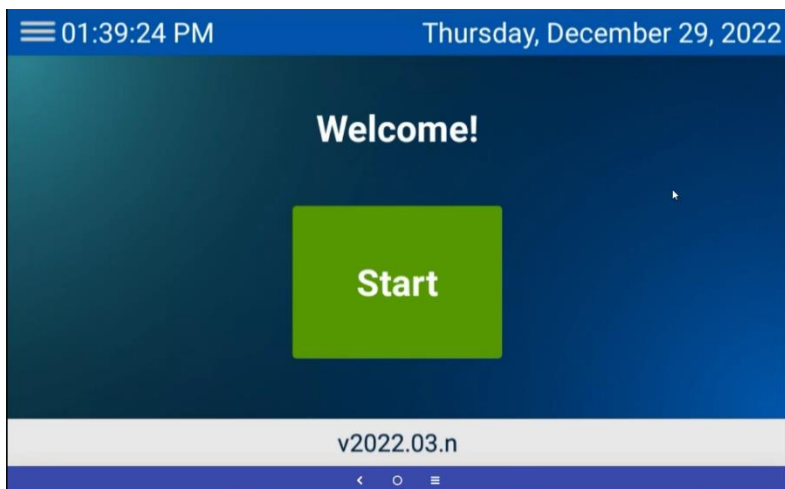
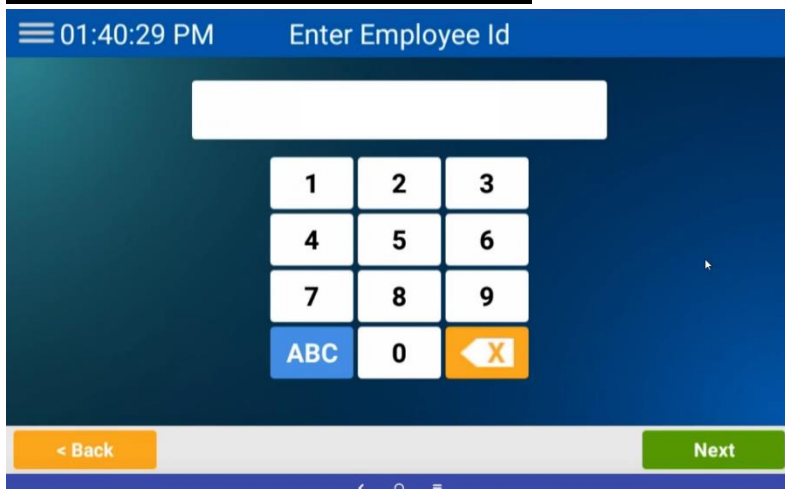


## #1 - Welcome Screen



Please be sure the Date and Time are correct before pressing "Start."

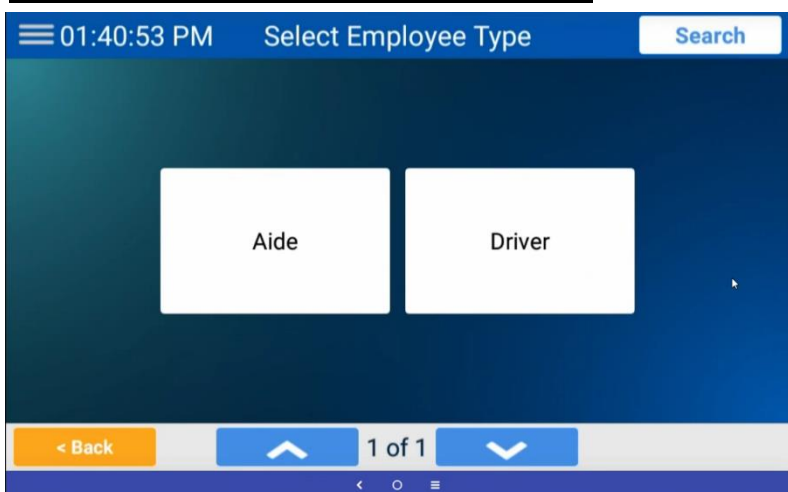
## #2 - Employee ID Screen



Enter your **4-digit employee number**.

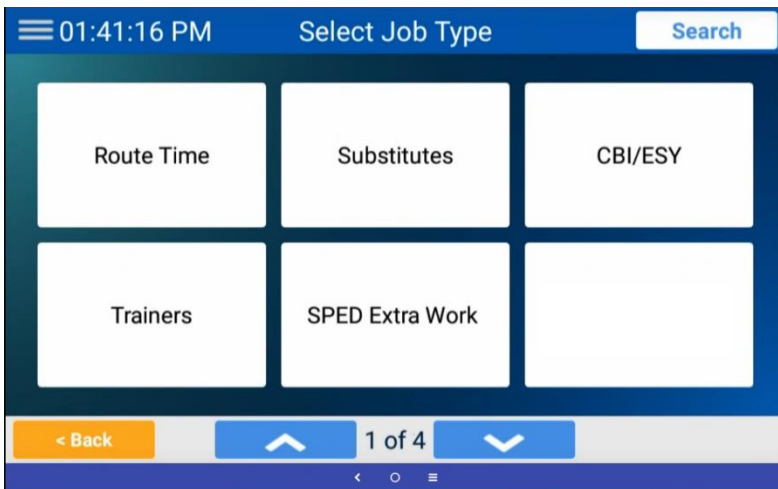
After you have entered your employee ID, select "Next."

## #3 - Employee Type Screen



Are you a Driver or Aide? Select one.

## #4 - Job Type Screen

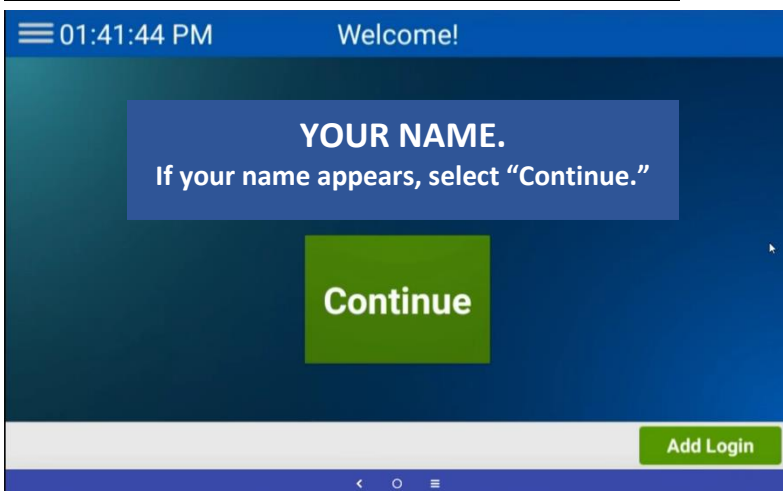


Select what Job you are doing.

Scroll down for more Job options.

*(\*\*Substitute Drivers and Substitute Aides will select "Substitutes.")*

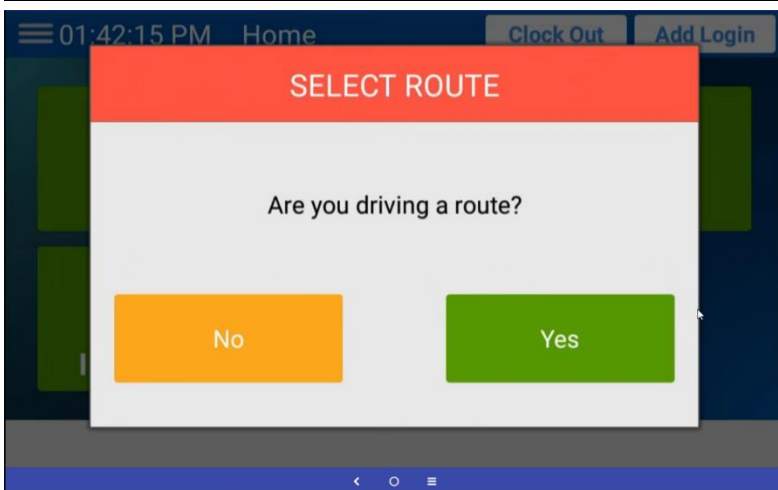
## #5 - User Authenticated Screen



If this screen displays your name, select continue.

If an **Aide** needs to log in as well, select "Add Login" at the bottom right of the screen and repeat the login process.

## #6 - Are You Driving a Route? Pop-up



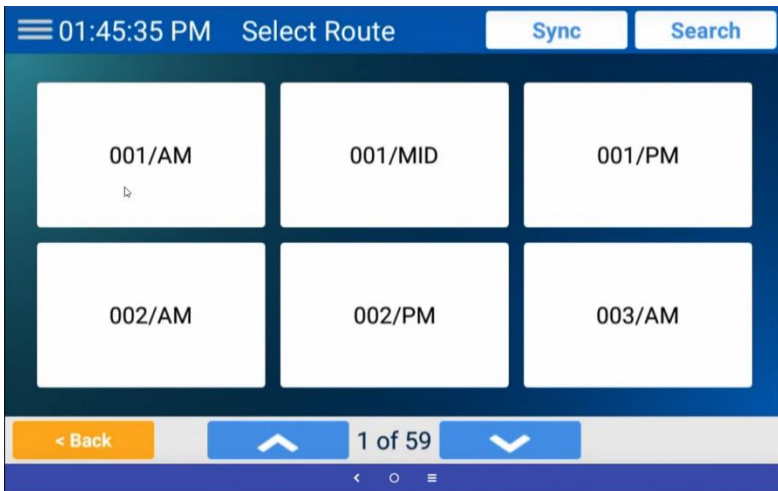
If you are transporting students to and from their assigned school, select "Yes."

*(\*\*By selecting "Yes" you will be directed to select the route. See Picture #7)*

If you are on an Activity Trip, Bus Servicing, etc.. select "No."

*(\*\*By selecting "No" you will be directed to "Home Screen." See Picture #18)*

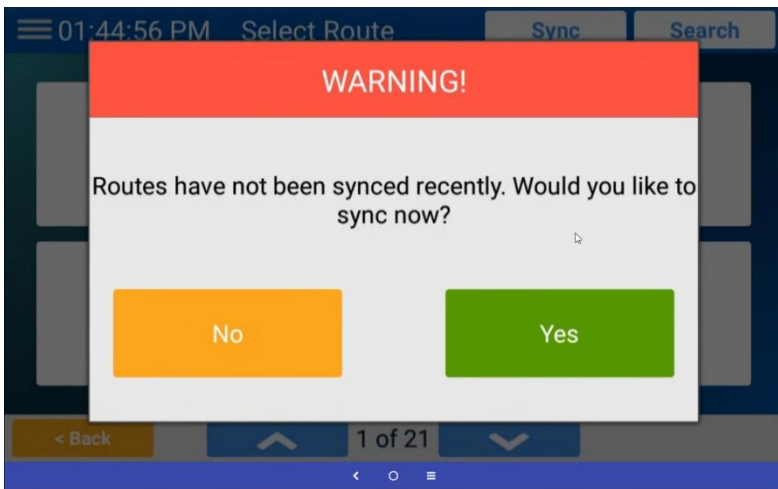
## #7 – Select the Route Screen



You can scroll down through all the routes OR, you can press "Search," enter the **3-digit route number** (Example: 001) and press "enter."

*(\*\*You will have to "SYNC" for the first couple of days. See Picture #8)*

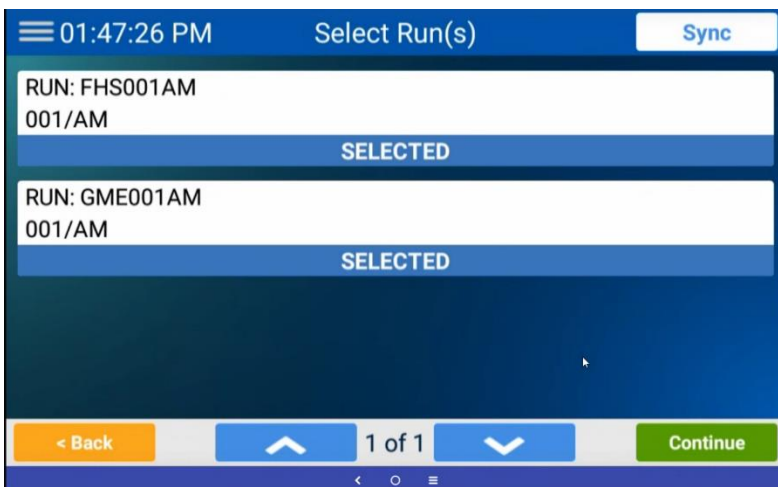
## #8 – Sync Warning – Pop-up



Please note, **every time** a message pops up to "SYNC," select "Yes."

*(\*\*You will see messages to SYNC Bus Routes, Bus Stops and Students. Again, every time you see this pop-up message, go ahead and sync.)*

## #9 – Select Run(s) Screen



Select the Run(s) you are driving for.

*(\*\*The "Run" can be found at the top of your turn-by-turn route directions. See Picture #10)*

## #10 – Where to Find the “Run(s)” description. Top of Route Sheet.

Fauquier County Public Schools  
12/29/2022 3:56:49 PM Bus Driver Directions For **FHS001AM** FHS TMS \*PPD W/C\* A-FHS TMS WMS SPED AM Page 1  
Route: **FHS001AM** FHS TMS \*PPD W/C\* Start Time: 6:06 am End Time: 7:17 am Total Riders: 6 Max Load: 6  
Bus: 001 Driver: DESKINS, TERRI Total Time: 70:49 Distance: 27.25 mi Route Days: MTWHF  
Anchor Abbr: TMS Driver Sign-On Time: 05:56 am Driver Sign-Off Time: N/A  
Schedule Day: Monday  
**Notes:**  
FUEL = LHS  
  
Aides  
RANKIN, WHITNEY  
Distance  
  
6:06 am START (1) GRACE MILLER BUS PARKING 1  
PICKUP

## #11 – Selected Runs Screen

01:48:04 PM 2 Runs Selected Sub  
RUN: FHS001AM  
001/AM  
SELECTED  
RUN: GME001AM  
001/AM  
SELECTED  
Back Up 1 of 1 Down Finish

After you selected the Run(s) you can press “Finish” at the bottom right of the screen.

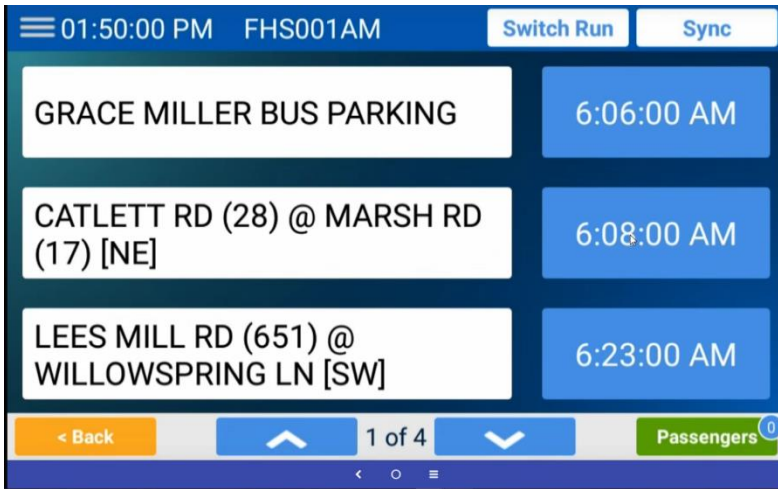
*(\*\*For those covering/subbing an “additional route,” you can press “SUB” at the top right to search for the additional route. More detailed training available to those who are interested in this feature. See Chris.)*

## #12 – Start Your Route – Pop-up

01:48:33 PM 2 Runs Selected Sub  
START ROUTE?  
Are you sure you wish to start your route?  
No Yes  
Back Up 1 of 1 Down Finish

Select “Yes.”

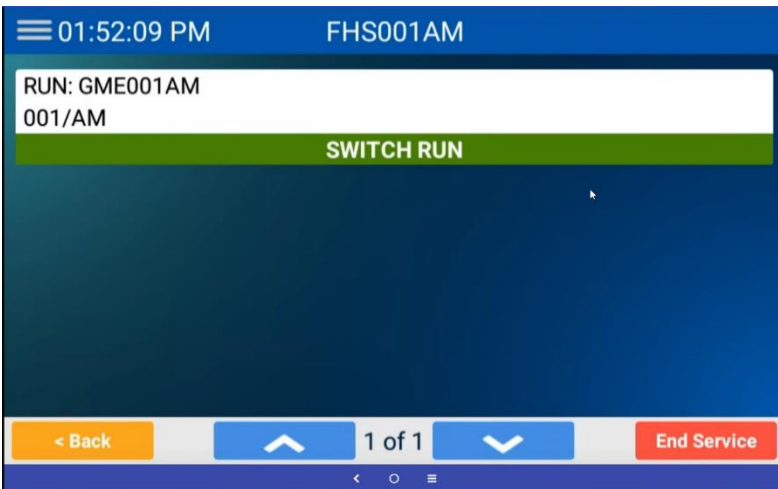
## #13 – Bus Stops and Times Screen – 1<sup>st</sup> Run



This screen only provides a description of the bus stops and bus stop times. It does not have Navigation ability.

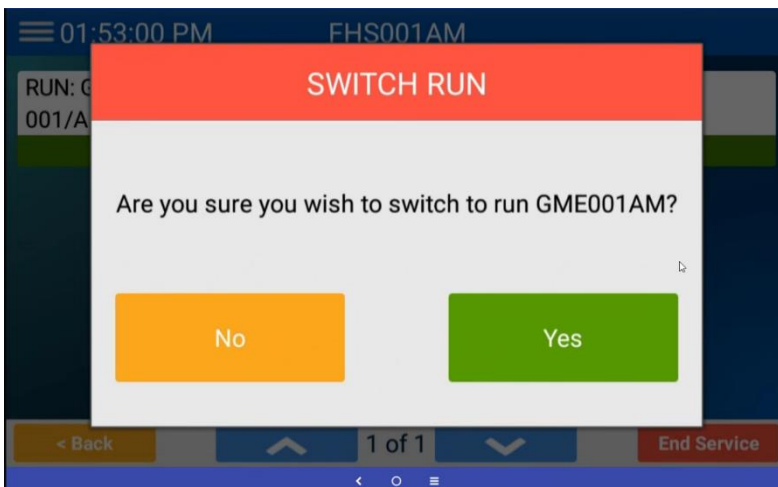
When you are finished with your “Run,” select “Switch Run” found in the top right of the screen.

## #14 – Switch Run Screen



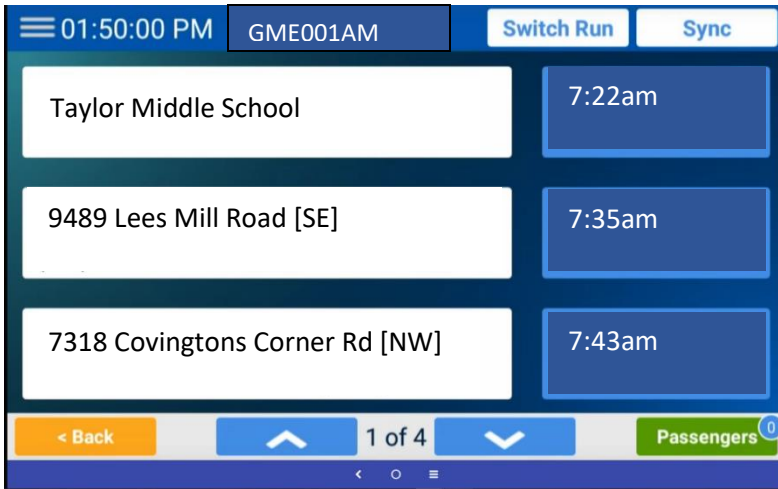
Select “Switch Run.”

## #15 – Are You Sure You Want to Switch? Pop-up



Select “Yes.”

## #16 – Bus Stops and Times Screen – 2<sup>nd</sup> Run

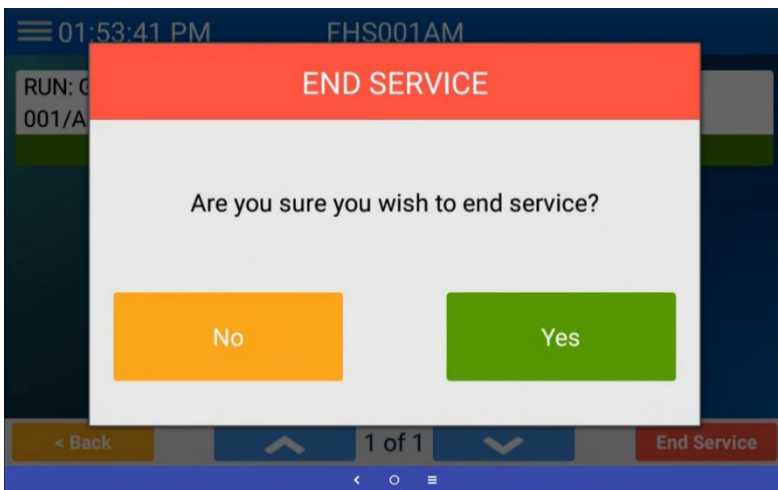


When you are **finished** with your **2nd** “Run” select “Switch Run.”

You will select “End Service.”

Look back to Picture #14. “End Service” will be on the bottom right of the screen.

## #17 – Are You Sure You Want to End Service? Pop-up



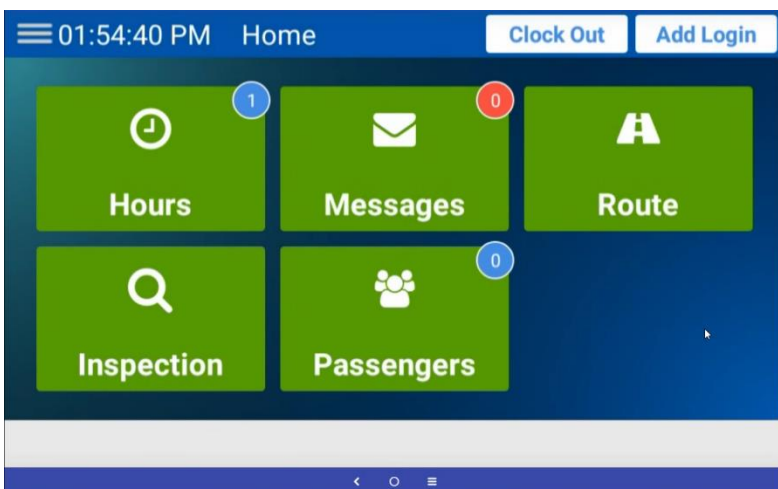
Select “Yes.”

After you select “Yes” you will be directed back to the “Home Screen.”

Please Note: “End Service” is NOT the same as “Clocking Out.”

*(\*\*We recommend for you to be back to your parking location before selecting “End Service.”)*

## #18 – Home Screen

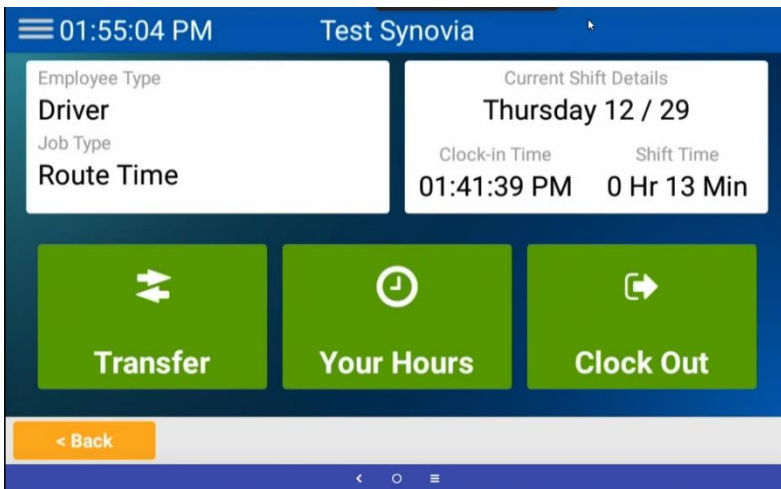


Select “Clock Out” if you are ready to end your shift, job or assignment.

Select “Hours” if you wish to transfer to another “Job Type.” See Picture 19 for more.

*(\*\*If Driver and Aide are both logged in, each person can log out individually after pressing “Clock Out.”)*

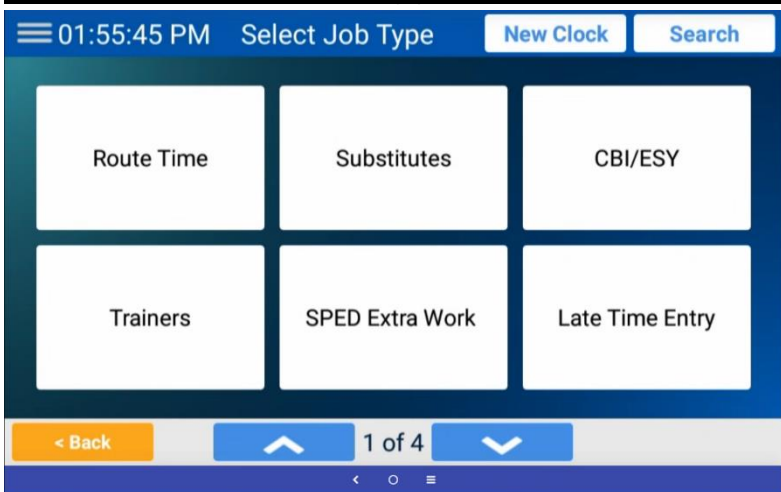
## #19 – Hours Screen



You can “Clock Out” from this screen as well.

You can “Transfer” to another “Job Type” such as Bus Servicing or Additional Assignment.

## #20 – Select Job Type Screen – With “New Clock” Option



**Transfer Example:** You finished your 2<sup>nd</sup> run, back at your parking location and want to do a thorough cleaning of your bus. You would transfer your “Job Type” to “Bus Servicing.”

**“New Clock” Example:**

1) Let’s say you already transferred your “Job Type” after your 2<sup>nd</sup> run to “Bus Servicing.”

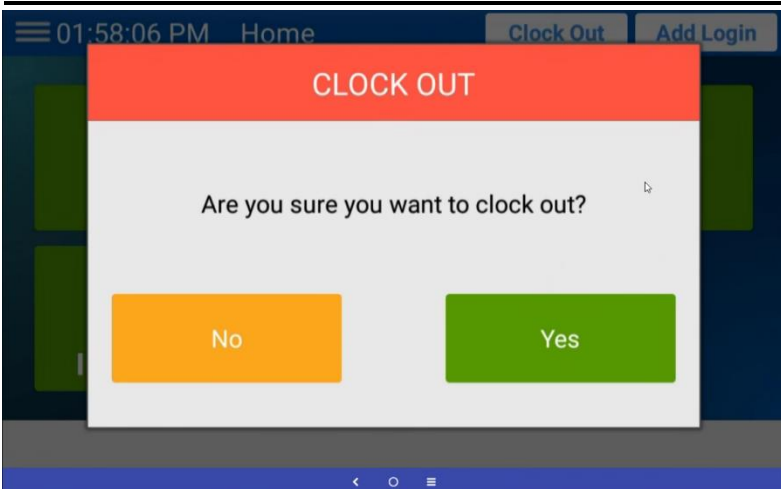
2) You brought your bus in for service and parked it up on “The Hill.”

3) You would select “Transfer” and then select “New Clock.” This will take you back to the

“Welcome Screen.” See Picture #1.

4) When you log into the spare, it will automatically log you off of your bus. This feature is to prevent any gaps in your timecard. In other words, it provides a seamless transition as you move from bus to bus.

## #21 - Are You Sure You Want to Clock Out - Pop Up



When you are ready to log out it will ask you if you are sure. Select “Yes.”