

# SCHOOL BUS MANAGEMENT SYSTEM

## Quick reference guide for New Travellers

### Step 1

#### Register

If you don't have existing travellers, you can register a new account.



### Step 2

#### Add traveller

New users can get started by clicking on 'Add traveller'.



First Name	Surname	Date of Birth	Operations
Test	I	01/01/2011	Edit New Application
Test	II	04/02/2008	Edit New Application Comment

### Step 3

#### New applications

Create a new application for each traveller.



#### Applications

Status

Traveller / Child	Application Number	Application For	Status	Payment Status	Fare (\$)	Bus Stop	Valid until	Action
Test I	00292	2018	offer made		00.00	Bus Stop: 1337 Boort-Pyramid Road, Durham Ox Bus Service: DURHAM OX - PYRAMID HILL Arrival time: 8:05am		View Manage Offer

### Step 4

#### Manage offer

When you receive a notification of your travel assessment details, you can choose to

- accept the offer and pay the fare (if applicable)
- decline the offer.

