

PRINTING SPECIAL EDUCATION ROUTE DETAILS

Vendor Quick Reference Guide



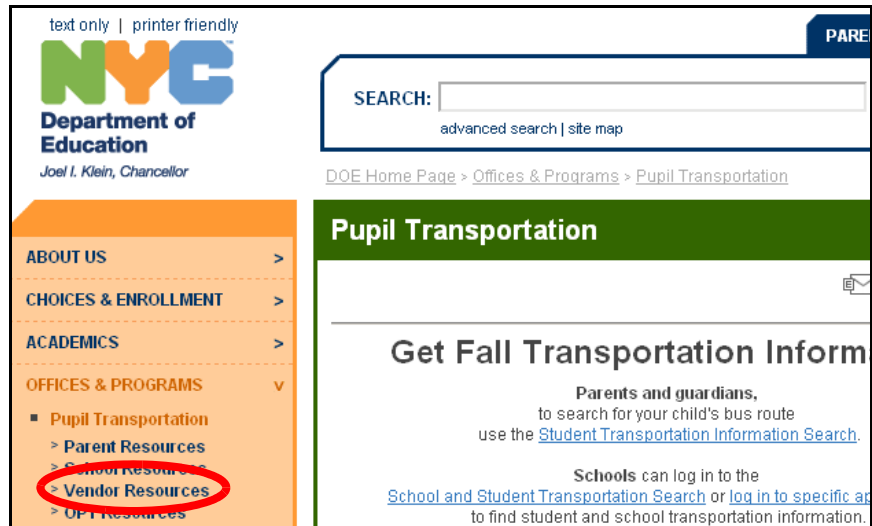
Printing Special Education Route Details

In order to print your special education route details, you must do the following:

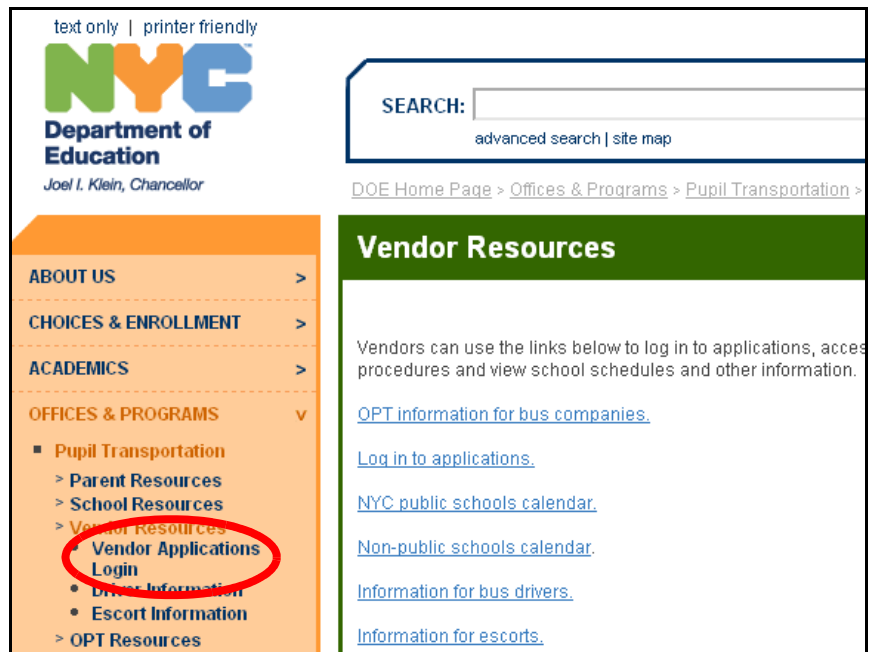
1. Log into the Special Education Route System.
2. Select the routes to print.
3. Print the route details.

Logging 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**.



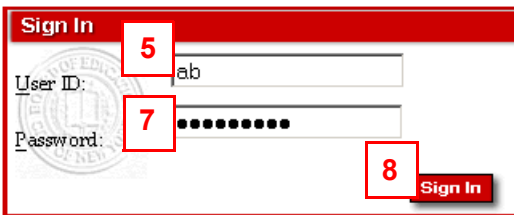
3. Click on **Vendor Applications Login**.



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



5. Enter your **User ID** that you normally use to log into vendor applications.
6. Press the **Tab** key on your keyboard.
7. Enter your **Password** that you normally use to log into vendor applications.
8. Click **Sign In**.



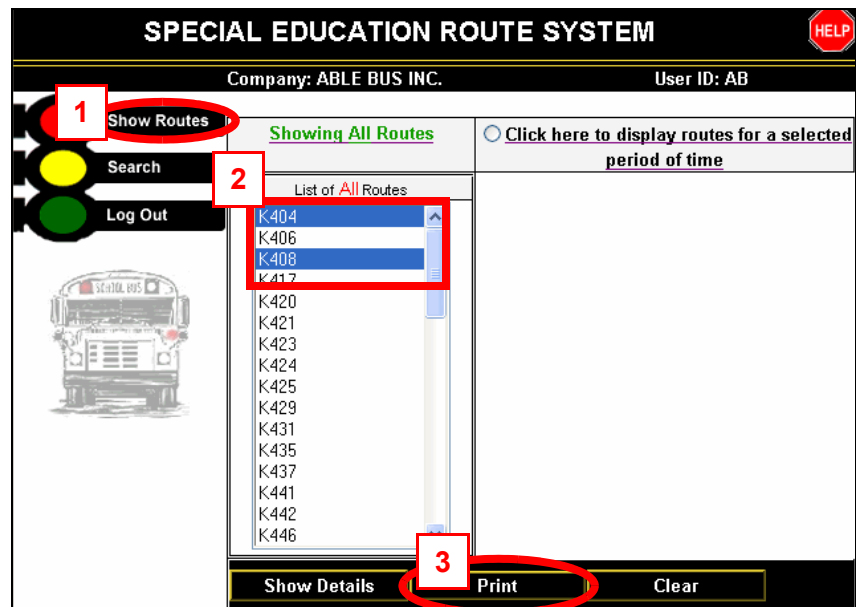
Printing Special Education Route Details

To print your special education route details:

1. Click on **Show Routes**.
2. Do either of the following:
 - a. To print the details of **one** route, click on a **Route** under **List of All Routes**.

OR

 - a. To print the details of **multiple** routes, click on a **Route** under **List of All Routes**.
 - b. Hold down the **Ctrl** key on your keyboard.
 - c. While holding down the **Ctrl** key on your keyboard, click on each additional route whose details you want to print.
 - d. Release the **Ctrl** key.
3. Click **Print**.



You will see the details of the route(s) that you selected.

4. Click **Print**.

The screenshot shows a 'PRINT PREVIEW WINDOW' with a 'Print' button circled in red. The window title is 'Office Of Pupil Transportation List of Pupils By Route Number'. Below the title, it displays route information: Route Number K404, WBK - HL, Vendor = ABLE BUS INC. (AB), First Pick up = 06:45, Last Pick up = 15:30, Driver Name = Pat Smith, Escort 1 Name = Josefina Cortez, Escort 2 Name =, Bus Number = 12354, and Comments =. Below this is 'Page 1 of 1' and a table of pupils.

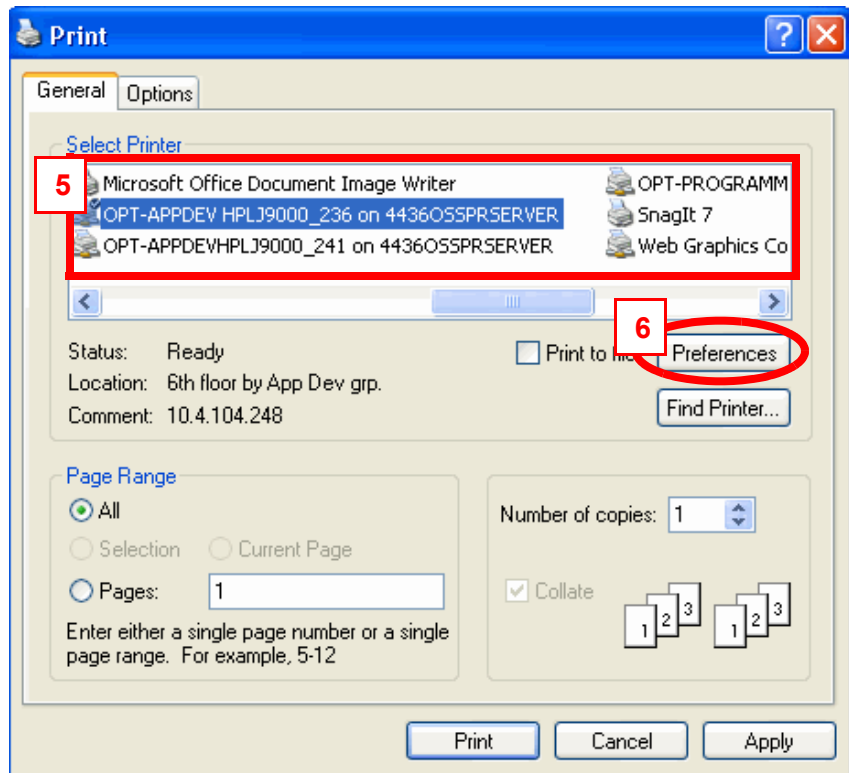
Change	Eff. Date	Seq. NO.	School Code & Name	Hind Code	AM/PM	Pupil Id No.	First Name	Last Name	Address	Zip	Ph.	Amb. Cd.	Sess. Beg.	Sess. End	Med. Alert	AM	PM
		1	14257 (PS 257)	OH	AM and PM		JOSE	CORTEZ		11237		L	08:10	03:00		All 5 Days	All 5 Days

The **Print** dialog box will appear.

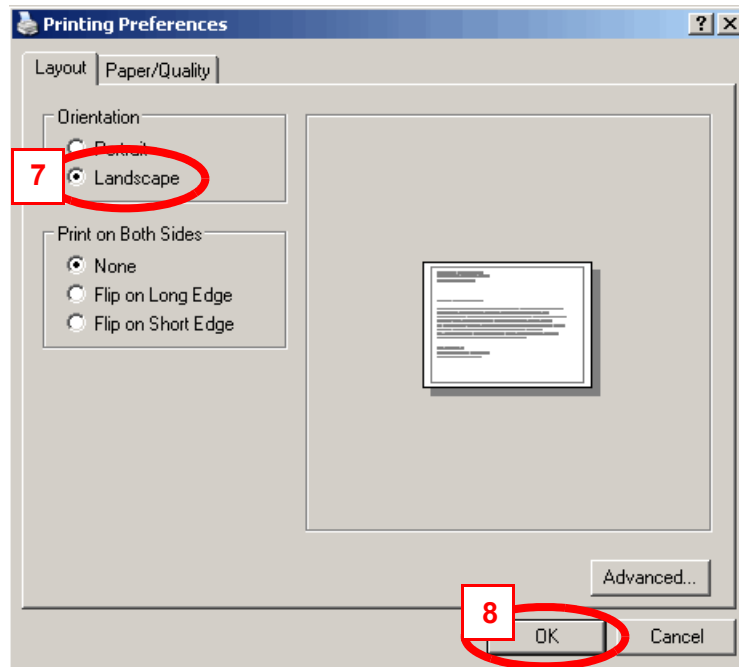
Note Choose the **Landscape** printing preference for best results.

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

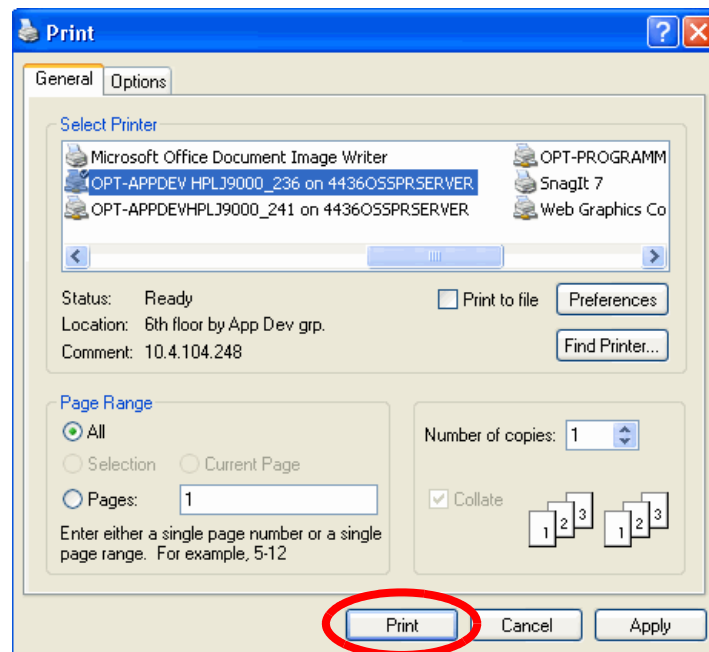
6. Click **Preferences**.



7. Choose **Landscape**.
8. Click **OK**.



9. Click **Print**.



The route details will be printed.