

# 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.

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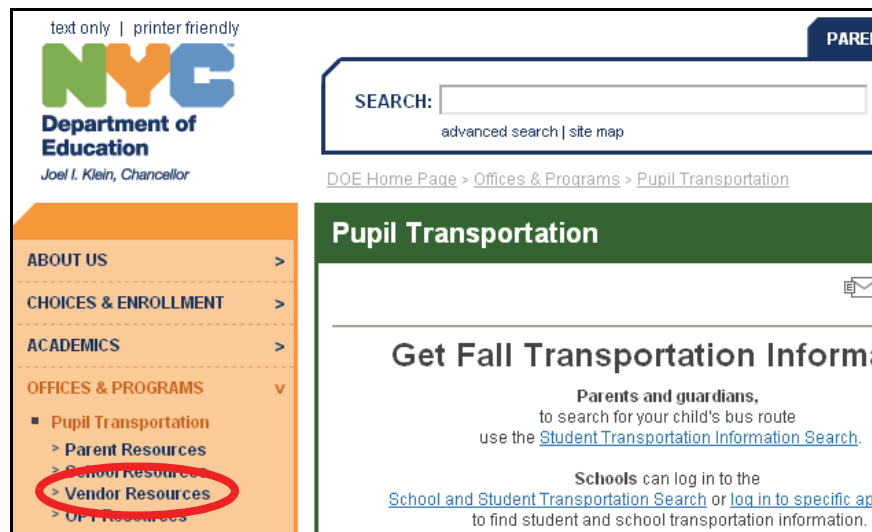
# Logging In

**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.

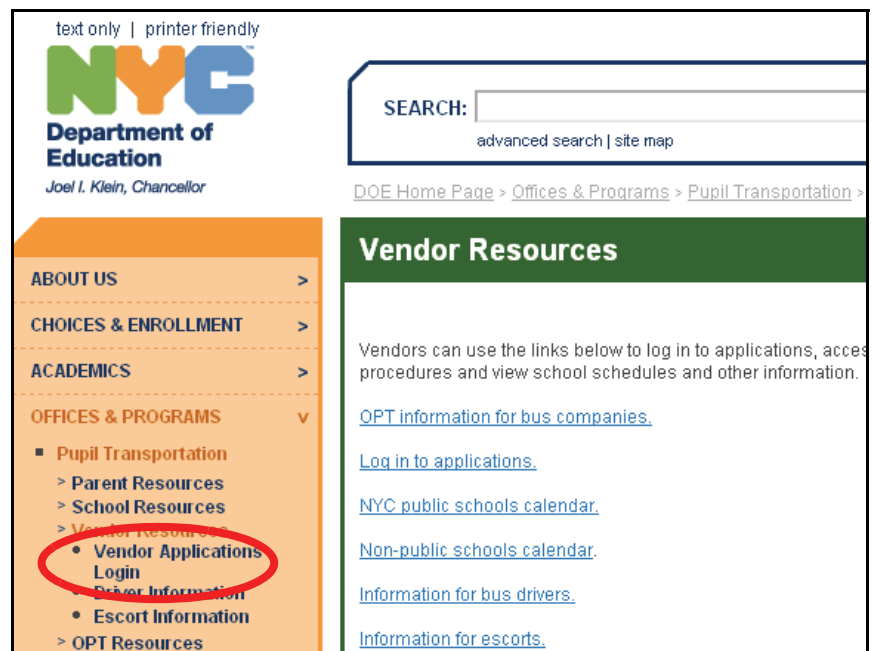
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To log into the Edulog General Education Routing System:

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



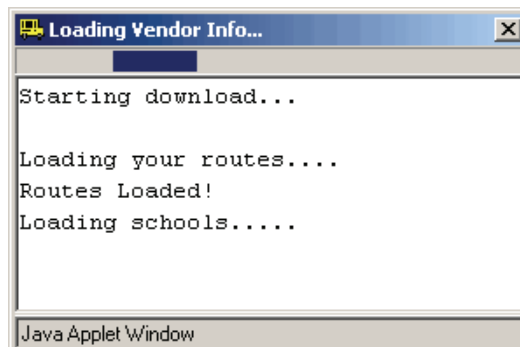
3. Click on **Vendor Applications Login**.



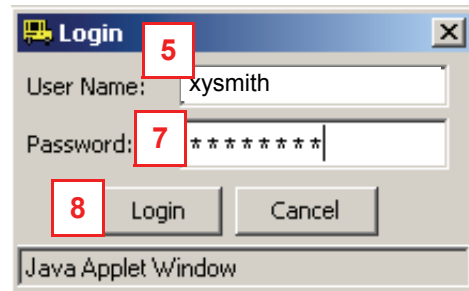
4. Click on **Edulog General Education Routing System**.



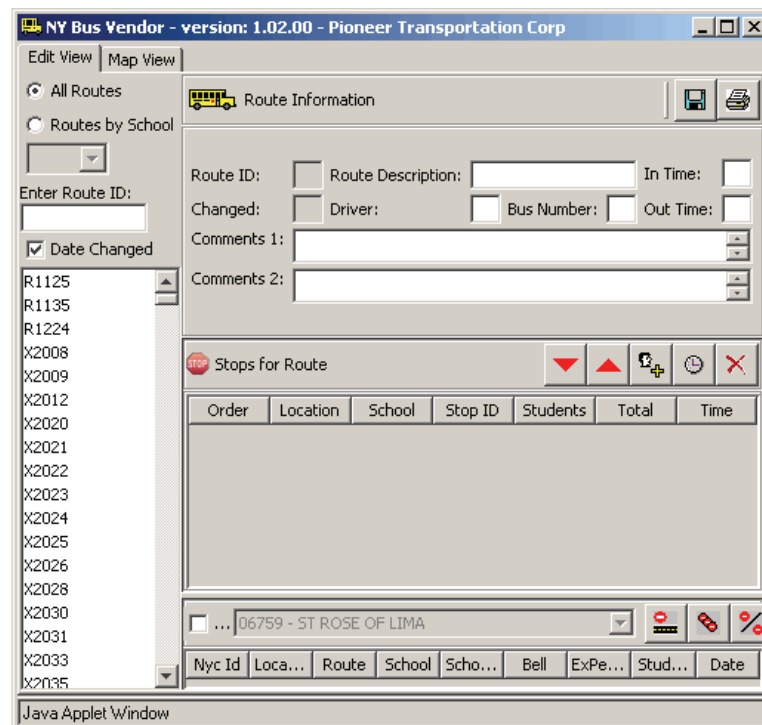
These messages will appear briefly:



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.

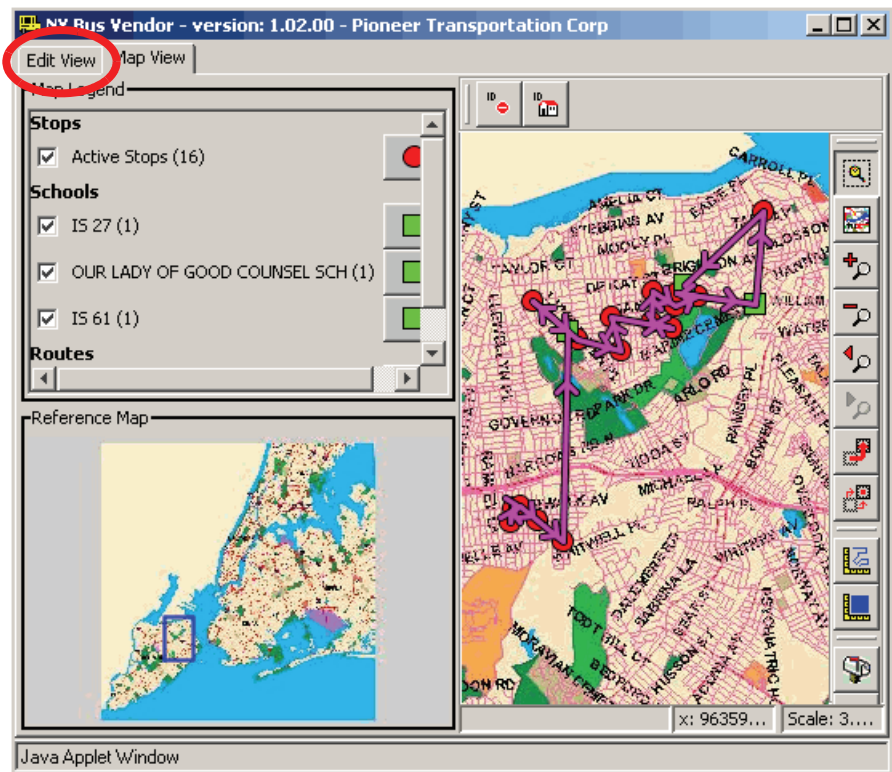


## Changing Bus Arrival Times

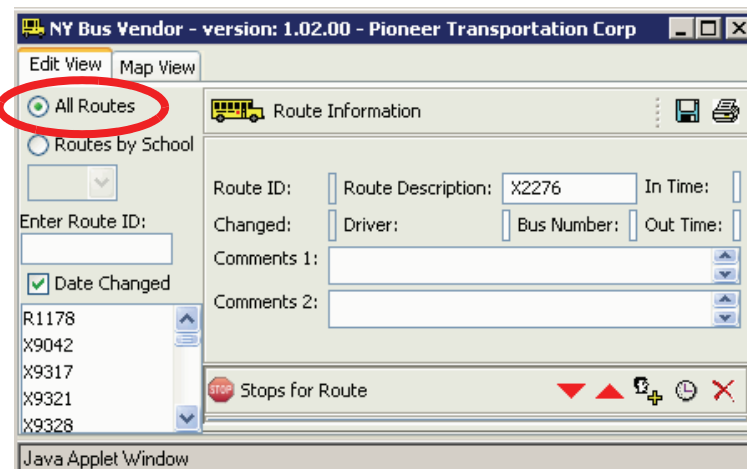
The Edulog System automatically calculates times that the buses will arrive at stops and displays these arrival times in the system. You can change these arrival times to provide more accurate information.

To change arrival times:

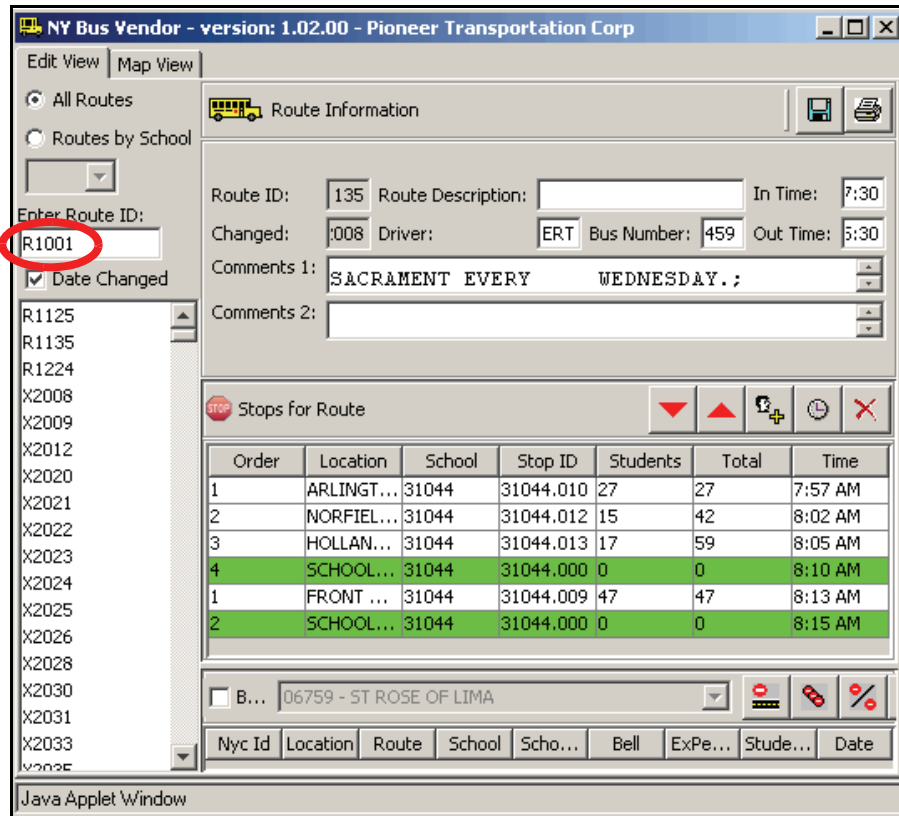
1. Click on **Edit View**.



2. Choose **All Routes**.

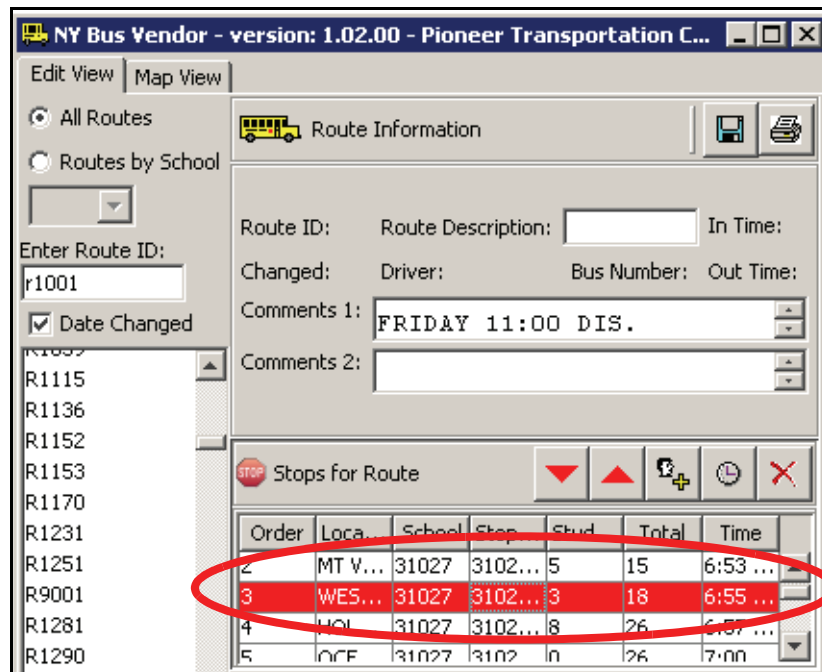



- Type the desired **route ID** in the **Enter Route ID** box.
- Press the **Enter** key on your **keyboard**.

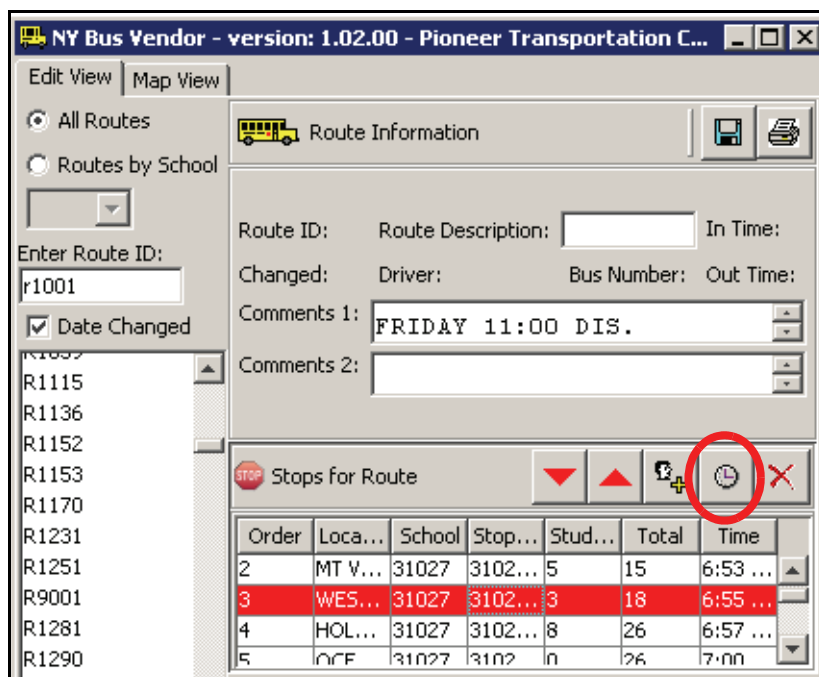


The route information will appear on the right side of the screen.

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



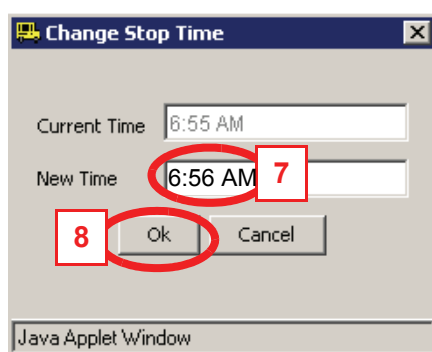
6. Click on  to change the **arrival time**.



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**.

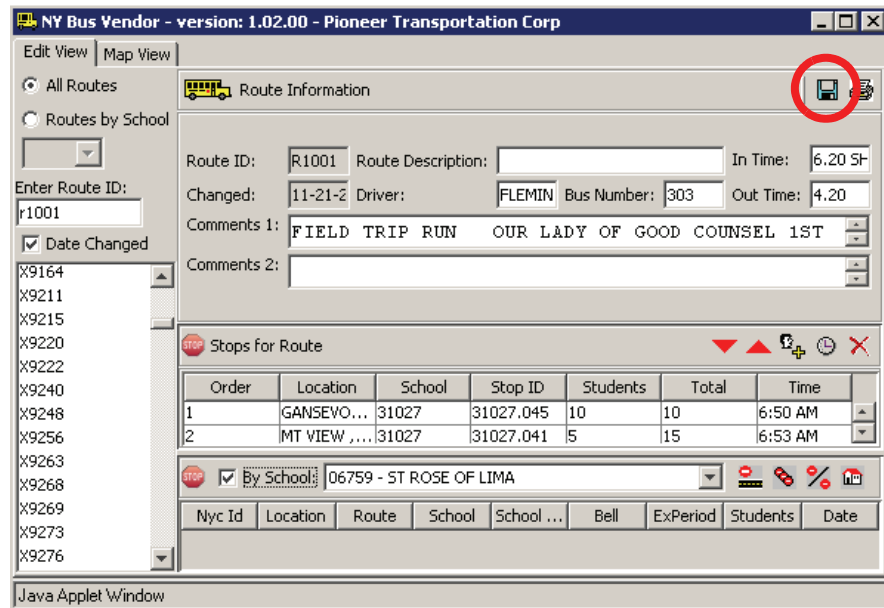


The new **arrival time** will appear in the **Time** column of the selected stop.

**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**).



The screenshot shows the 'NY Bus Vendor - version: 1.02.00 - Pioneer Transportation Corp' application window. The interface includes a menu bar with 'Edit View' and 'Map View'. On the left, there are radio buttons for 'All Routes' (selected) and 'Routes by School', along with a list of route IDs from X9164 to X9276. The main area is titled 'Route Information' and contains fields for 'Route ID' (R1001), 'Route Description', 'In Time' (6:20 5P), 'Changed' (11-21-2), 'Driver' (FLEMIN), 'Bus Number' (303), and 'Out Time' (4:20). There are also comment fields. Below this is a 'Stops for Route' section with a table of stops. At the bottom, there is a 'By School' dropdown menu and a table with columns for 'Nyc Id', 'Location', 'Route', 'School', 'School ...', 'Bell', 'ExPeriod', 'Students', and 'Date'. A red circle highlights the save icon in the top right corner of the 'Route Information' section.

| Order | Location     | School | Stop ID   | Students | Total | Time    |
|-------|--------------|--------|-----------|----------|-------|---------|
| 1     | GANSEVO...   | 31027  | 31027.045 | 10       | 10    | 6:50 AM |
| 2     | MT VIEW ,... | 31027  | 31027.041 | 5        | 15    | 6:53 AM |