



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	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 Bus Operator. 3. Click Continue. 4. Complete your details. 5. Enter your manager's name. 6. Click Submit <p>Your manager will be sent an email to approve your request and, if approved, your account will be activated.</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>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>	



Step **STAP screen view**

View a bus route

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.
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.

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	

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.

Report Name	Description
Bus Driver Report	Report for bus drivers to view their route.
Bus Operator Report - Detailed	View morning/inbound route details and bus allocations
Bus Operator Report - Summary	View a summary of route information and bus allocations
Daily Travel Bus Roll	View bus services, the travellers that utilize the services and the day they use these services to travel.
Inbound Bus Roll Report	View inbound/outbound route details and bus allocations
Outbound Bus Roll Report	View evening/outbound route details and bus allocations

For further help, contact us on:

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