

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

This guide explains how to use key functions of the school bus operator portal to support the management of travellers, schedules, and bus rolls.

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

Step

Register a new account.

Go to the Student Travel Assistance Portal website.

- 1. Click Register.
- 2. Click I am a Bus Operator.
- 3. Click Continue.
- 4. Complete your details.
- 5. Enter your manager's name.
- 6. Click Submit

Your manager will be sent an email to approve your request and, if approved, your account will be activated.

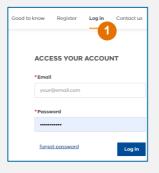
STAP screen view

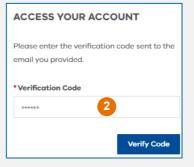




Login to your account

- 1. Enter username and password then go to your email.
- 2. Enter the unique verification code to access your home screen.

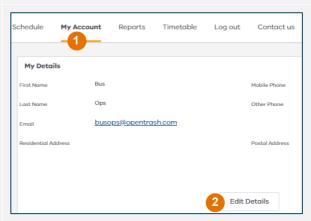




Update your account details.

- 1. Go to My Account
- 2. Click Edit Details

You can make changes to your details and press Submit.



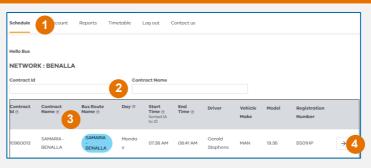


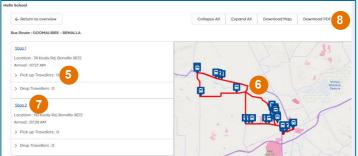
Step

STAP screen view

View a bus route

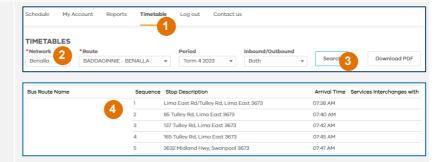
- 1. Click Schedule
- Search by the Contract Id or Contract Name
- 3. Sort information by clicking a subject heading.
- 4. Click on the arrow to see traveller details.
- 5. View the pick-up and drop-off passenger list for each stop.
- 6. View the map with stops.
- 7. Click on the blue link to show the specific stop location.
- 8. This can be download or printed.





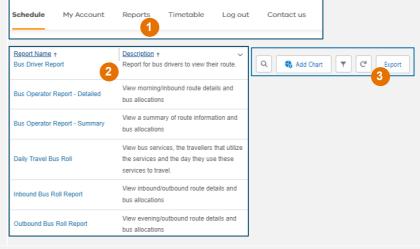
View a timetable.

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



View and export reports for bus rolls and emergency contacts.

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



For further help, contact us on:

1800 338 663 or via schoolbus@education.vic.gov.au