



Education 365

User Manual Book (School Bus)

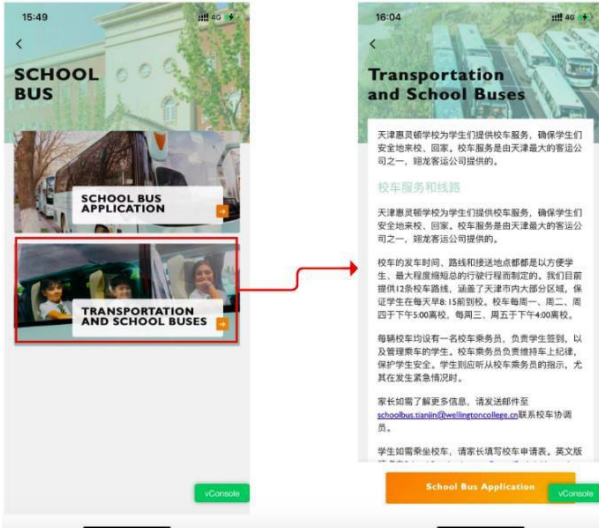
Version: v1.7

2/1/2023

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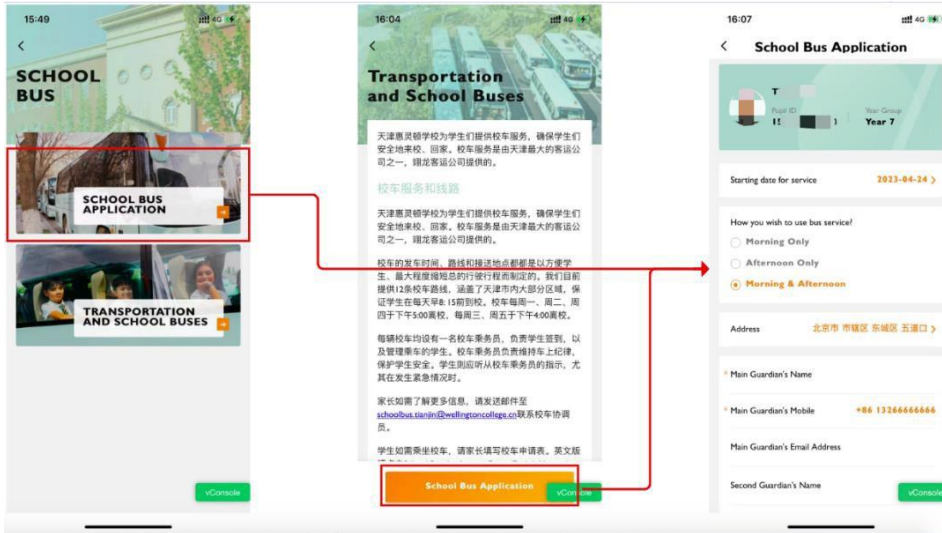
1.1. View Service Introduction



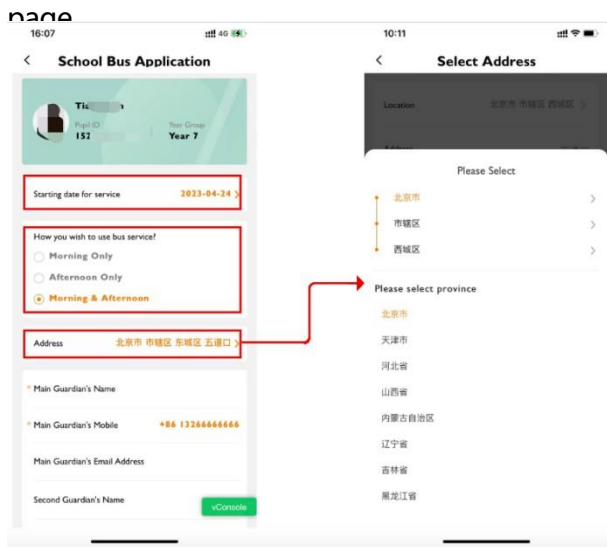
When parents click on the school bus service introduction, they will be directed to the school bus

service description page.

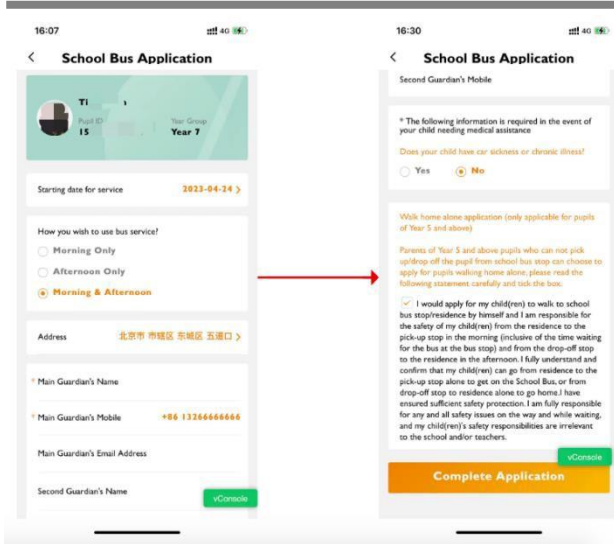
1.2. Apply for School Bus (Tianjin, Nantong)



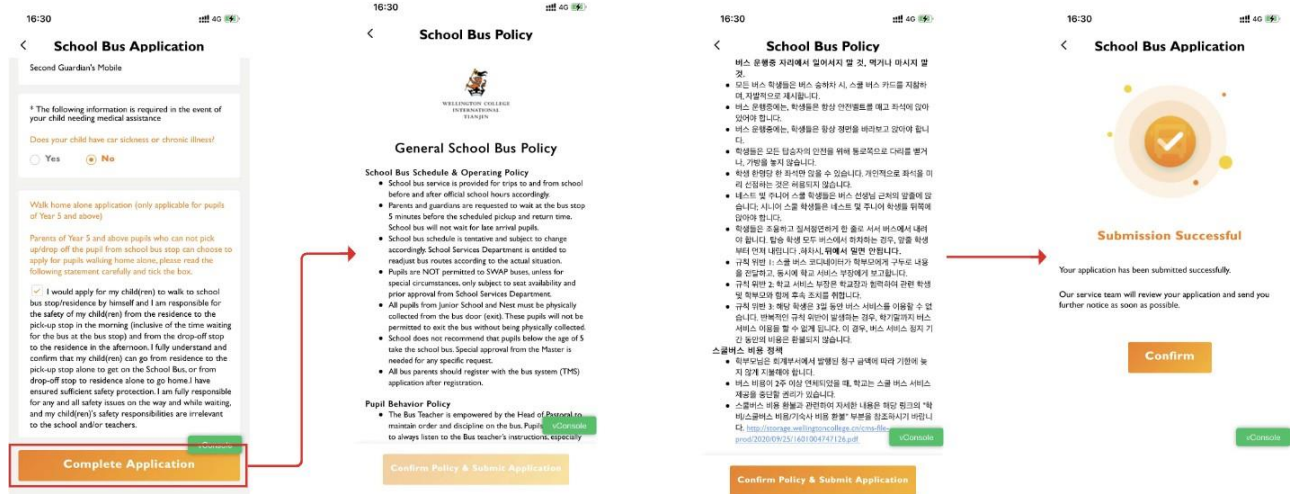
When parents click on the school bus application on the school bus service homepage or at the bottom of the service description page, they will be directed to the school bus application



Parents need to fill in the time they need to start taking the school bus, home address, and choose whether it is a one-way or whole day.



Parents need to fill in the contact information of the main guardian, whether their child needs medical assistance, and walk alone home



After parents complete the form application, they need to read the school bus terms, scroll to the bottom to confirm, and then complete the application.

If it is found that the parent has other children in the school, the parent will be reminded whether to apply for the same school bus service for other children.

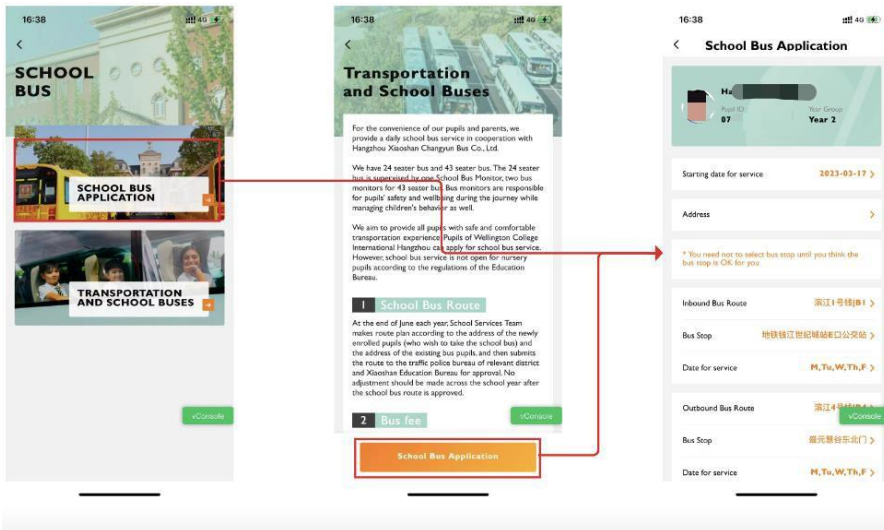
Note:

- "Service Start Time / Home Address / Main Guardian Name / Main Guardian Mobile Phone / Medical Assistance" are required fields. After filling in these fields, you can submit the

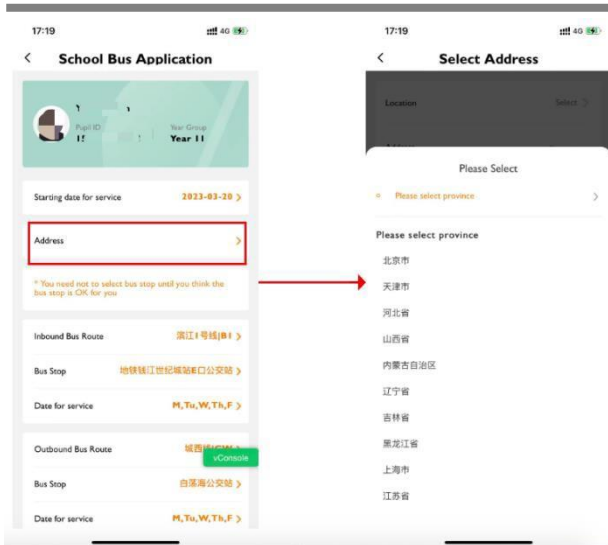
application. The service department can allocate the relevant routes in the background.

2. If the current route does not meet the requirements, after submitting according to #1, the service department staff will allocate the route in the system.
3. If you need to change the route for a long time, please make the changes in the App and submit them. The service department staff will process it within 3-5 working days.
4. **If you need to change the route temporarily, please contact the relevant teaching staff directly for changes.**

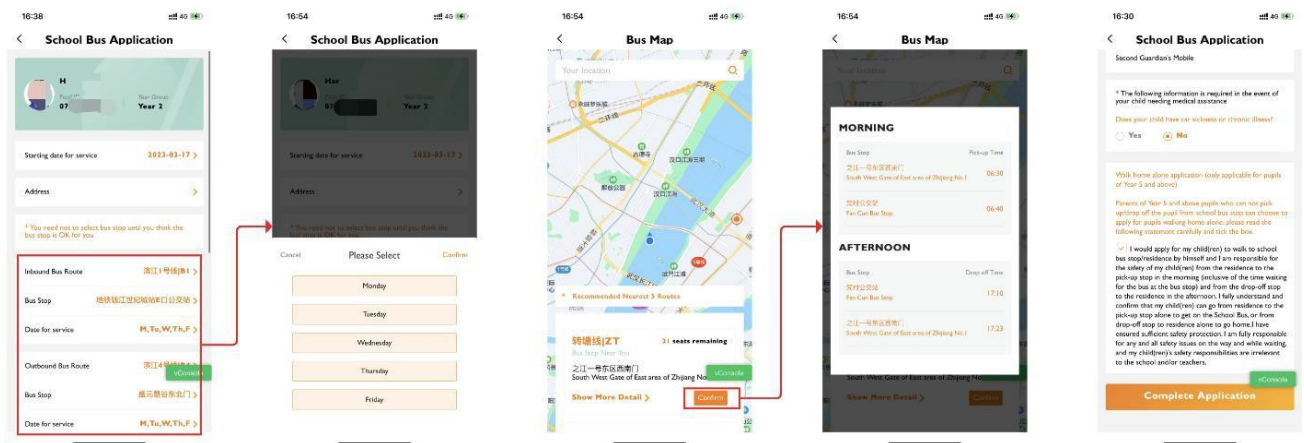
1.3. Apply for School Bus (Hangzhou)



When parents click on the school bus application on the school bus service homepage or at the bottom of the service description page, they will be directed to the school bus application page.



Parents need to fill in the time they need to start taking the school bus, home address



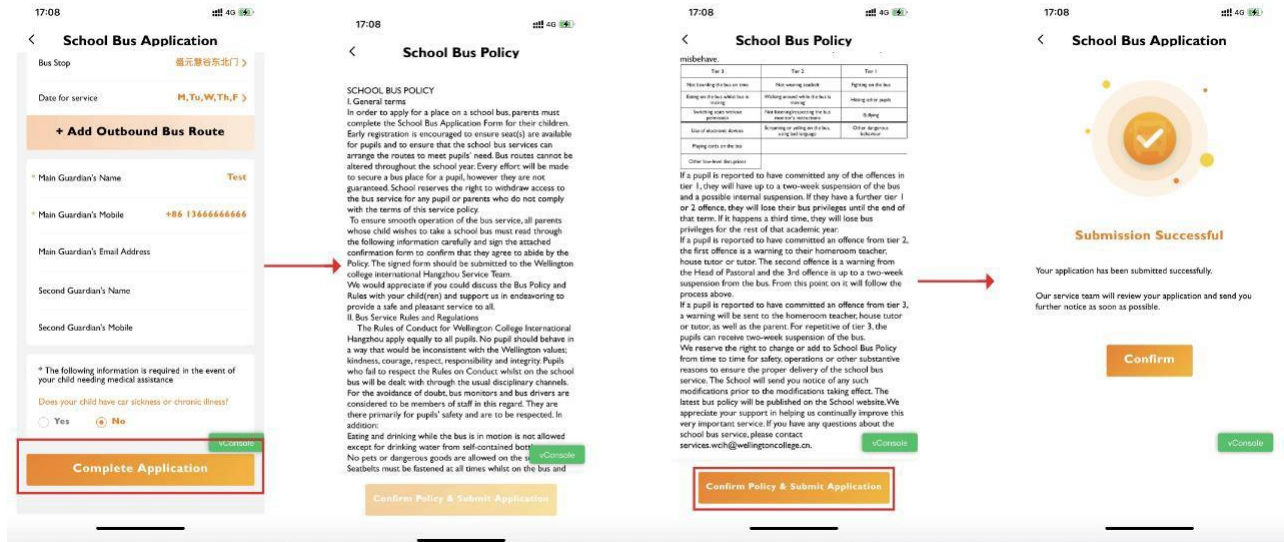
Parents can choose from preset routes. By locating their home address, the system will recommend nearby stations for parents to select.

Parents can choose the desired station based on their own situation and select the days of the week they need to take the school bus. **Note: Only different routes for the trip home can be added.**

Parents need to provide contact information for the primary guardian, indicate if their child needs medical assistance, and apply for permission for their child to walk alone home

***Walk alone home: Students in grade 5 and above can apply for permission to take the school bus home alone. If parents are unable to pick up their child at the station, they need to check**

the permission box. Students in grade 4 and below can consult the school about school bus information.



After parents complete the form application, they need to read the school bus terms, scroll to the bottom to confirm, and then complete the application.

If it is found that the parent has other children in the school, the parent will be reminded whether to apply for the same school bus service for other children.

Note:

1. "Service Start Time / Home Address / Main Guardian Name / Main Guardian Mobile Phone / Medical Assistance/Route" are required fields. After filling in these fields, you can submit the application. The service department can allocate the relevant routes in the background.
2. If the current route does not meet the requirements, after submitting according to #1, the service department staff will allocate the route in the system.
3. If you need to change the route for a long time, please make the changes in the App and submit them. The service department staff will process it within 3-5 working days.

4. If you need to change the route temporarily, please contact the relevant teaching staff directly for changes.

1.4. Bus Notification



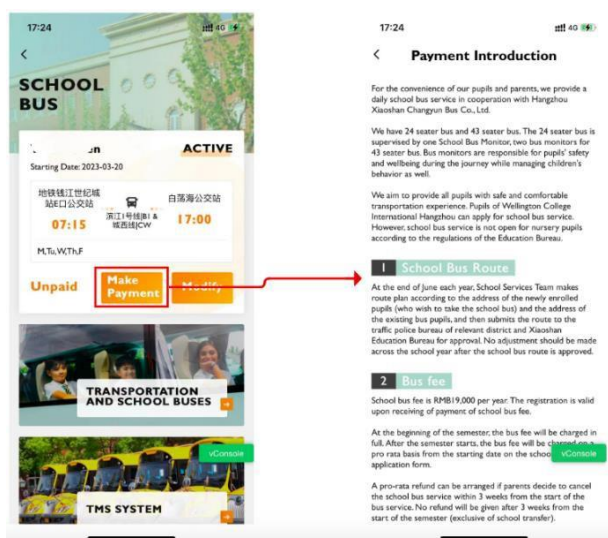
When the school staff confirms or modifies the route for parents, they will receive a notification on their mobile phones.

1.5. Bus Cards



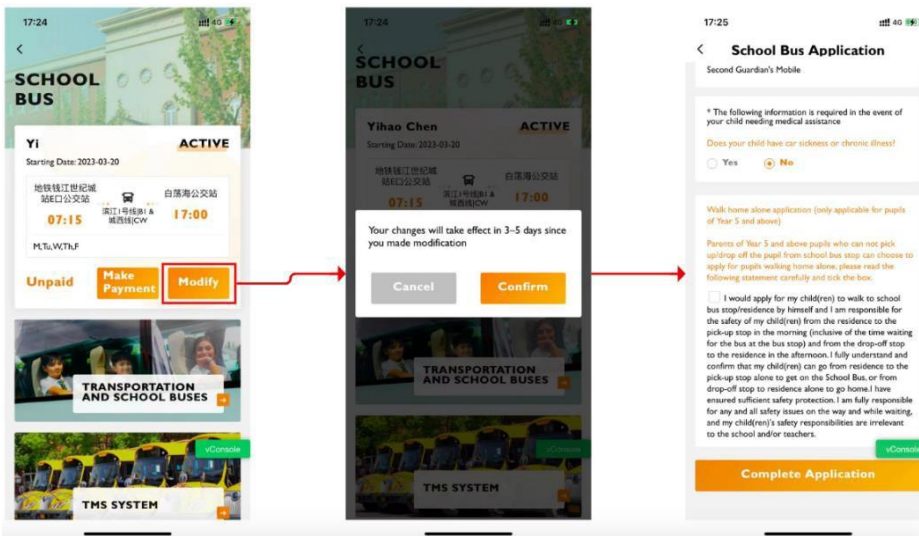
After submitting the application for the school bus, parents can view their child's bus information, including the application status, bus station route, and payment status, on the school bus service homepage.

1.6. View Payment Introduction



Parents can check if the school bus fee has been paid through Education 365. If the fee has not been paid, an online payment button will appear. Clicking on the button will take parents to a fee explanation page, which will provide details about the school bus fee and payment methods. Parents can follow the instructions on this page to complete the payment. Once the payment is completed, the school teacher will update the status from unpaid to paid.

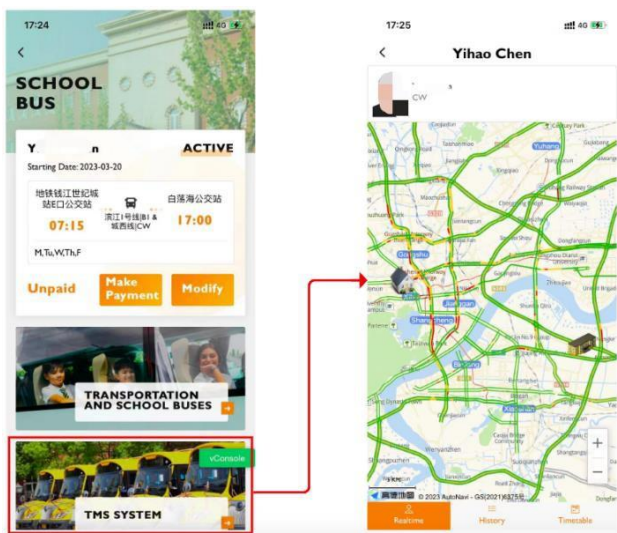
1.7. Modify Bus Application



When parents clicking on Modify button, redirect to Bus Application page.

This action is only applicable for permanent changes, such as modifying the school bus route affected by changes in the home address.

1.8. TMS System



Parents can click on the TMS system to load it, which mainly displays real-time information such as the school bus map and location, making it easy for parents to track their child's school bus

situation.



This feature allows you to view real-time information about the vehicle your child is on. If your child is not on the bus, the map will display real-time information about the default school bus. When your child gets on or off the bus, you can view relevant records from the history page.

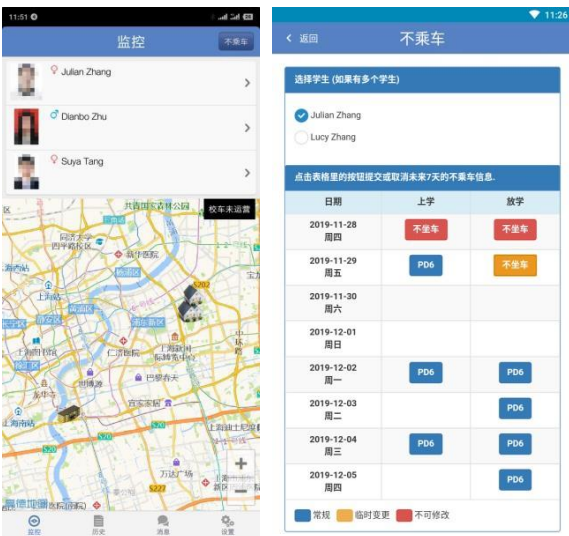
A green or red arrow on the right indicates boarding or alighting. A green upward arrow indicates that the child has swiped the card to board the bus, and you can click on this item to view the map. The red arrow indicates that the child has swiped the card to get off the bus.

Click on the student to enter the monitoring page of the corresponding school bus for that student.

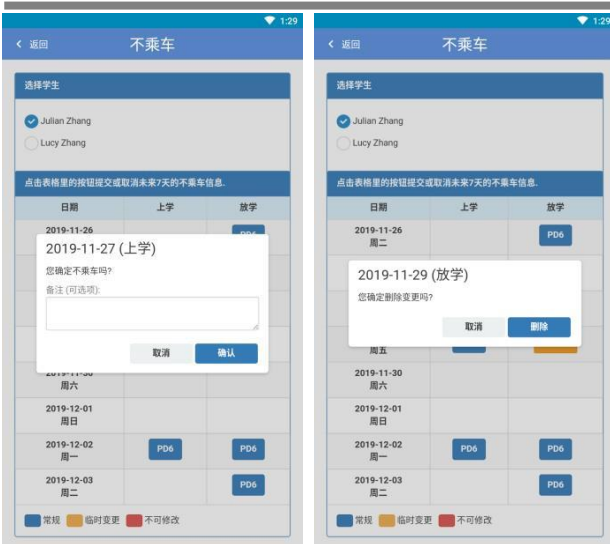


1.9. Temporary Route Changes

Click on the "Do Not Ride" button and select the date you will not be riding.



Click on the date to apply or cancel the "Do Not Ride" status.



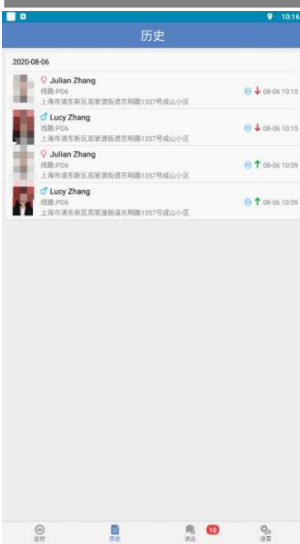
If unable to make changes, please contact the school service department.

After 14:00, the "Do Not Ride" status for that day cannot be changed.



1.10. Bus History

The history page displays data for the past 7 days.



A green arrow indicates boarding, a red arrow indicates disembarking.

The time indicates the card-swiping time.