
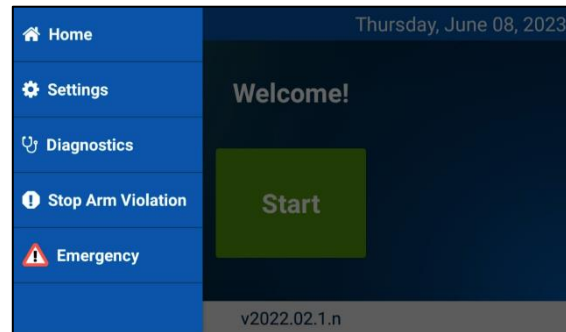


ENABLING STUDENT RIDERSHIP

VERIFICATION: If your school district has *Student Ridership Verification*, which means that the MDT will check as students scan on and off the bus if they are at the right stop or should even be on your bus, you may need to enable it.


1.) On the Welcome screen, tap  at the top left.

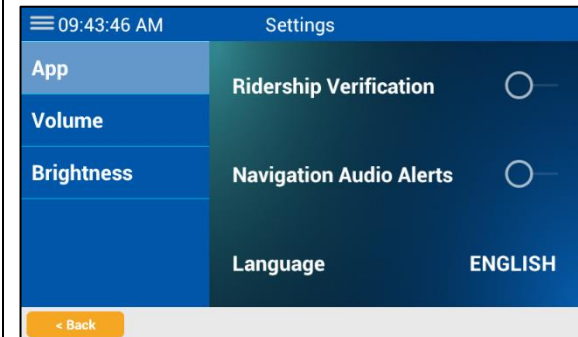
The MDT menu will appear.



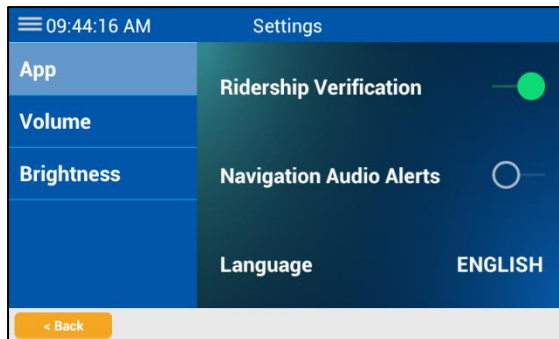
2.) Tap Settings.

The Settings screen will appear.

3.) If the slider to the right of Ridership Verification isn't selected ( indicates that it is on), tap the slider to select it.

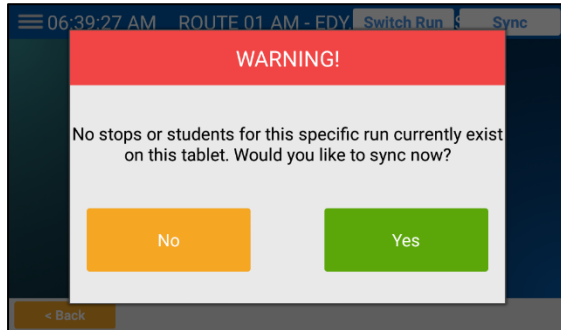


Student Ridership Verification will be enabled.



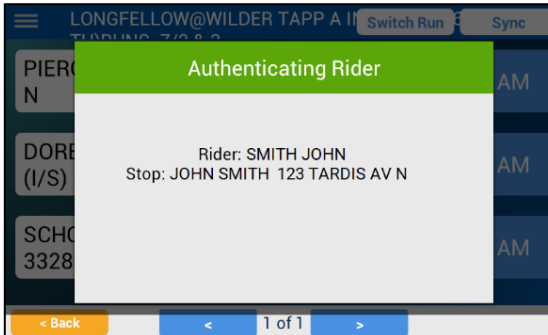
4.) Tap Back to return to the Welcome screen.

STUDENT SCAN RESULTS: If a scan is received before stop and student data has been downloaded, you will be prompted to sync. Tap Yes.



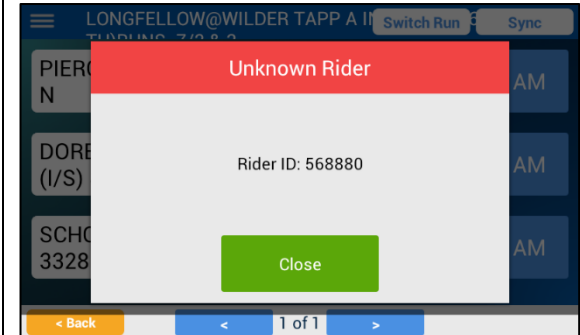
The scan results depend on the status of the rider.

VALID RIDER: The following indicates a valid rider entering or exiting at the correct stop and will automatically close after two seconds.



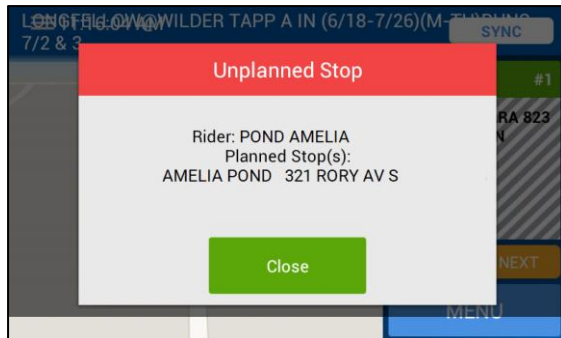
INVALID RIDER: The following indicates that the rider is boarding the wrong vehicle.

- 1.) Follow your protocol for invalid riders.
- 2.) Tap Close.

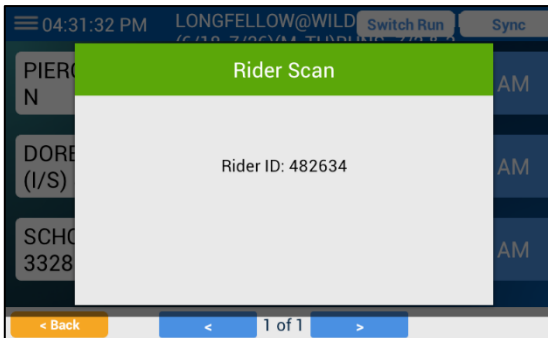


WRONG STOP: The following means that a rider is boarding or exiting at the wrong stop (but **is** a student on the tier).

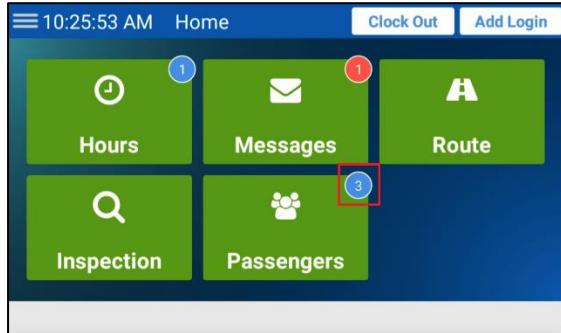
- 1.) Follow your protocol for unplanned stops.
- 2.) Tap Close.



DISABLED RIDERSHIP VERIFICATION: If Ridership Verification is disabled, the following will indicate a scan was captured. There is no checking for incorrect stops or unknown riders if Verification is off.



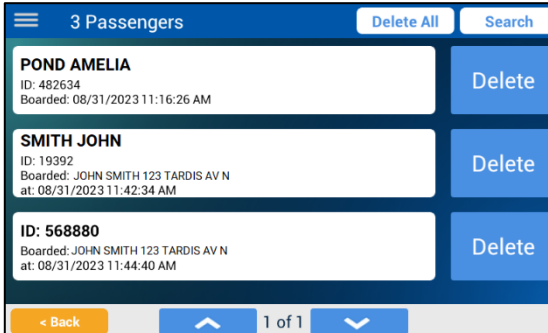
VIEWING PASSENGERS ON BOARD: On the Home screen, the number above Passengers indicates how many students are on your bus.



1.) Tap Passengers.

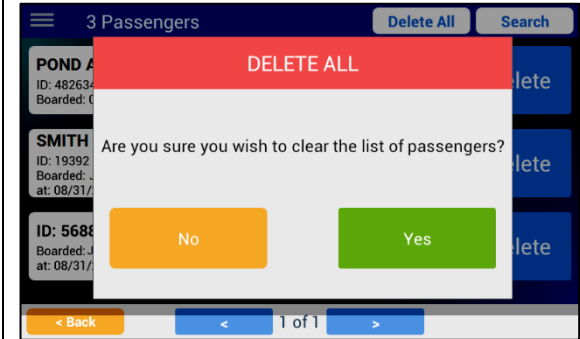
The Passengers screen will appear, listing all the students who scanned on the bus.

2.) Tap Back to return to the Home screen.



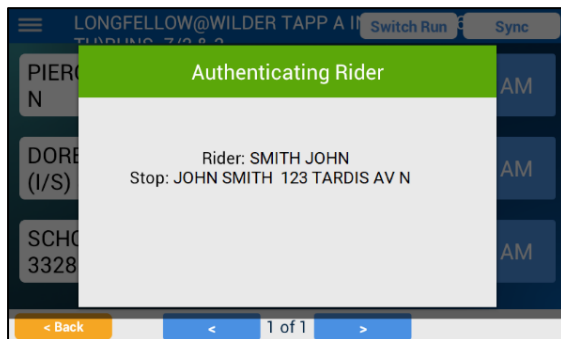
3.) Optionally, you can remove a student from the list by tapping Delete by their name or all the students by tapping Delete All at the top.

If you tap a Delete option, a confirmation dialog box will appear.



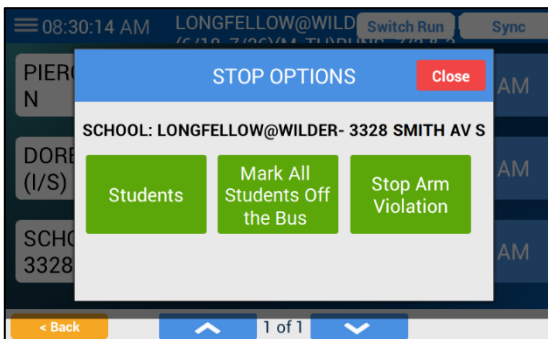
4.) Tap Yes or No, as needed.

ARRIVING AT SCHOOL: At the school stop, if your district has the students scan their cards as they leave the bus, each scan will bring up the Authenticating Rider dialog box.



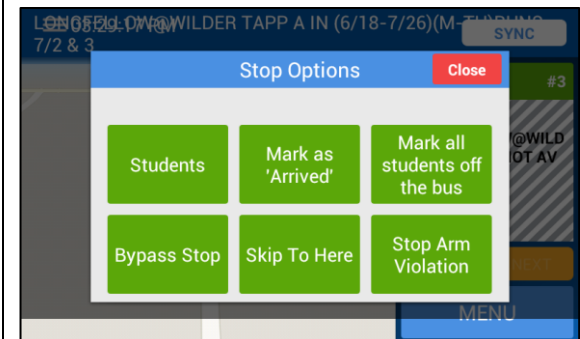
1.) Alternatively, you can mark all the students off the bus manually. On the Stops list, tap the school stop.

The Stop Options dialog box will appear.



2.) Tap Mark All Students Off the Bus.

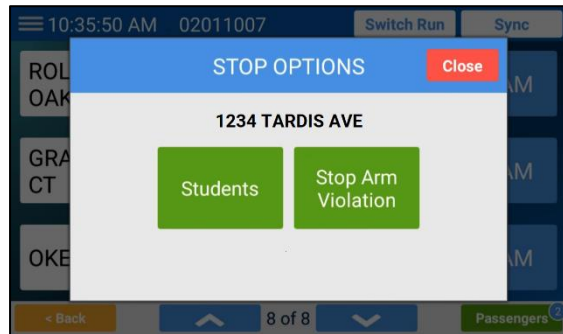
3.) In Navigation, you can mark all the students off the bus at the school stop by first tapping Menu.



4.) Tap Mark All Students Off the Bus.

STUDENT RIDERSHIP WITHOUT IDS (Special Ed Student Ridership):

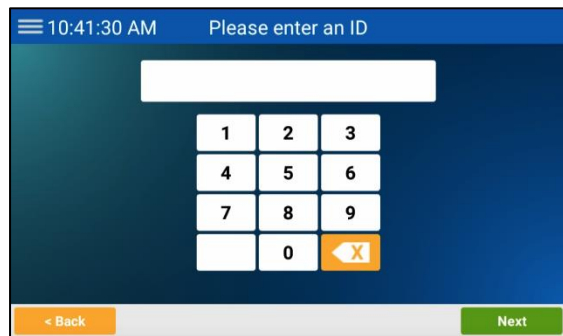
When you stop at the first bus stop and the student gets on the bus, select the text for the name of the stop. The Stop Options dialog box will appear.



1.) Tap Students.

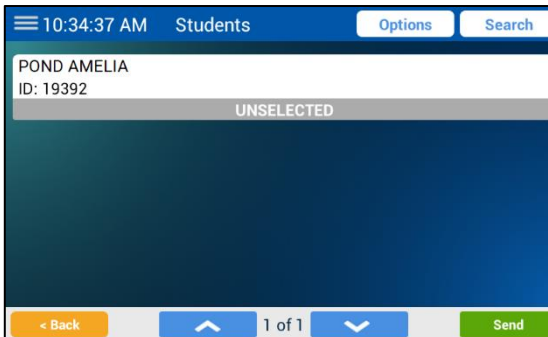
A keypad will appear.

5.) Type the student's ID number in the field.



6.) Tap Next.

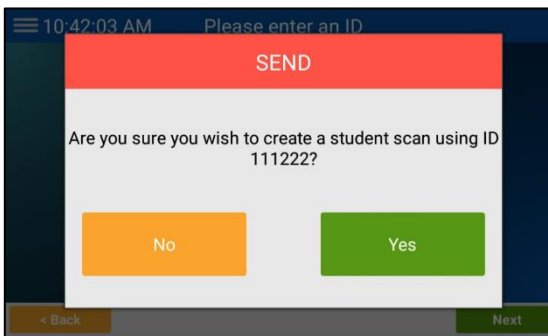
The student(s) for the stop will appear.
2.) Tap the name of the student you are picking up.
"Unselected" will change to "Selected."



3.) Tap Options at the top right.

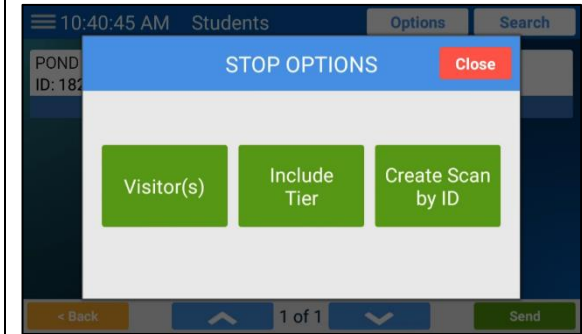
The Send dialog box will appear.

7.) Tap Yes.

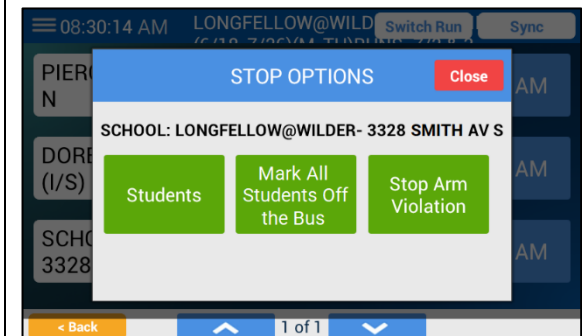


The options in this Stop Options dialog box will be different.

4.) Tap Create Scan by ID.



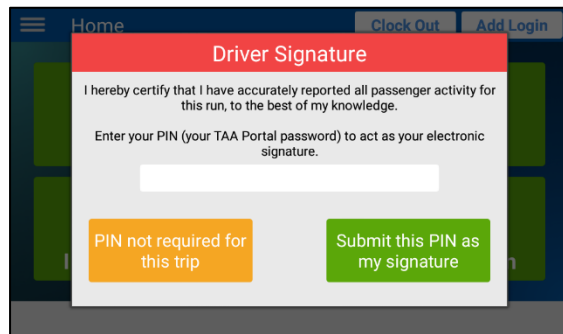
8.) When you reach the school stop, after all the students have exited the bus, tap the school stop's name (or Menu in Navigation).



9.) Tap Mark All Students Off the Bus.

MEDICAID REIMBURSEMENT SIGNATURE:

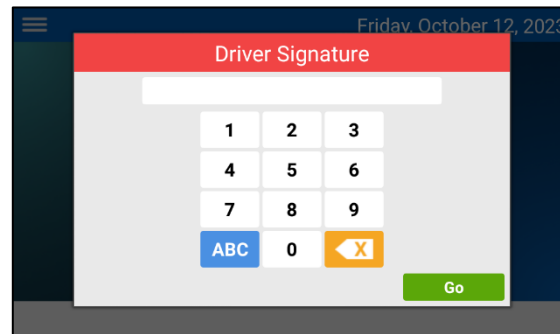
If you are running a job type set up for the purposes of Medicaid reimbursement for transporting qualifying special ed students, the Driver Signature dialog box will appear at the end of your current activity (which could be when you mark all students off the bus, switch runs, end service, or log out).



1.) To certify that you have accurately reported all the passenger activity, tap in the field.

A keypad will appear.

2.) Tap the keys for your TAA Portal password, which will act as your electronic signature. (If you need to enter letters, tap ABC and do so.)



3.) Tap Go.

You'll be returned to the Driver Signature dialog box, and the PIN you entered will be in the field, masked.

4.) Tap Submit This PIN As My Signature.

