

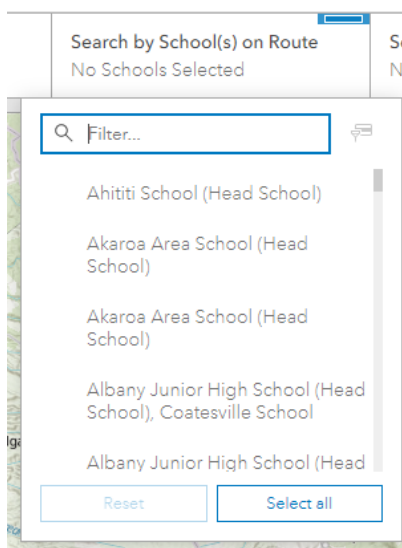
## How to use the school bus route map dashboard

**Step 1:** Select at least one of the first three search options at the top of your screen:

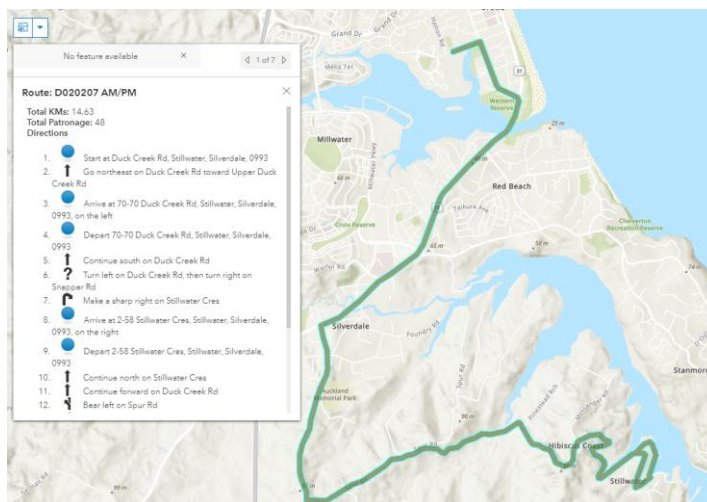
1. Schools on Route
2. Service Provider
3. Route Group

Please note: the fourth search option (Route Number) is a compulsory selection in Step 3.

**Step 2:** In the 'Filter' box start typing the name of the school, provider or group and make your selection.



**Step 3:** Select a Route Number to view the route on the map (top right of your screen). Once the route on the map is visible, click on the route to bring up the distance, patronage and driving instructions for the route.



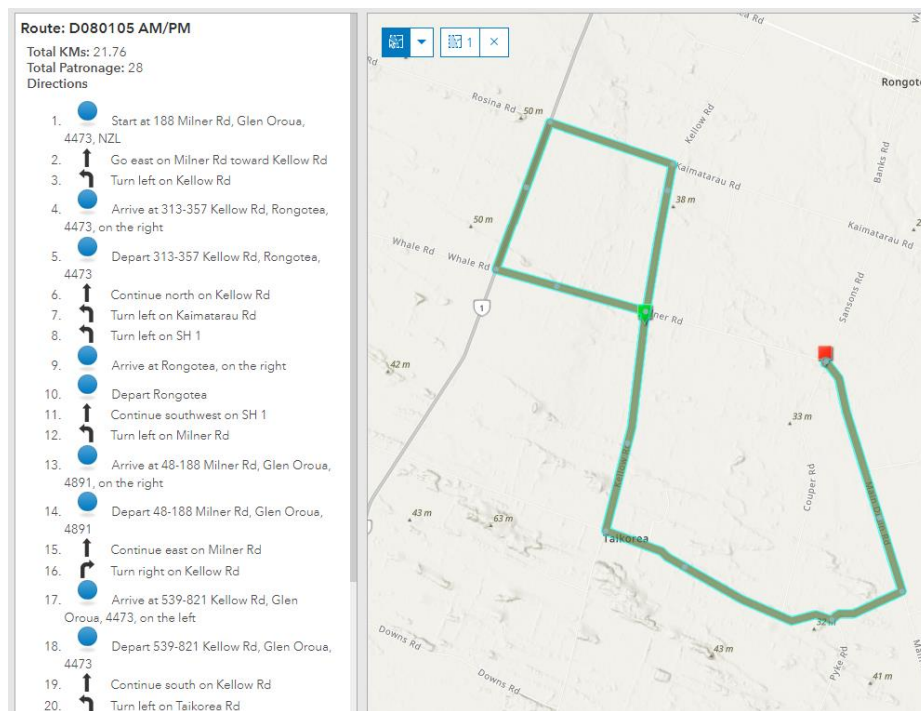
Please note: the blue dots in the driving instructions indicate way points. They are not bus stops. Bus stop information will be supplied to schools by their bus operator during Term 4.

To view the start/finish points for the route, click on the down arrow (in the select tool in the top left corner of the map) and select 'Point'. The select tool will change from **white** to **blue**. Your mouse cursor will change from an arrow to a plus symbol ('+').

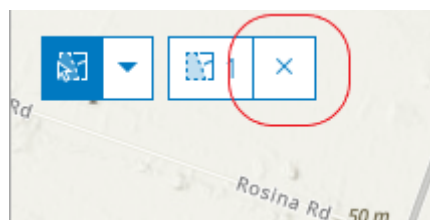


With the select tool active, click on the route on the map

- The Start/Finish points of the route will then be displayed
  - The green square marks the start of the route
  - The red square marks the end of the route



- To clear a selection, use the 'X' beside the select tool – then a new selection can be made



**Step 4:** Click on the 'Reset' button in the search fields at the top of your screen to clear your selection.

## Viewing multiple routes at a time (not recommended)

- Select the desired route numbers in the dropdown (as per selecting a single route)
- Once routes are selected, they will all be displayed on the map on top of each other
- The select tool can be used to select routes individually – this will filter the directions automatically based on the selection
  - **NOTE: If a section of road is selected that has multiple routes running on it, all routes on the road will be selected at once. The directions for all routes on that road will be available in the directions panel and can be scrolled through.**

Route: D020204 AM  
Total KMs: 32.49  
Total Patronage: 48  
Directions

1. Start at 842-842 Kahikatea Flat Rd, Waitoki, 0871
2. Go southeast on Kahikatea Flat Rd toward Forestry Rd
3. Turn right on Forestry Rd
4. Turn left on Ireland Rd
5. Arrive at 87-273 Ireland Rd, Waitoki, 0871, on the right
6. Depart 87-273 Ireland Rd, Waitoki, 0871
7. Continue southeast on Ireland Rd
8. Turn right on Bald Hill Rd
9. Turn right on Forestry Rd
10. Arrive at 199-373 Forestry Rd, Waitoki, 0871, on the right
11. Depart 199-373 Forestry Rd, Waitoki, 0871
12. Continue northeast on Forestry Rd
13. Turn left on Kahikatea Flat Rd
14. Arrive at Waitoki School, Kahikatea Flat Rd, Waitoki, 0871, NZL, on the right

- Scrolling through the directions will not change the selection so the user may be looking at directions that do not reflect what is selected on the map. **To avoid this, it is recommended to only view one route at a time.**