

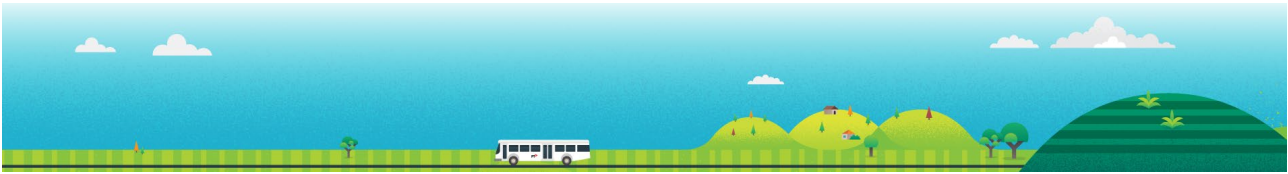


Student Travel Assistance Portal (STAP) Quick Reference Guide for School Bus Coordinators

This guide explains how to use key functions of the school coordinator portal to support the management of applications and queries from your communities.

Student Travel Assistance Portal website: <https://studenttravelassistance.educationapps.vic.gov.au>

Step	STAP screen view																				
<p>Register a new account.</p> <p>Go to the Student Travel Assistance Portal website.</p> <ol style="list-style-type: none"> 1. Click Register. 2. Click I am a school or network coordinator. 3. Click Continue 4. Enter details and select your role type. 5. Provide your Principal's details. <p>Your Principal will be sent an email to approve your request and, if approved, your account will be activated within 2 business days.</p>																					
<p>Login to your account</p> <ol style="list-style-type: none"> 1. Enter username and password then go to your email. 2. Enter the unique verification code to access your home screen. <p>How long are they logged in for?</p>																					
<p>Update your account details.</p> <ol style="list-style-type: none"> 1. Go to My Account 2. Click Edit Details <p>You can make changes to your details and press Submit.</p>																					
<p>View a bus route</p> <ol style="list-style-type: none"> 1. Click Schedule 2. Search by the Contract Id or Contract Name. 3. Sort information by clicking a subject heading. 4. Click on the arrow to see traveller details. 	<table border="1"> <thead> <tr> <th>Contract Id</th> <th>Contract Name</th> <th>Bus Route Name</th> <th>Day</th> <th>Start Time</th> <th>End Time</th> <th>Driver</th> <th>Vehicle Make</th> <th>Model</th> <th>Registration Number</th> </tr> </thead> <tbody> <tr> <td>12900002</td> <td>GOOMALIBEE - BENALLA</td> <td>GOOMALIBEE - BENALLA</td> <td>Monday</td> <td>07:27 AM</td> <td>08:34 AM</td> <td>Rodney Farmer</td> <td>Scania</td> <td>K310IB</td> <td>BS010J</td> </tr> </tbody> </table>	Contract Id	Contract Name	Bus Route Name	Day	Start Time	End Time	Driver	Vehicle Make	Model	Registration Number	12900002	GOOMALIBEE - BENALLA	GOOMALIBEE - BENALLA	Monday	07:27 AM	08:34 AM	Rodney Farmer	Scania	K310IB	BS010J
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Step **STAP screen view**

- View the pick-up and drop-off passenger list.
- View the map with stops.
- Click on the blue link to show the specific stop location.
- This can be downloaded or printed.

Hello School

← Return to overview Collapse All Expand All Download Map Download PDF

Bus Route : GOOMALIBEE - BENALLA

Stop 1
Location : 74 Kealy Rd, Benalla 3672
Arrival : 07:27 AM
> Pick up Travellers : 0
> Drop Travellers : 0

Stop 2
Location : 110 Kealy Rd, Benalla 3672
Arrival : 07:29 AM
> Pick up Travellers : 0
> Drop Travellers : 0

View a timetable.

- Click Timetable.
- Select the network and route details.
- Click Search
- A map and list of bus stops will be displayed.
- This can be downloaded and printed.

Schedule Traveller Search My Account Reports **Timetable** Log out Contact us

TIMETABLES

*Network Benalla *Route SAMARIA - BENALLA Period Term 3 - 2023 Inbound/Outbound Both Search Download PDF

Bus Route Name	Sequence	Stop Description	Arrival Time	Services Interchanges with
	1	Lima East Rd/Tulley Rd, Lima East 3673	07:38 AM	
	2	85 Tulley Rd, Lima East 3673	07:40 AM	
	3	137 Tulley Rd, Lima East 3673	07:42 AM	
	4	165 Tulley Rd, Lima East 3673	07:45 AM	
	5	2632 Midland Hwy, Swanpool 3673	07:47 AM	

Search travellers and modify account details.

- Click Traveller Search.
- Choose to search for a Traveller or Applicant.
- Enter the details and click search.
- View applications for this applicant/traveller.
- Edit applicant to change traveller details (address, phone etc).

Good to know **Traveller Search** Reports Timetable

Traveller/Child Search Applicant/Parent Search Create New Applicant Account Assign/Unassign Bus Captain

First Name Surname Date of Birth

Search

First Name	Surname	Home Address	Email Id		
Spin	Knee	211 Apple Box Lane GOOMALIBEE VIC 3673	test-45@opentrash.com	View	Edit Applicant
Rod	Knee	211 Apple Box Lane GOOMALIBEE VIC 3673	rod-knee@opentrash.com	View	Edit Applicant

View an application and status.

- (From applications page/ applicant dashboard?)
- Click on open to view a submitted application.

2022-000224 Rod Knee -> Fun Knee Awaiting Review Open

(New) Benalla P-12 College - Faithfull Street Campus

Year - 2023

View and export reports for bus rolls and emergency contacts.

- Click Reports.
- Select a report to view.
- Reports can be exported to Excel.

Schedule Traveller Search My Account Reports **1** Timetable Log out Contact us

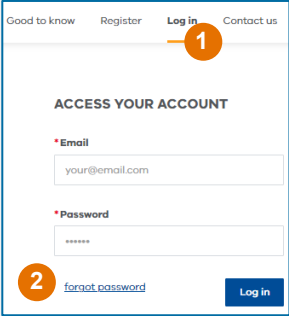
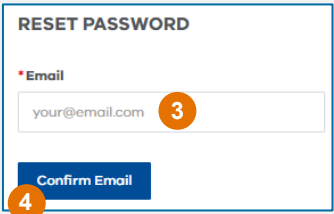
Report Name Description

Coordinator Report View inbound/outbound route details and bus allocations

Export

Create another one just for approved traveller bus rolls. – check if this is the only report.



Step	STAP screen view
<p>Reset an applicant's password.</p> <p>Go to https://schoolbus.educationapps.vic.gov.au/s/</p> <ol style="list-style-type: none"> Click Forgot Password Enter the applicant email address. Click confirm email. <p>The password reset link will be emailed to the Applicant via their email address.</p>	 
<p>For further help, contact us on:</p>	<p>1800 338 663 or via schoolbus@education.vic.gov.au</p>