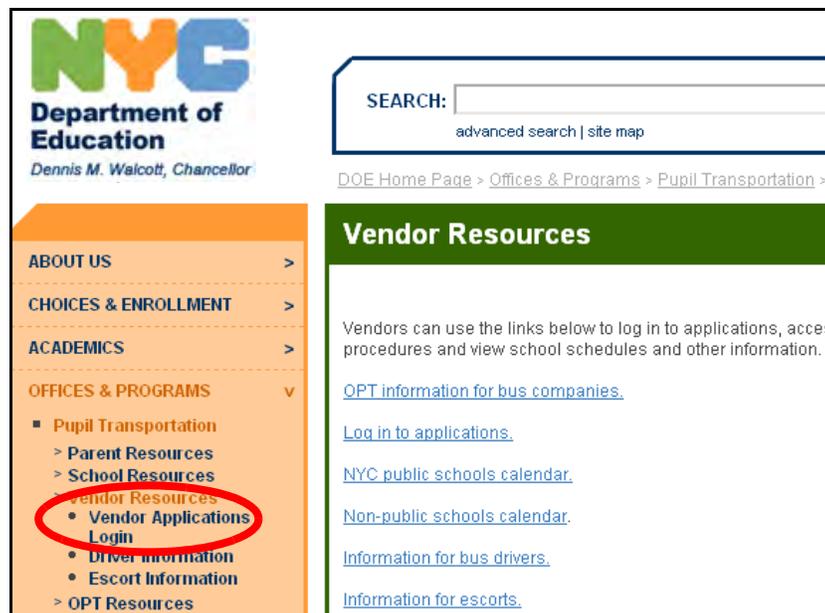
You must enter a user name and password to use the Vehicle System.

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 navigation menu with several categories on the left and a list of links on the right. The 'Vehicle System' link is circled in red.

<p><b>Careers &gt;</b> We're looking for great teachers, principals, administrators, executives, and more. Join us today.</p> <p><b>Teacher Page &gt;</b> Resources for Teachers</p> <p><b>Community Partners &gt;</b> Resources for community-based organizations</p> <p><b>Find a School &gt;</b></p>	<p><a href="#">Driver and Escort System</a> Vendors can access vital information, personnel data, required training courses completed, and drug and other physical testing for NYC drivers and escorts.</p> <p><a href="#">OPT Call Recording System</a> Vendors can view select information.</p> <p><a href="#">Pre-K Call Recording System</a> Vendors can view select information.</p> <p><a href="#">Vendor Integration</a></p> <p><a href="#">Bus Route Status</a></p> <p><a href="#">Pre-K Bus Route Status System</a></p> <p><b><a href="#">Vehicle System</a></b></p> <p><a href="#">Problem Runs</a></p> <p><a href="#">Pre-K Student System</a></p>
---	---

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.

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](#)

# 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

Number of vehicles per page: 10

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

	Registration	License 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](#)

---

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	

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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**.

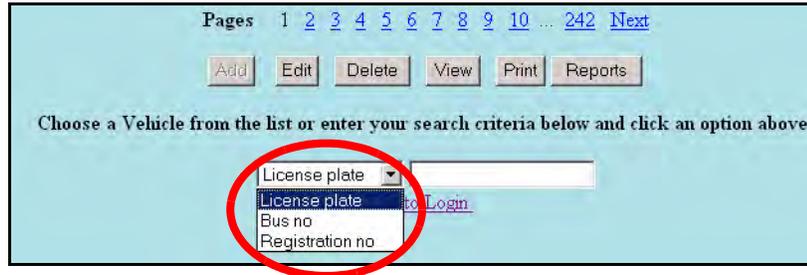
VIEWING VEHICLE			
Bus Information			
[Redacted]			
Service Type:	OPT	Licence Plate:	[Redacted]
Vehicle Type:	Standard Bus (Handicap)	Model Year:	1990
Registration:	[Redacted]	Reg. Expires:	2/28/2007
A/C Equipped:	<input type="checkbox"/>	Crankcase Filter:	<input checked="" type="checkbox"/>
DOC:	<input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

---

## 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 a web interface with a light blue background. At the top, there are navigation links: "Pages 1 2 3 4 5 6 7 8 9 10 ... 242 Next". 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". A dropdown menu is open, showing options: "License plate", "License plate", "Bus no", and "Registration no". The first "License plate" option is highlighted, and a red circle is drawn around the dropdown menu.

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



The screenshot shows the same web interface as the previous one. The dropdown menu is now closed, and a search criteria box is visible. The text "License plate" is entered in the dropdown, and a red circle is drawn around the search criteria box. Below the search criteria box is a link that says "Back to Login".

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



The screenshot shows the same web interface as the previous ones. The search criteria box is now empty. The "Edit" button is highlighted with a red circle. Below the search criteria box is a link that says "Back to Login".

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

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

## 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](#)

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:					
<input type="text"/>					
<input type="button" value="Add"/> <input type="button" value="Cancel"/>					

---

The message shown below will appear.

4. Click **OK**.

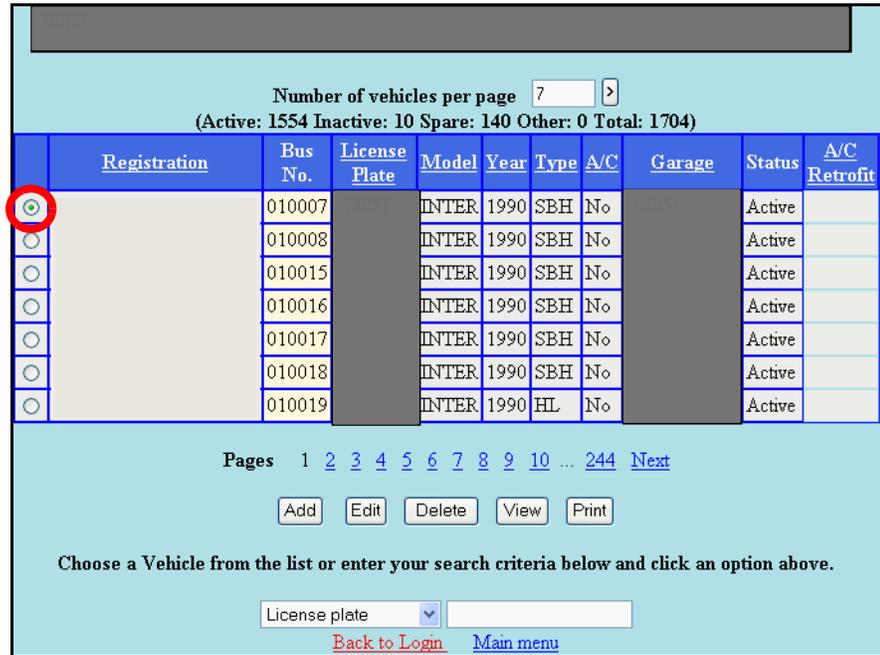


This message will appear: "Add action successfully completed."

## 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
<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	

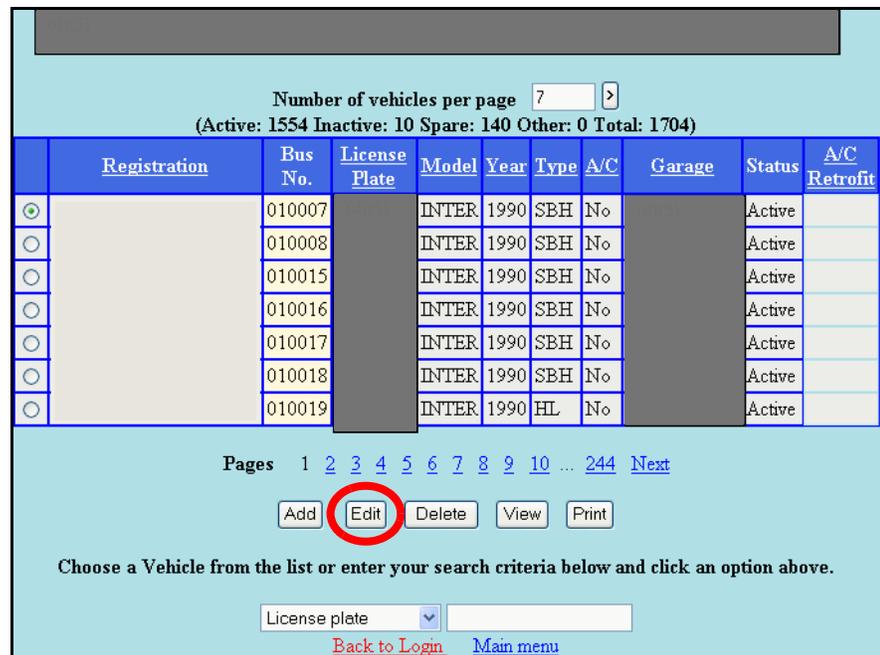
Pages [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [244](#) [Next](#)

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
<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](#)

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
Capacity:	40	Engine:	9.0	Owner:	
Status:	Active				
Comments:					
A/C Retrofit Information:					
Request for retrofit:	<input type="checkbox"/>	Approved date:		Status:	
A/C Retrofit approval					
Reports					
Cancel					
<a href="#">Back to Login</a> <a href="#">Choose another vendor</a> <a href="#">Choose another Vehicle</a>					

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
<input checked="" type="checkbox"/>		010007		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010008		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010015		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010016		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010017		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010018		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010019		INTER	1990	HL	No		Active	

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

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
<input checked="" type="checkbox"/>		010007		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010008		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010015		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010016		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010017		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010018		INTER	1990	SBH	No		Active	
<input type="checkbox"/>		010019		INTER	1990	HL	No		Active	

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

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 record will appear.

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

Service Type:	OPT	Licence 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
DOC:	<input type="checkbox"/>	DPF:	<input type="checkbox"/>	Body:	THOMAS
Capacity:	40	Engine:	9.0		
Owner:		Status:	Active		
Comments:					
<input type="text"/>					
A/C Retrofit Information:					
Request for retrofit:	<input type="checkbox"/>	Approved date:		Status:	
<input type="button" value="Delete"/> <input type="button" value="A/C Retrofit approval"/> <input type="button" value="Reports"/> <input type="button" value="Cancel"/>					
<a href="#">Back to Login</a> <a href="#">Choose another vendor</a> <a href="#">Choose another Vehicle</a>					

The message shown below will appear.

6. Click **OK**.

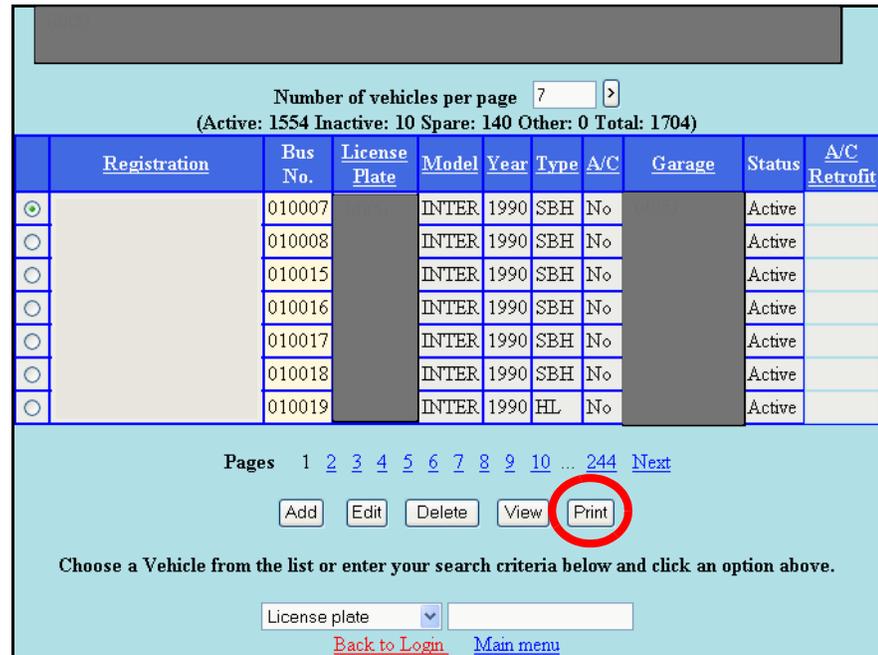


This message will appear: "Delete action successfully completed."

## 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  >

(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**

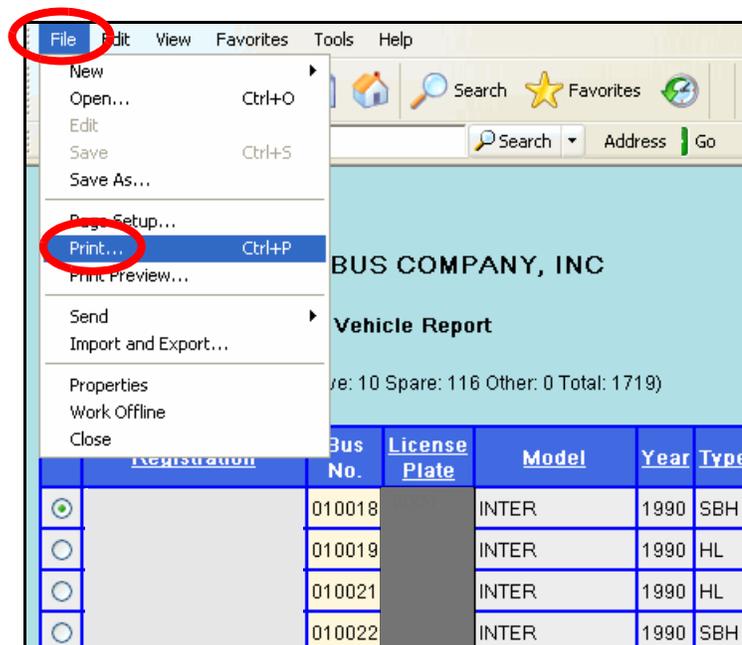
Choose a Vehicle from the list or enter your search criteria below and click an option above.

License plate

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

The **Vehicle Report** will appear.

2. Click **File > Print**.



File Edit View Favorites Tools Help

- New
- Open... Ctrl+O
- Edit
- Save Ctrl+S
- Save As...
- Page Setup...
- Print... Ctrl+P**
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Close

BUS COMPANY, INC

**Vehicle Report**

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

Registration	Bus No.	License Plate	Model	Year	Type
	010018		INTER	1990	SBH
	010019		INTER	1990	HL
	010021		INTER	1990	HL
	010022		INTER	1990	SBH

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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	Entering Hospital Information .....	2-29
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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.

---

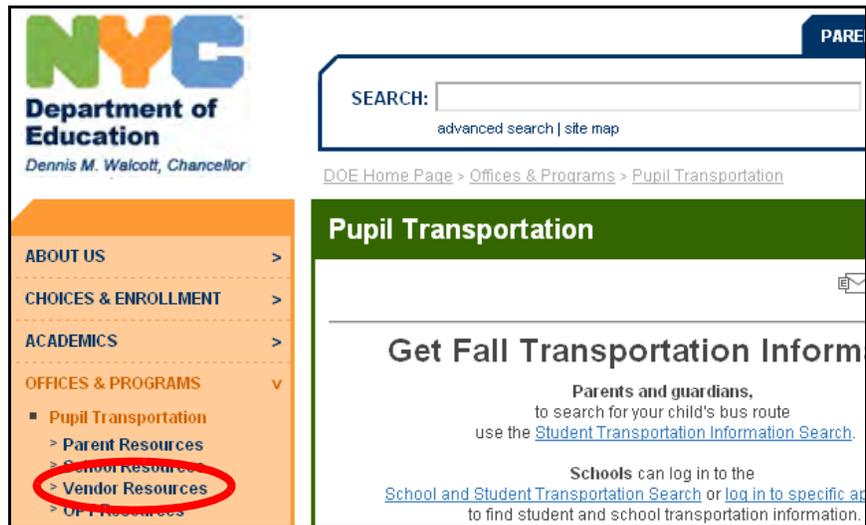
# Logging In

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

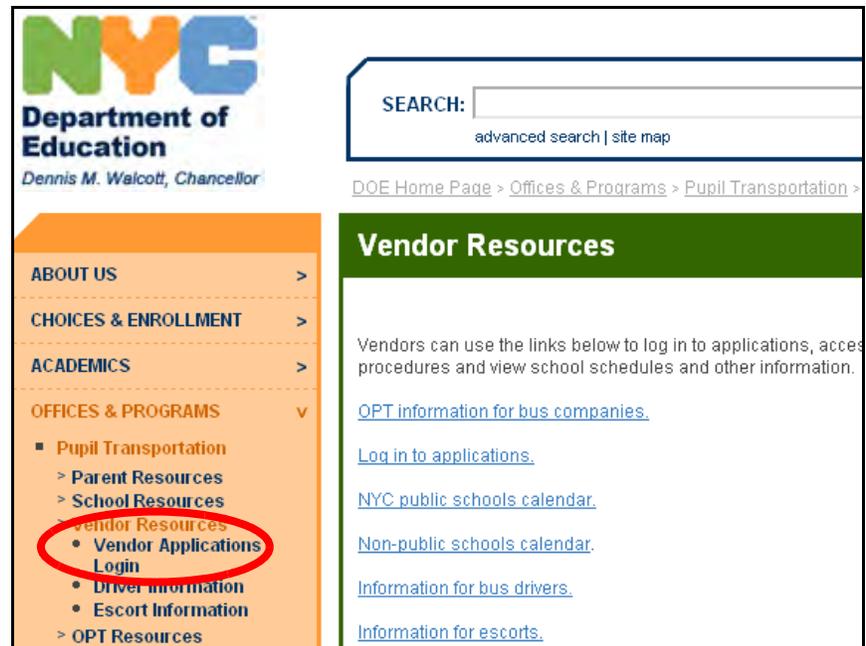
---

To log into the Accident System:

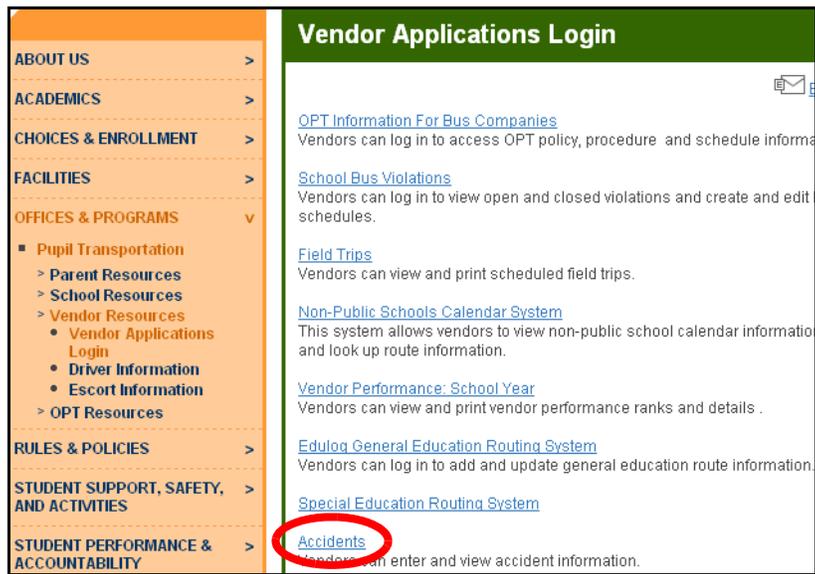
1. Go to the **Office of Pupil Transportation** website at:  
**<http://schools.nyc.gov/Offices/Transportation>**
2. Click on **Vendor Resources**.



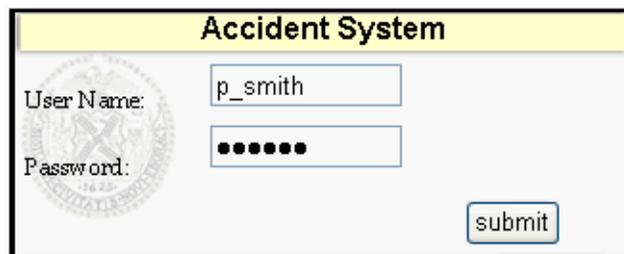
3. Click on **Vendor Applications Login**.



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**.



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 #
<a href="#">View</a>	<a href="#">Edit</a>	20555	4/16/2008 3:30:00 PM	4/16/2008 4:25:22 PM		37	335
<a href="#">View</a>	<a href="#">Edit</a>	19862	2/1/2008 5:40:00 PM	2/1/2008 6:38:59 PM		38PM	326
<a href="#">View</a>	<a href="#">Edit</a>	19702	1/15/2008 1:40:00 PM	1/15/2008 2:49:26 PM		10PM	64
<a href="#">View</a>	<a href="#">Edit</a>	19415	12/10/2007 3:55:00 PM	12/10/2007 4:37:14 PM		31	332
<a href="#">View</a>	<a href="#">Edit</a>	19258	11/27/2007 7:20:00 AM	11/27/2007 8:18:24 AM		09	304

---

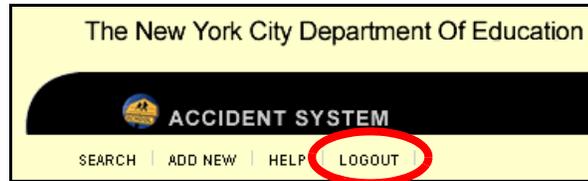
# Logging Out

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.



---

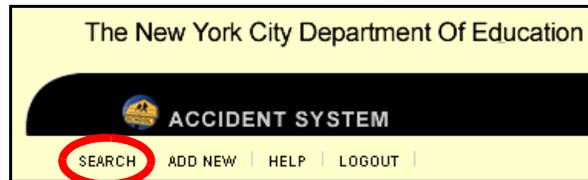
# Searching for Accident Reports

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

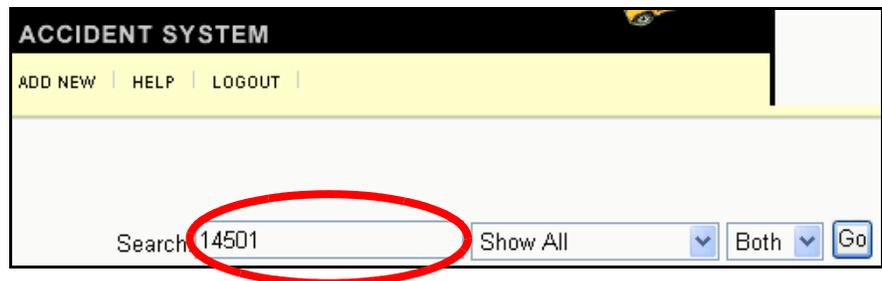
---

To search for accident reports:

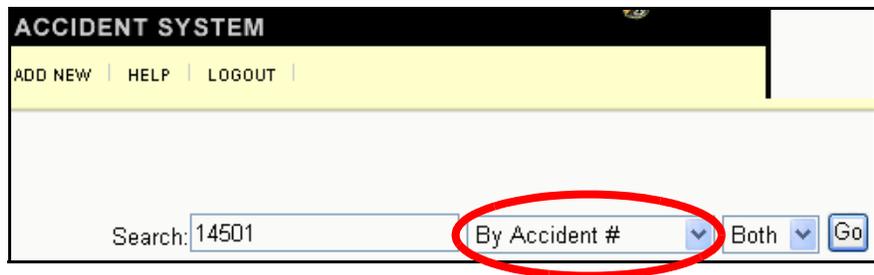
1. Click **Search**.



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.

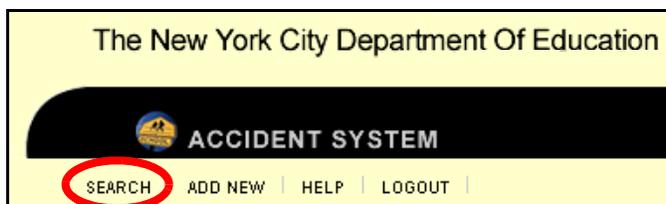
					1
	Accident ID	Date of Accident	Date Reported	Vendor	
<a href="#">View</a> <a href="#">Edit</a>	14501	5/1/2006 3:50:00 PM	5/2/2006 8:26:58 AM		
					1

# Viewing Accident Reports

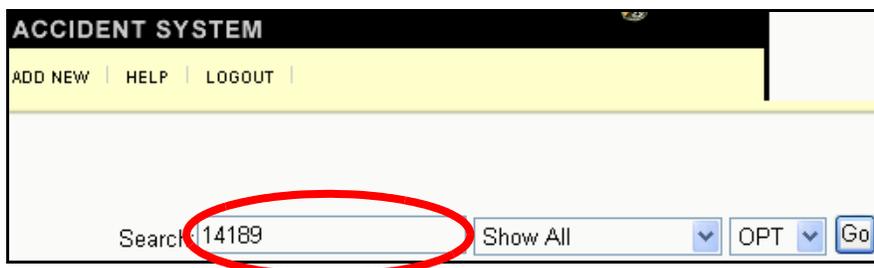
After searching for an accident report, you can view it if you do not need to edit it.

To view an accident report:

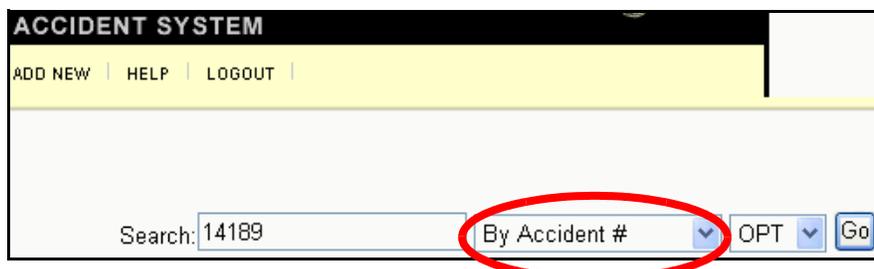
1. Click **Search** at the top of the screen.



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 #	Driver
<b>View</b> 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

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

Pre-K Accident

Date Occurred 5/2/2006

Time Occurred 07:00:00 AM

Look-up By Route # [ ] Get Details

Route # [ ]

---

# Editing an Accident Report

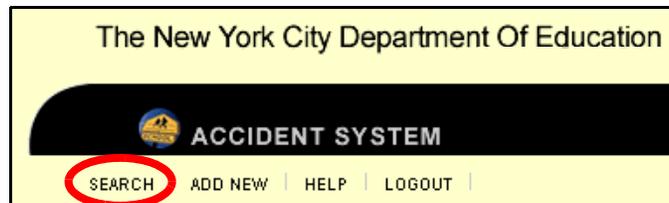
You can edit the following accident information: Vendor, Accident, Vehicle, Reporter, Driver/Escort, School, Student, Police, Hospital, Description, and Claimant.

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

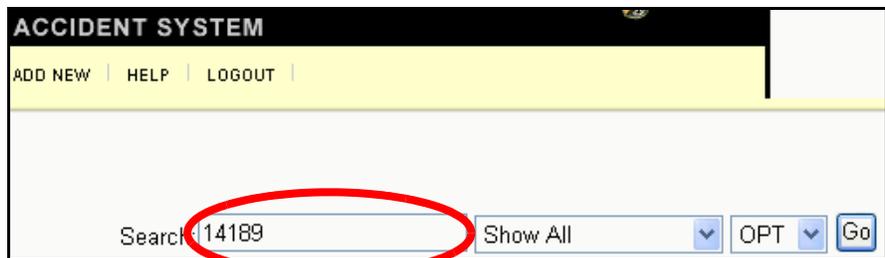
---

To edit an accident report:

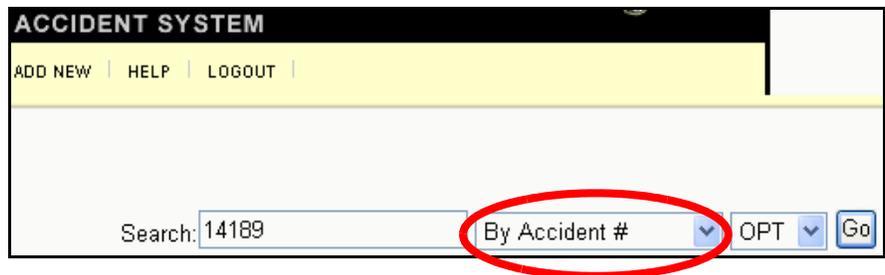
1. Click **Search** at the top of the screen.



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 #	Driver
View Edit	4189	3/21/2006 4:25:00 PM	3/23/2006 9:57:17 AM	Bus Company		2055	MA WH

- 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

- 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

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

Accident ID: 14189 - Claimant Information

<< Prev Next >> Save Cancel

First Name  Add Claimant

Last Name

---

## Adding a New Accident Report

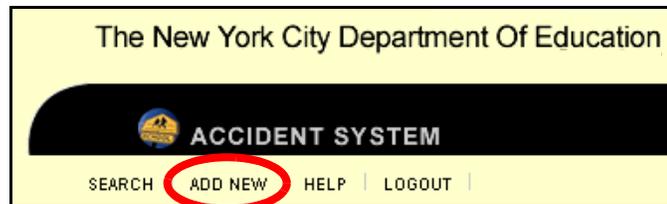
You can enter the following types of information in a new accident report: Vendor, Accident, Vehicle, Reporter, Driver/Escort, School, Student, Police, Hospital, Description, and Claimant.

**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.

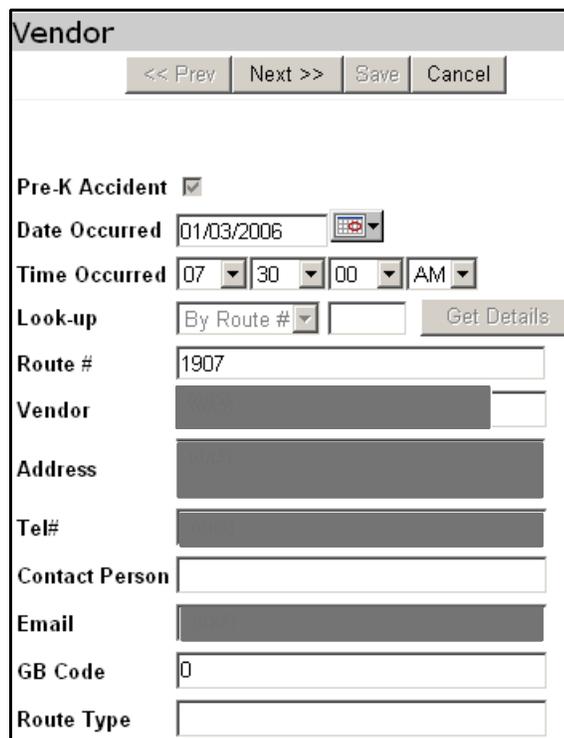


---

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**.

### Accident Information

<< Prev   Next >>   Save   Cancel

<b>Location</b>	18th Street and 5th Avenu
<b>City</b>	New York
<b>Zip</b>	10011
<b># of Students on bus</b>	10
<b># of Injured Students</b>	0
<b># of Other Injured Parties</b>	0
<b>Insurance Claim No</b>	
<b>Adjuster's Name</b>	
	<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**.

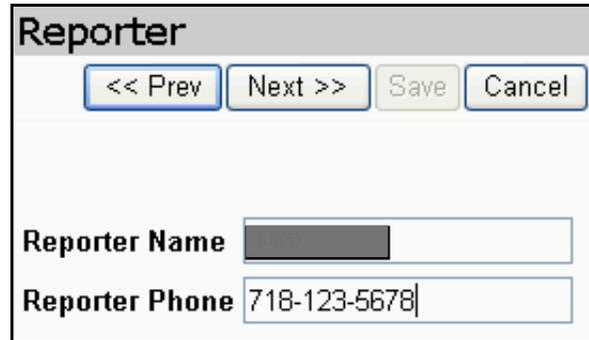
The screenshot shows a web form titled "Vehicle" with a header bar containing navigation buttons: "<< Prev", "Next >>", "Save", and "Cancel". The form fields are as follows:

<b>Look-up</b>	By Bus # <input type="button" value="v"/>	<input type="text" value="1234"/>	<input type="button" value="Get Details"/>
<b>Bus #</b>	<input type="text" value="1234"/>		<input type="button" value="Do Manual Entry"/>
<b>Vehicle Type</b>	<input type="text" value="Lift"/>		
<b>VIN#</b>	<input type="text" value="123456789TUJWF"/>		
<b>License Plate #</b>	<input type="text" value="ABC123"/>		
<b>Year</b>	<input type="text" value="1993"/>		
<b>Make</b>	<input type="text" value="INTERNATIONAL"/>		
<b>Model</b>	<input type="text" value="BLUEBIRD"/>		
<b>Vehicle Vendor</b>	<input type="text" value="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 window titled "Reporter" with a light gray header. Below the header, there are four buttons: "<< Prev" (highlighted in blue), "Next >>" (highlighted in blue), "Save" (disabled, light gray), and "Cancel" (disabled, light gray). 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" with a cursor at the end.

---

## 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**.

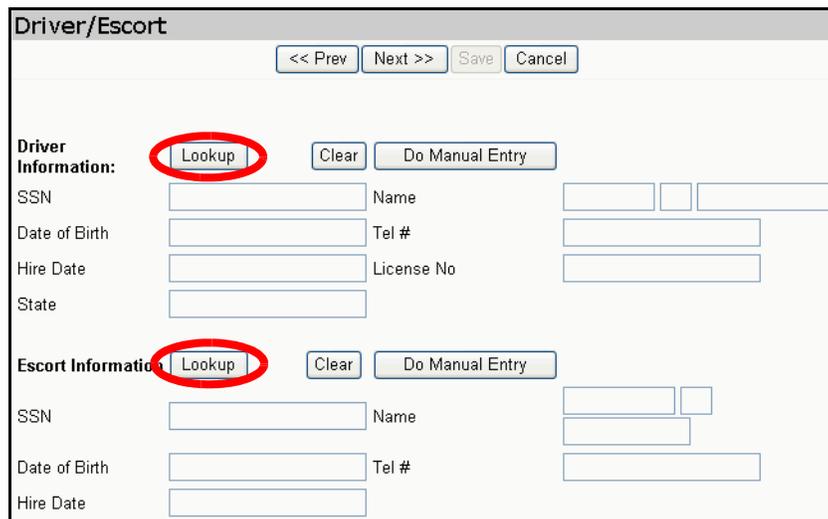
The screenshot shows a web form titled "Driver/Escort". At the top right, there are navigation buttons: "<< Prev", "Next >>", "Save", and "Cancel". The form is divided into two main sections: "Driver Information" and "Escort Information".

**Driver Information:** This section includes a "Lookup" button, a "Clear" button, and a "Do Manual Entry" button. Below these are input 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).

**Escort Information:** This section includes a "Lookup" button, a "Clear" button, and a "Do Manual Entry" button. Below these are empty input fields for: SSN, Name, Date of Birth, Tel #, and Hire Date.

## Looking up and Selecting Driver/Escort Information

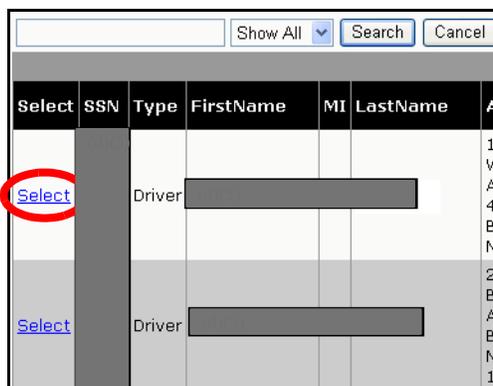
1. Click **Lookup** to select the driver or escort involved in the accident.



The screenshot shows a web form titled "Driver/Escort". At the top, there are navigation buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below this, there are 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. The "Driver Information:" section includes input fields for SSN, Date of Birth, Hire Date, State, Name, Tel #, and License No. The "Escort Information:" section includes input fields for SSN, Date of Birth, Hire Date, Name, and Tel #.

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. 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". There are two rows of data, both with "Driver" in the "Type" column. The "Select" links in the first two rows are circled in red.

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 the search area is a table header with columns: Select, SSN, Type, FirstName, MI, LastName, and 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 'By Name' dropdown and 'Search' button are also visible. The search box is circled in red.

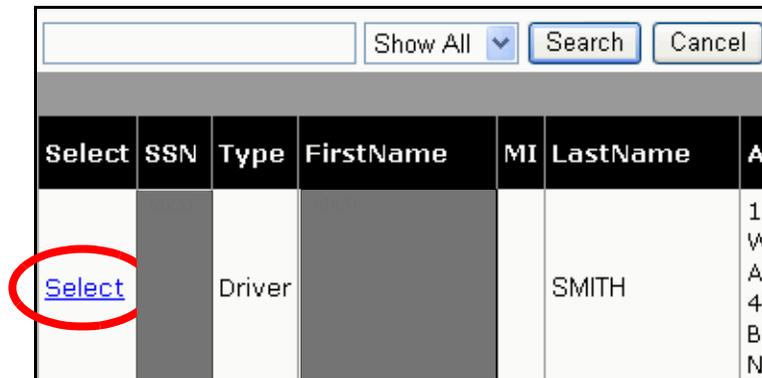
- c. Click **Search**.



The screenshot shows the search interface with 'smith' in the search box. The 'Search' button is circled in red.

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 table has columns: Select, SSN, Type, FirstName, MI, LastName, and Address. A row is displayed with 'Driver' in the Type column and 'SMITH' in the LastName column. The 'Select' link in the first column of this row is circled in red.

Select	SSN	Type	FirstName	MI	LastName	Address
<a href="#">Select</a>		Driver			SMITH	19 W A 4L B N

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**.

The screenshot shows a web form titled "Driver/Escort". At the top, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". The "Next >>" button is circled in red. Below the buttons, there is a section labeled "Driver Information:" with three sub-buttons: "Lookup", "Clear", and "Do Manual Entry". The form contains several input fields: "SSN" (blacked out), "Date of Birth" (blacked out), "Hire Date" (1/1/1990), "State" (NY), "Name" (blacked out), "Tel #" (718-123-8484), and "License No" (blacked out).

---

## Reviewing School Information

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

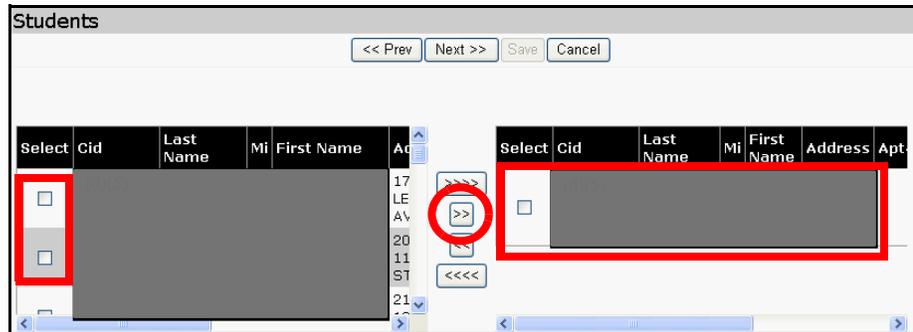
1. Click **Next**.

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

---

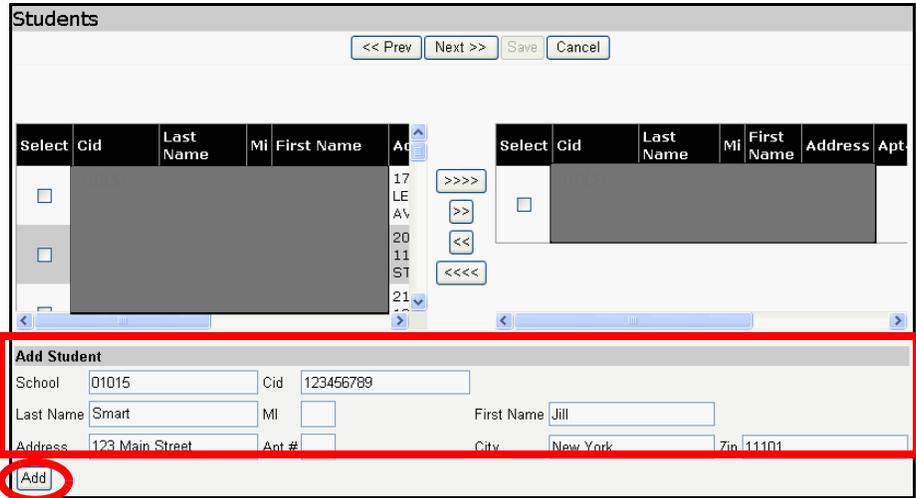
## Entering Student Information

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.

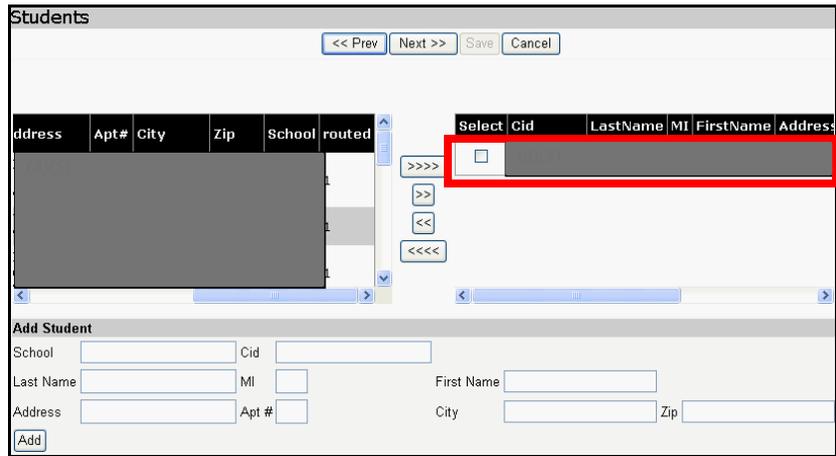


**OR**

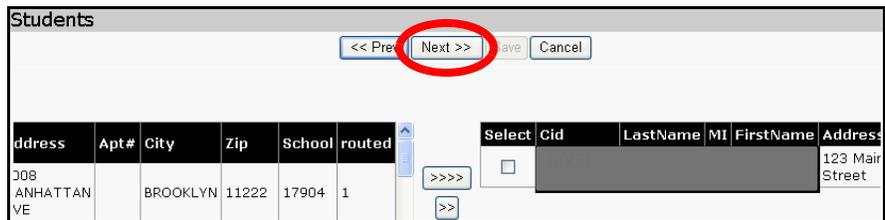
- a. If the student is not listed at the top of the screen, type the student's information under **Add Student** at the bottom of the screen.
- b. Click **Add**.



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



- 2. Click **Next**.



---

## 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". The checkbox "Was NYPD/EMS Called?" is checked and circled in red. Below it are three empty text input fields: "Police Precinct", "Officer Name", and "Badge #". Further down is another unchecked checkbox "Were there any Witnesses?" followed by four empty text input fields: "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 #**.

The screenshot shows the same "Police" form. The checkbox "Was NYPD/EMS Called?" is checked. The three text input fields below it are now filled with the values "134", "Smith", and "123". These three fields and the checkbox above them are enclosed in a red rectangular box. The "Were there any Witnesses?" checkbox remains unchecked, and the four witness-related text input fields are empty.

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

The screenshot shows a 'Police' form with the following fields and values:

- Navigation: << Prev, Next >>, Save, Cancel
- Checkbox:  **Was NYPD/EMS Called?**
- Text: Police Precinct: 134
- Text: Officer Name: Smith
- Text: Badge #: 123
- Checkbox:  **Were there any Witnesses?** (This checkbox and its label are circled in red)
- Text: Witness Name 1: [Empty]
- Text: Witness Phone 1: [Empty]
- Text: Witness Name 2: [Empty]
- Text: Witness Phone 2: [Empty]

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

The screenshot shows the same 'Police' form as above, but with the following changes:

- Checkbox:  **Were there any Witnesses?**
- Text: Witness Name 1: [Greyed out]
- Text: Witness Phone 1: [Greyed out]
- Text: Witness Name 2: [Empty]
- Text: Witness Phone 2: [Empty]

The first two witness fields (Name 1 and Phone 1) are enclosed in a red rectangular box.

5. Click Next.

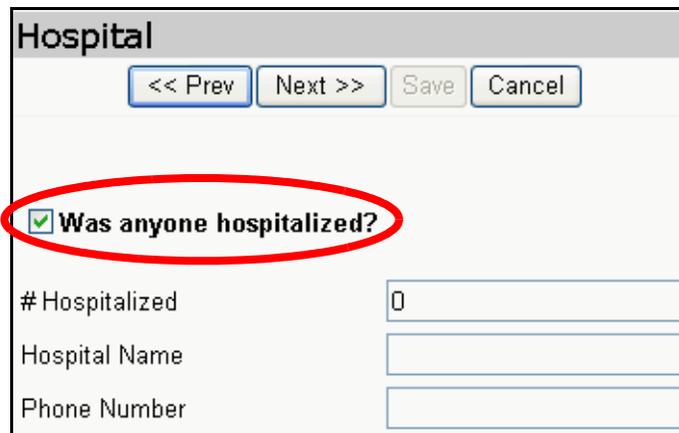
The image shows a software window titled "Police". At the top right, there are four buttons: "<< Prev", "Next >>", "Save", and "Cancel". The "Next >>" button is circled in red. Below the buttons, there are two sections, each starting with a checked checkbox:

- Was NYPD/EMS Called?**
  - Police Precinct: 134
  - Officer Name: Smith
  - Badge #: 123
- Were there any Witnesses?**
  - Witness Name 1: [Redacted]
  - Witness Phone 1: [Redacted]
  - Witness Name 2: [Empty field]
  - Witness Phone 2: [Empty field]

---

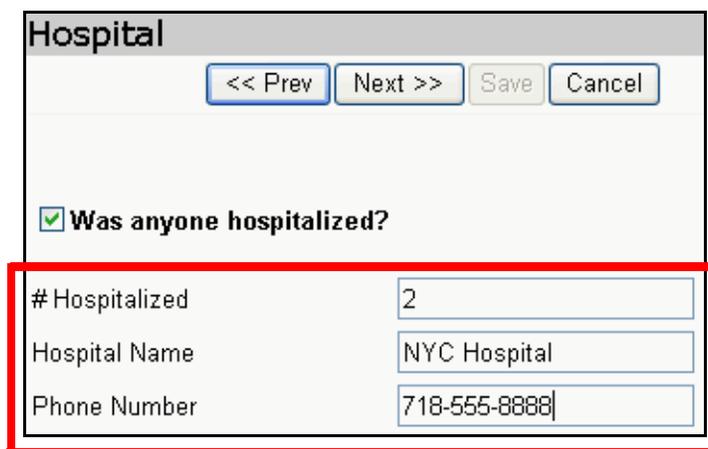
## Entering Hospital Information

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



The screenshot shows a form titled "Hospital" with navigation buttons: "<< Prev", "Next >>", "Save", and "Cancel". The checkbox "Was anyone hospitalized?" is checked and circled in red. Below it 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 checked. The input fields are now filled: "# Hospitalized" is "2", "Hospital Name" is "NYC Hospital", and "Phone Number" is "718-555-8888". These fields are circled in red.

3. Click **Next**.

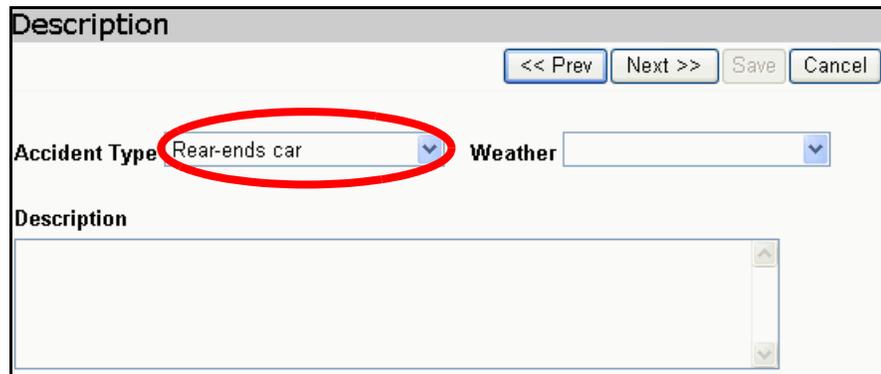


The screenshot shows the "Hospital" form with the same data as the previous step. The "Next >>" button is circled in red, indicating it should be clicked.

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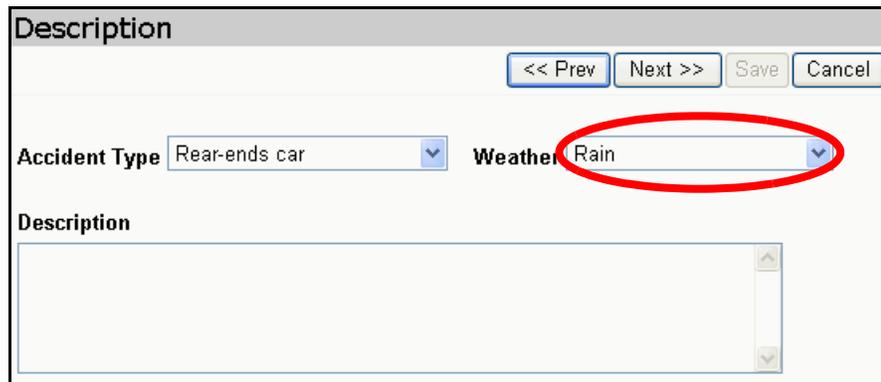
## Entering a Description

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



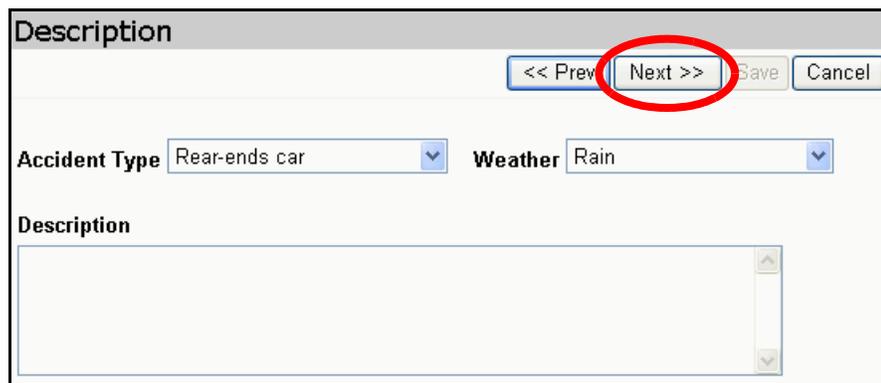
The screenshot shows a window titled "Description" with a header bar containing navigation buttons: "<< Prev", "Next >>", "Save", and "Cancel". Below the header, there are two dropdown menus. The first is labeled "Accident Type" and has "Rear-ends car" selected; this dropdown is circled in red. The second is labeled "Weather" and is currently empty. Below these is a large text area labeled "Description" with a vertical scrollbar.

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



The screenshot shows the same "Description" window. The "Accident Type" dropdown remains "Rear-ends car". The "Weather" dropdown now has "Rain" selected and is circled in red. The "Description" text area is still empty.

3. Click **Next**.



The screenshot shows the "Description" window with the "Accident Type" and "Weather" dropdowns still set to "Rear-ends car" and "Rain" respectively. The "Next >>" button in the header bar is circled in red, indicating it should be clicked.

---

## 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 border highlights the entire form area. The fields and their values are as follows:

Field Label	Value
First Name	[Redacted]
Last Name	[Redacted]
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 #	[Redacted]

An "Add Claimant" button is located to the right of the First Name field.

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, there are navigation buttons: "<< 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 #". An "Add Claimant" button is located to the right of the "First Name" field. At the bottom of the form is a table with the following data:

First Name	Last Name	Address	City	Zip	Phone	Vehicle Make	Vehicle Model	Vehicle Year	License Plate	VIN	
	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 one above, but the "Save" button at the top right is circled in red to indicate it should be clicked.

# SCHOOL BUS VIOLATIONS SYSTEM

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## 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:

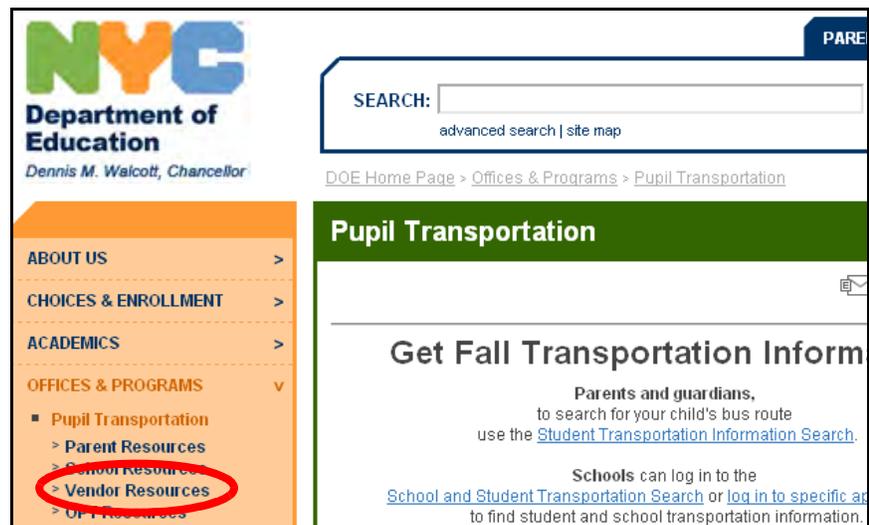
- Logging into the System
- Searching for violations
- Editing violations
- Creating reports
- Scheduling hearings
- Viewing hearing schedules
- Editing hearing schedules

# Logging In

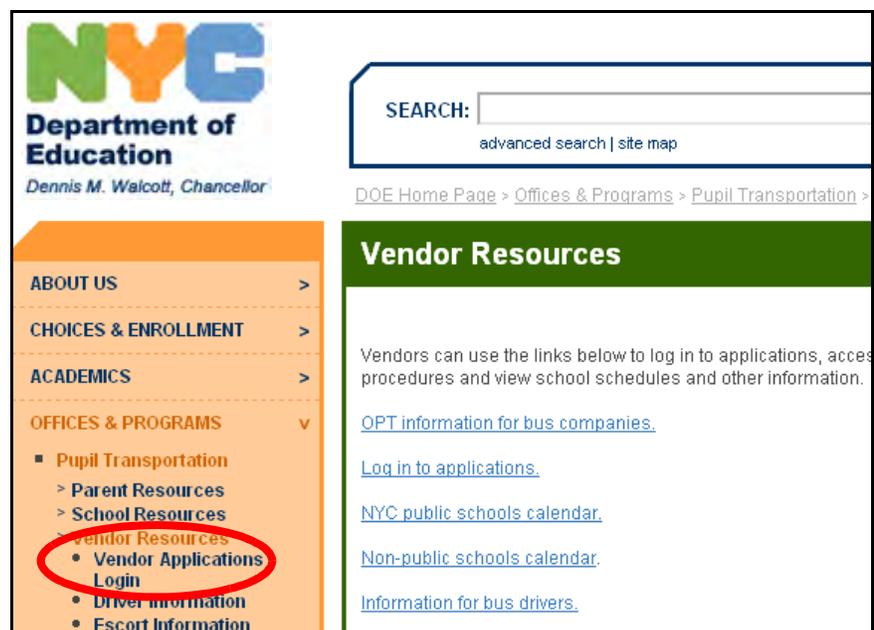
You must enter a user name and password to use the School Bus Violations System.

To log into the Letters and Memos System:

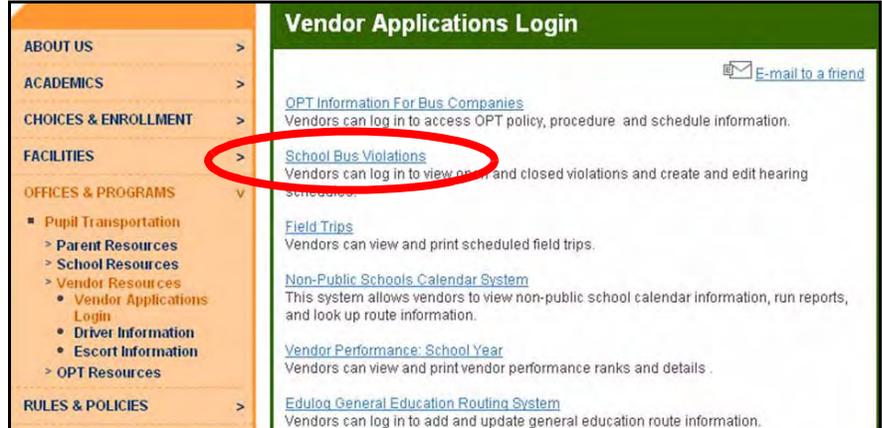
1. Go to the **Office of Pupil Transportation** website at:  
**<http://schools.nyc.gov/Offices/Transportation>**
2. Click on **Vendor Resources**.



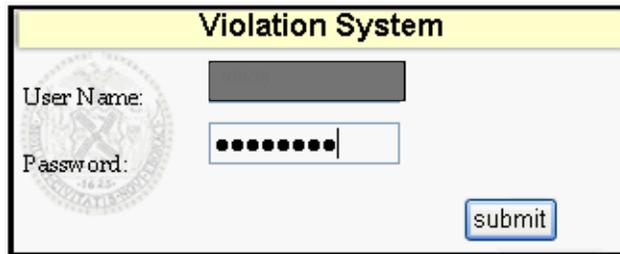
3. Click on **Vendor Applications Login**.



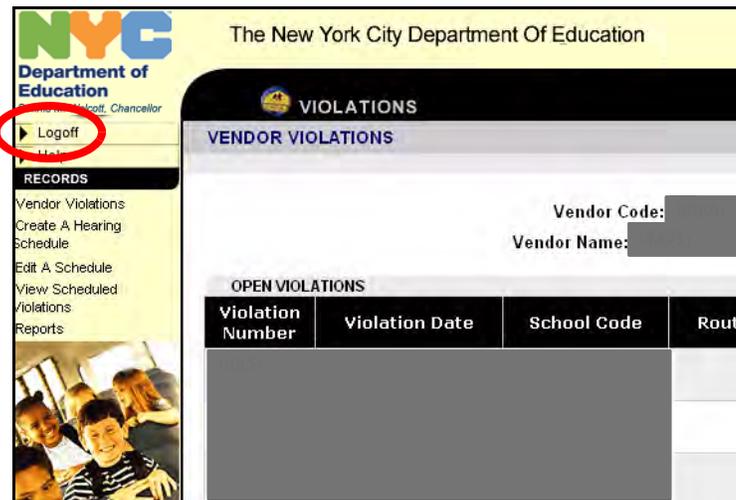
4. Scroll to the top of the application listings on the screen.
5. Click **School Bus Violations**.



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.



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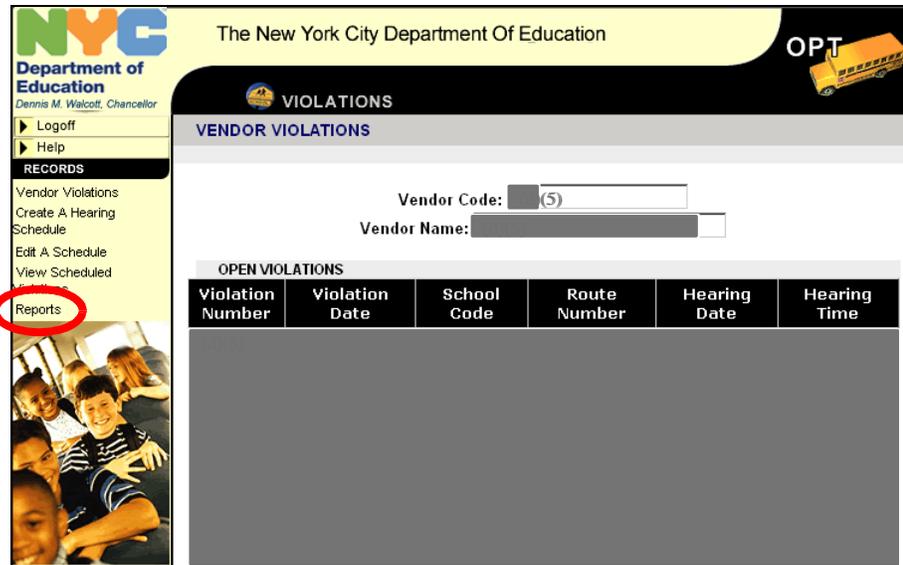
# Creating and Printing Reports

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

---

To create a report:

1. Click **Reports**.



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

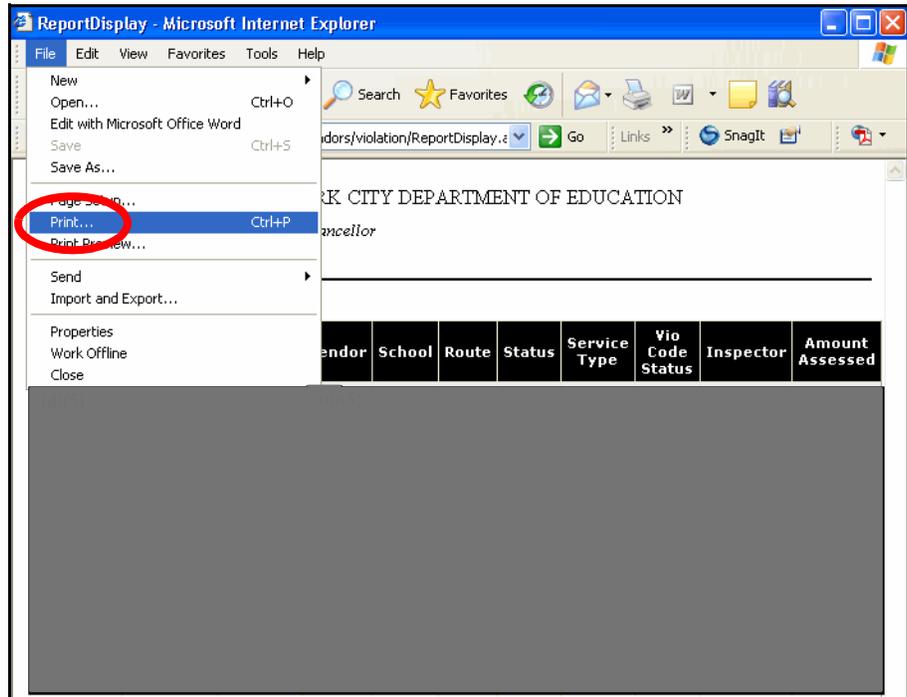
Violation Code: All

Violation Code Status: Both

**Generate Custom Report**

The report will appear in a new window.

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

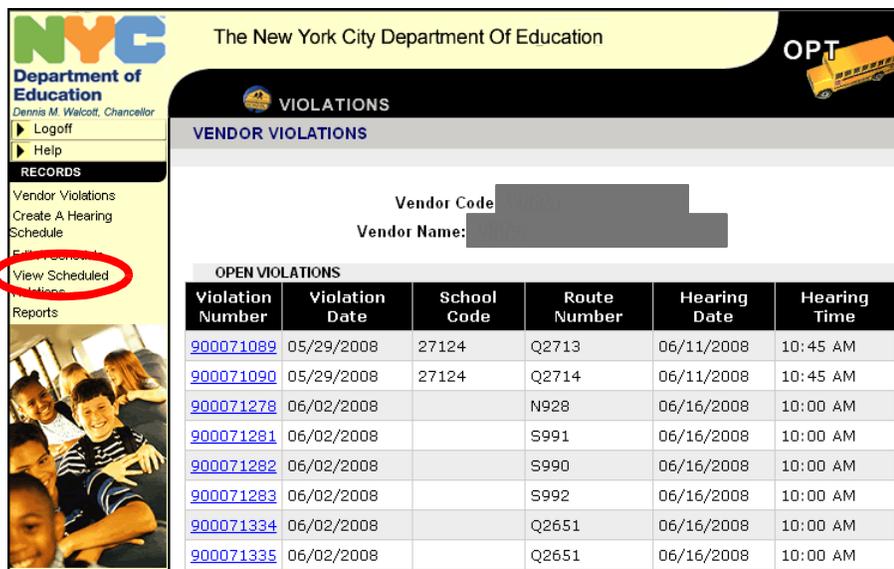


# Editing Vendor Hearing Schedules

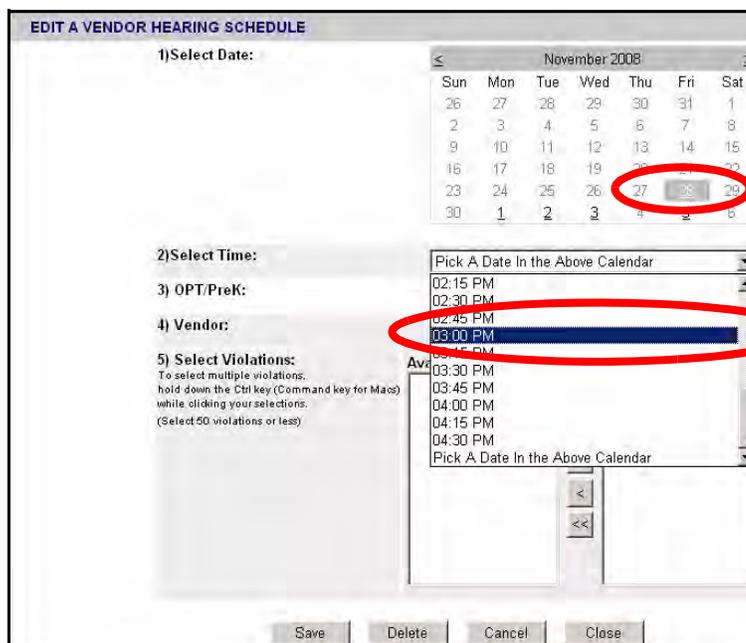
You can edit scheduled open vendor hearings.

To edit a scheduled vendor hearing:

1. Click **Edit a Schedule**.



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.



- 
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.

---

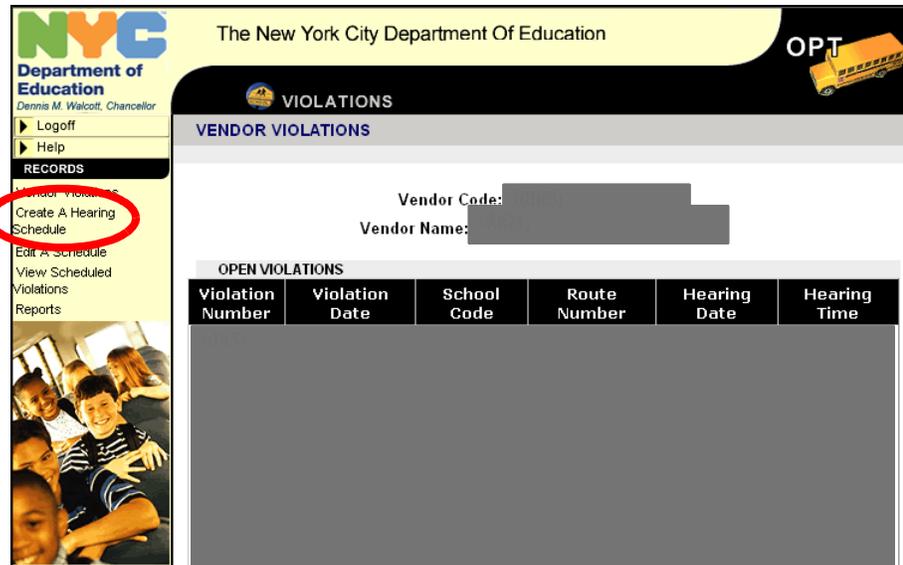
# Scheduling a Hearing

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

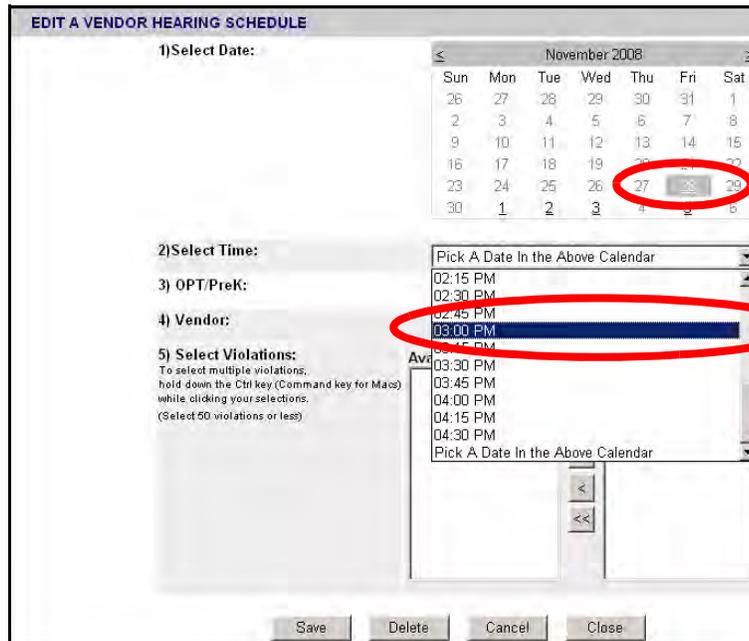
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To schedule a hearing:

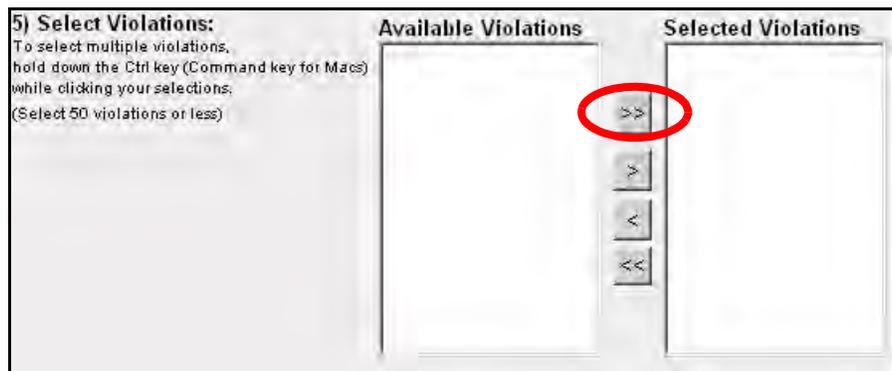
1. Click **Create a Hearing Schedule** on the left side of the screen.



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.



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.

---

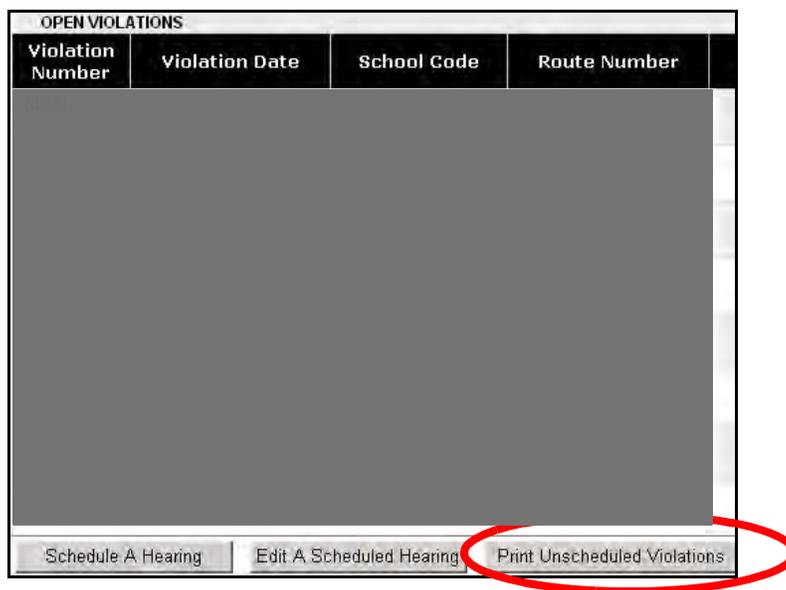
## Viewing and Printing Unscheduled Violations

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**.



**Violation Number: 900088259**

<b>Violation Number:</b> [REDACTED]	<b>Violation Issued By:</b> [REDACTED]	
<b>Violation Date:</b> 11/10/2008	<b>Status:</b> Open	<b>Route Number:</b> [REDACTED]
<b>School Name:</b> [REDACTED]	<b>School Number:</b> [REDACTED]	<b>School Address:</b> [REDACTED]
<b>Session Time:</b> [REDACTED]	<b>Telephone:</b> [REDACTED]	
<b>Vendor Name:</b> [REDACTED]	<b>Vendor Code:</b> [REDACTED]	<b>Vehicle Number:</b> [REDACTED]

**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. <i>Please provide the route number.</i> [REDACTED] arrives to school late at 8:34 a.m. School begins at 8:10 a.m.	<input type="checkbox"/> A <input type="checkbox"/> W	<input type="checkbox"/> A <input type="checkbox"/> W	<input type="checkbox"/> A <input type="checkbox"/> W

**Comments:**

# ENTERING BUS ARRIVAL TIMES FOR GENERAL EDUCATION ROUTES

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Vendor Quick Reference Guide



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# 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.

---

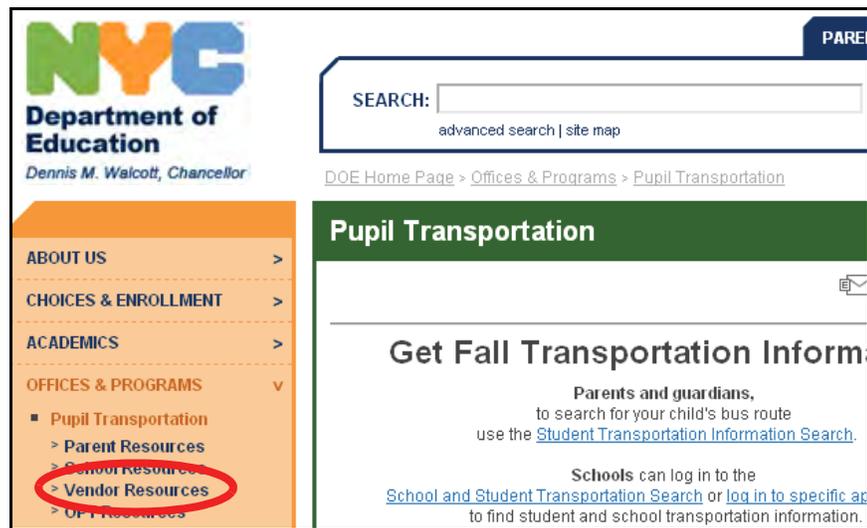
# Logging In

**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.

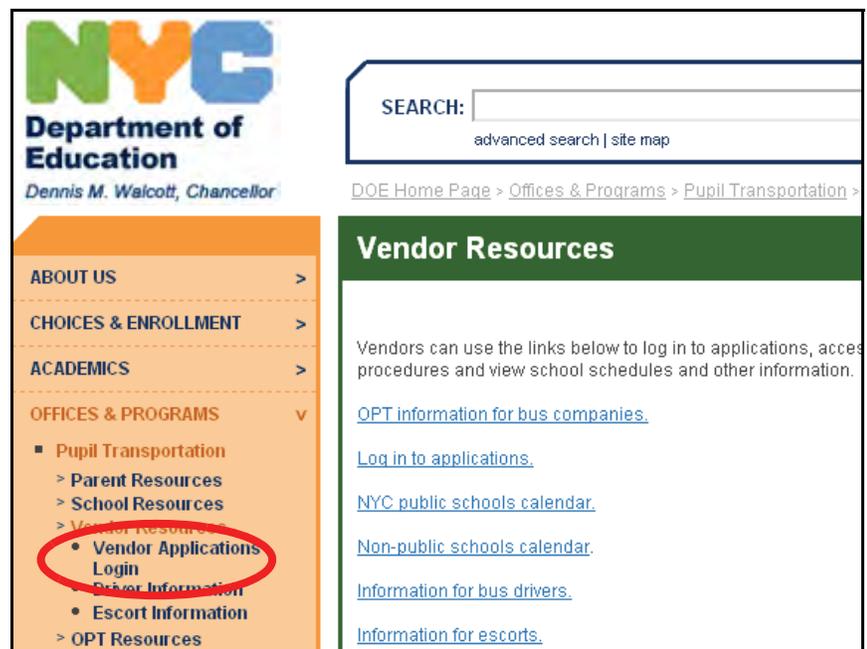
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To log into the Edulog General Education Routing System:

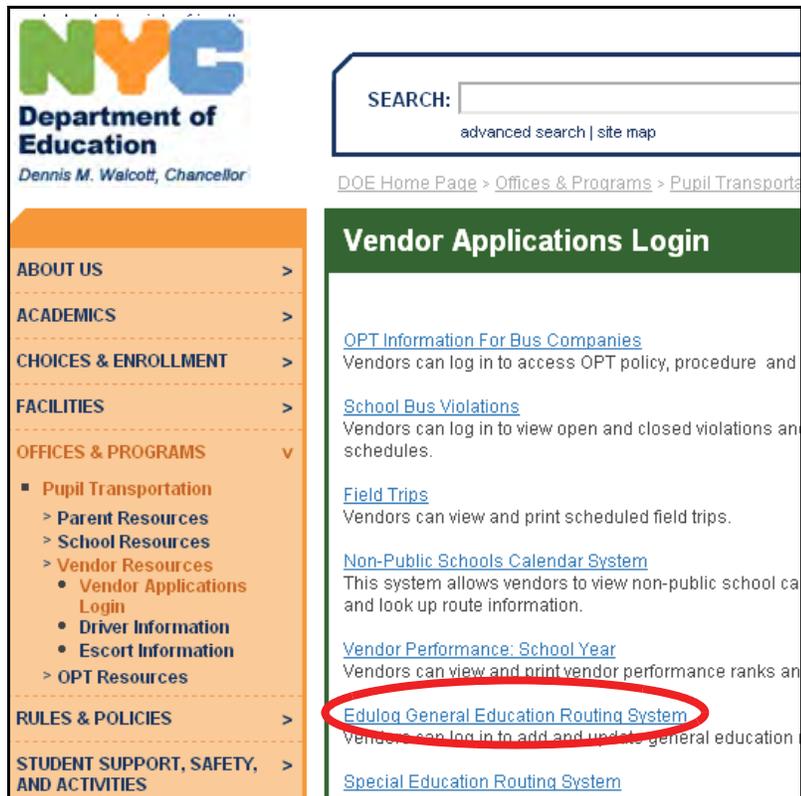
1. Go to the **Office of Pupil Transportation** website at:  
**<http://schools.nyc.gov/Offices/Transportation>**
2. Click on **Vendor Resources**.



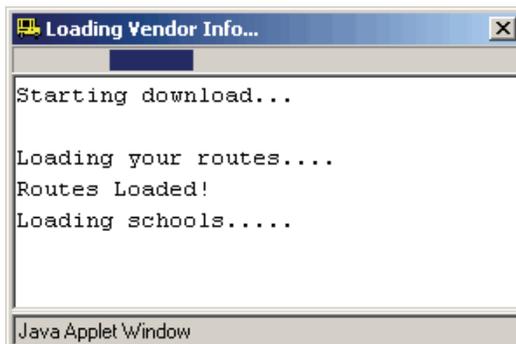
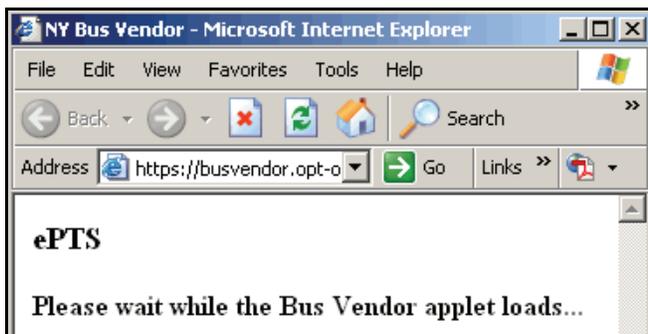
3. Click on **Vendor Applications Login**.



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



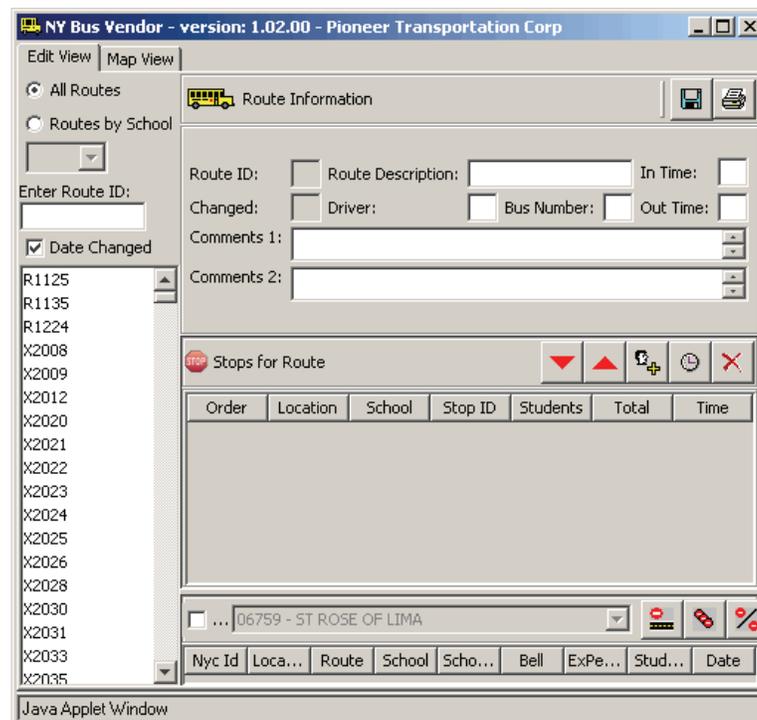
These messages will appear briefly:



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.

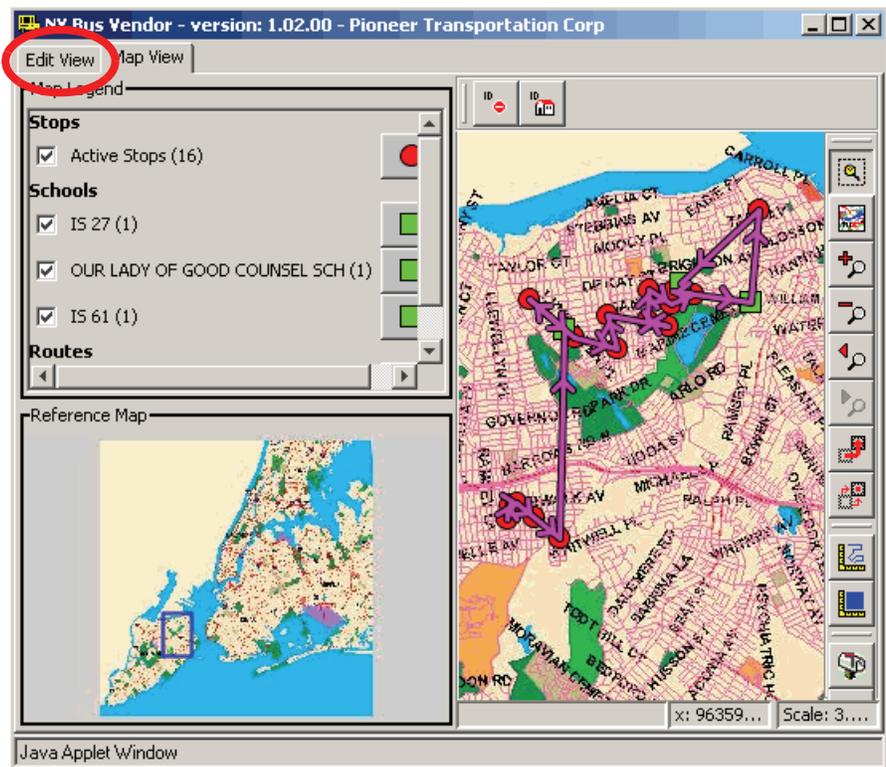


## Changing Bus Arrival Times

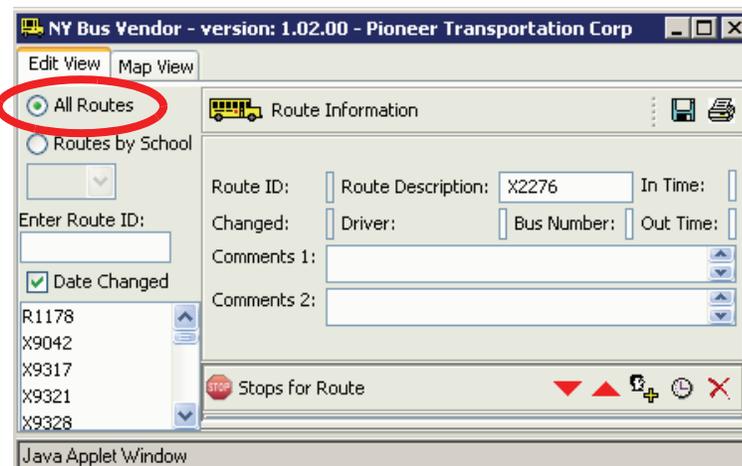
The Edulog System automatically calculates times that the buses will arrive at stops and displays these arrival times in the system. You can change these arrival times to provide more accurate information.

To change arrival times:

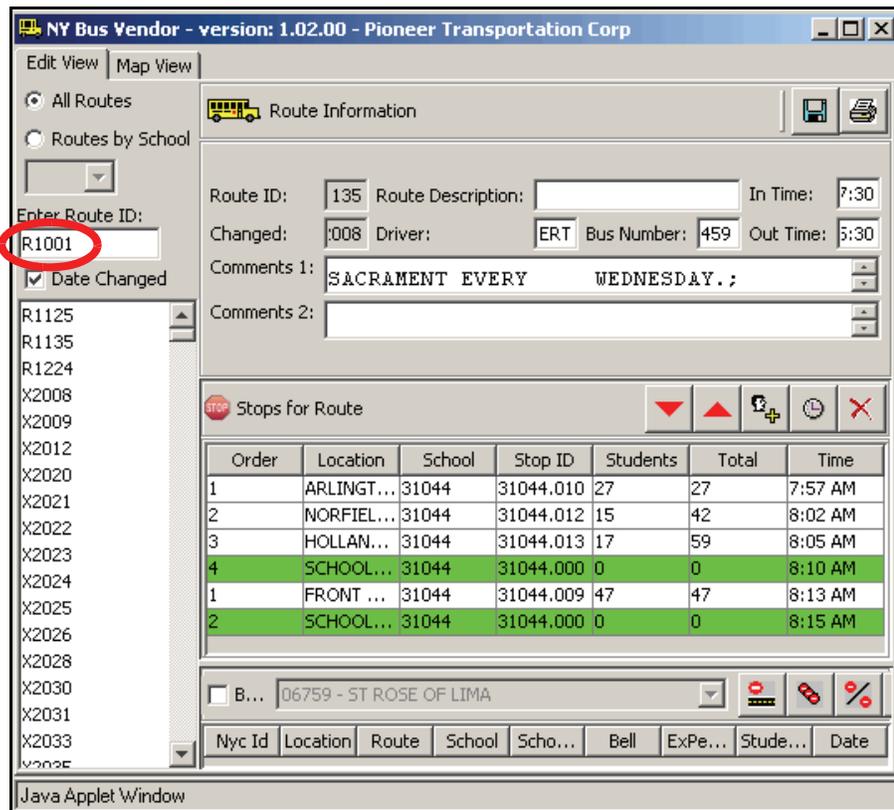
1. Click on **Edit View**.



2. Choose **All Routes**.

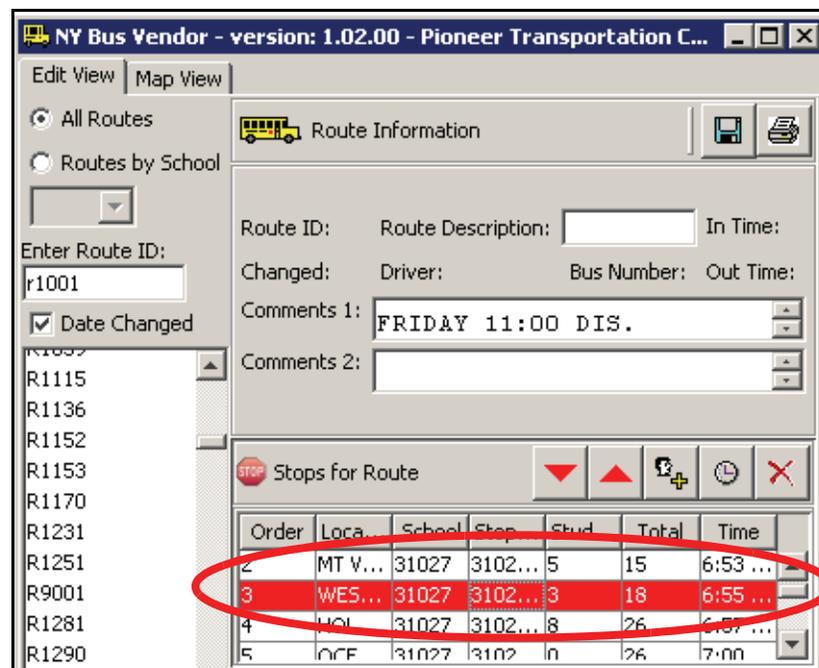


3. Type the desired **route ID** in the **Enter Route ID** box.
4. Press the **Enter** key on your **keyboard**.

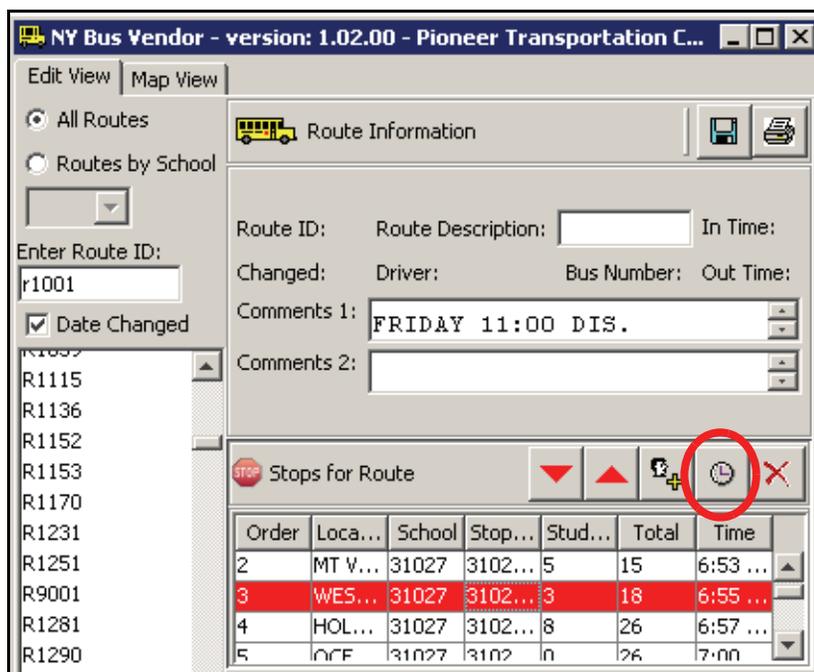


The route information will appear on the right side of the screen.

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



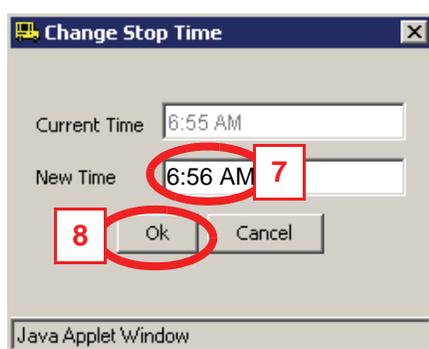
6. Click on  to change the **arrival time**.



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**.

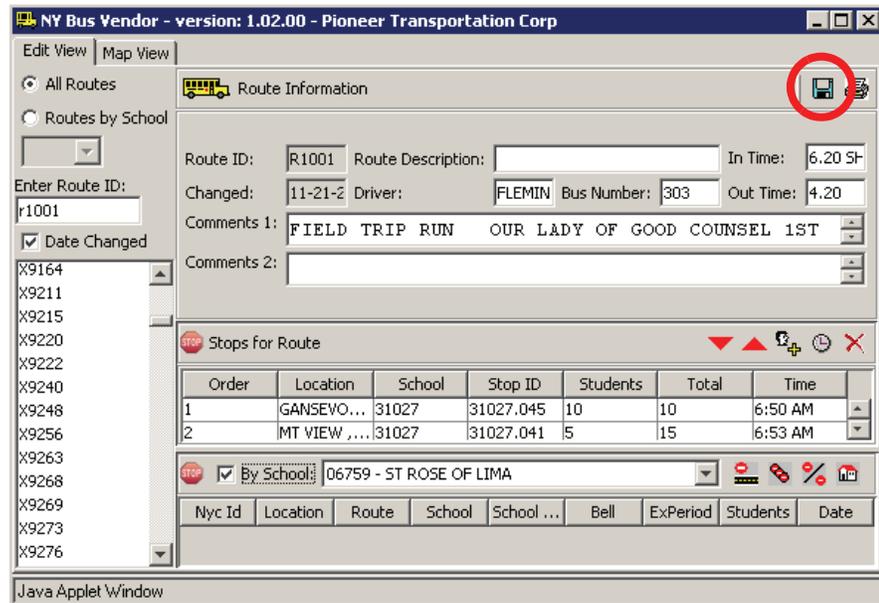


The new **arrival time** will appear in the **Time** column of the selected stop.

**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**).



# 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