

A yellow school bus is parked on a street with green trees in the background. The bus has a 'SCHOOL BUS' sign on its front. The image is overlaid with a green tint.

School Bus Hub Complete Training & User Guide

Step-by-step operational workflows for Administrators, Drivers and Parents across the web portal and mobile apps.

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SECTION 1

System Overview & Roles

TheSchoolBus Hub is a complete fleet-tracking and student-safety platform that connects the school office, the bus, and the home. It combines GPS vehicle tracking, biometric attendance (NFC cards, RFID tokens, fingerprint and face), and real-time parent notifications into a single coordinated system. The platform serves three distinct user roles, each with a purpose-built interface.

School Admin	Driver App	Parent App
Configures the fleet, drivers, routes and trips. Registers students and guardians and oversees live operations.	Logs attendance via biometric scan, tracks the live trip, and records boardings and drop-offs in real time.	Marks daily absences, follows the bus on the live map, and receives safety alerts the moment a child boards or alights.

How the pieces connect

Everything flows in one direction: the Admin builds the foundation (devices → buses → routes → students → trips), the Driver runs the daily trip and scans students on and off, and the Parent receives instant confirmation and a live map all from the same shared record.



SECTION 2

Administrator Guide

Web Portal

Administrators configure the foundation of the fleet-tracking and student-safety system. Setup must follow a specific sequence to ensure data integrity each step depends on the one before it.

Phase 1 — Hardware & Personnel Configuration

Step 1 · Add a Tracking Device

Before a bus can appear on the live map, its physical GPS tracking hardware must be registered in the system.

- 1 Navigate to the **Devices** section in the sidebar.
- 2 Click **Add Device** and enter the unique device IMEI or identifier.
- 3 Configure the transmission interval (the default is recommended).

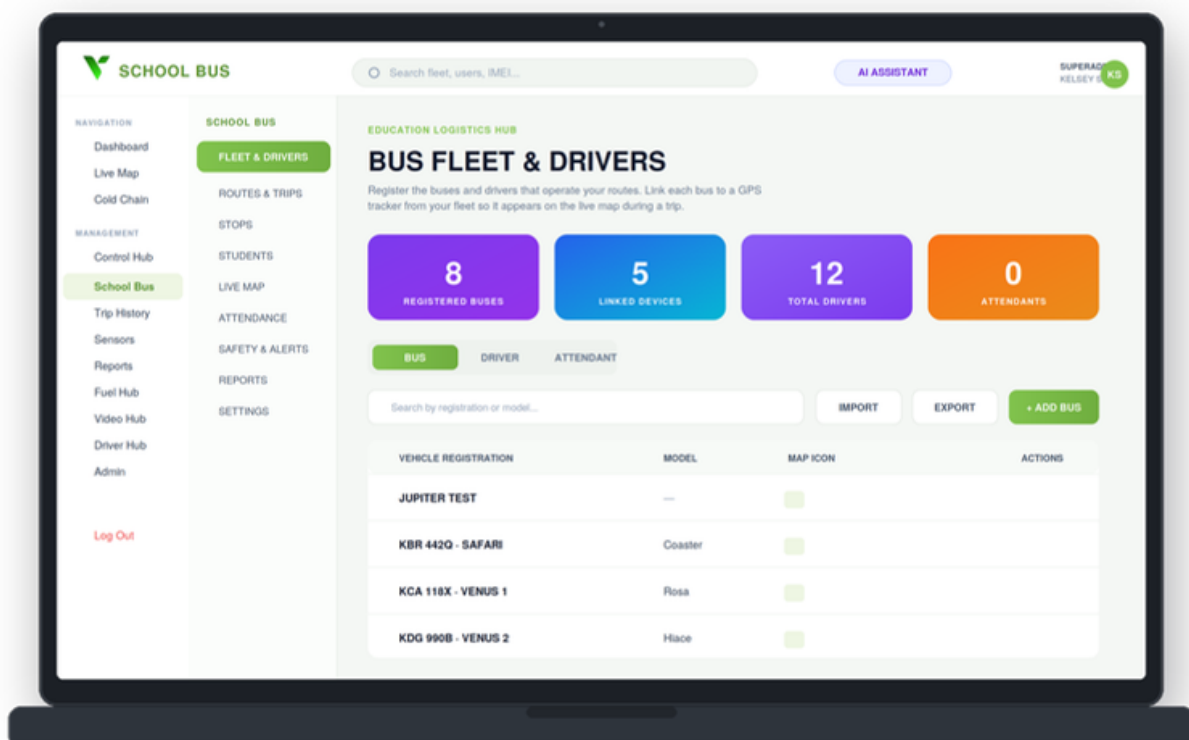
Step 2 · Set Up Fleet, Driver & Attendant

Once the device is online, register the physical and human resources from the **School Bus Hub** → **Fleet & Drivers** tab.

Add a Bus: enter the license plate, registration status, and link it to the registered tracking device so it appears on the live map.

Add a Driver: input personal details, phone number and license details. The phone number is used for driver-app OTP login.

Add an Attendant: register the attendant assigned to supervise students on the bus.



Fleet & Drivers — register buses, drivers and attendants, and link each bus to a GPS tracker.

Phase 2 — Routing, Trips & Roster Management



Step 3 · Create a Route

A **Route** is a permanent template (a snapshot) representing the bus path.

- 1 Navigate to **Routes & Trips**.
- 2 Click **Create Route**, name it (e.g. **Route 5 Pick-up**) and choose the type — Pickup, Drop-off, or Both.
- 3 Assign the vehicle (bus) and driver to this route template.

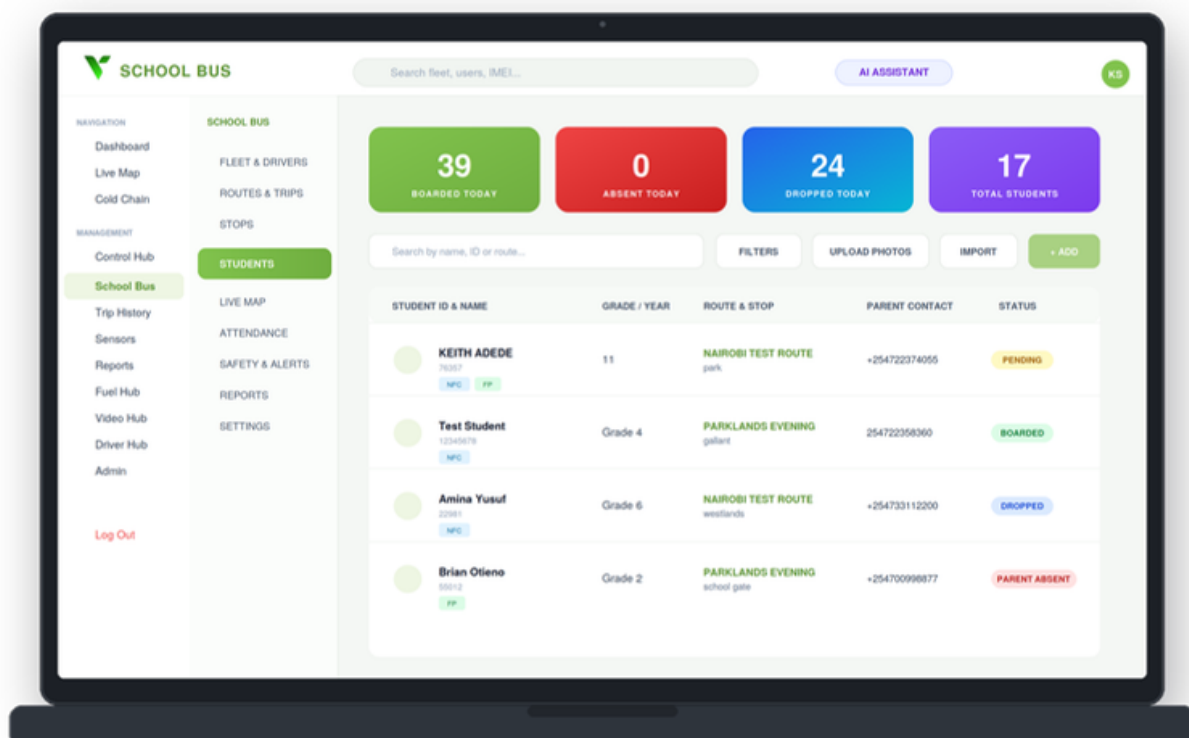
Step 4 · Define Stops

Stops outline the pickup and drop-off points along the route.

- 1 Open the new route and choose the **Stops** tab.
- 2 Click **Add Stop**, name it, then drag the map marker to set the precise geolocation.
- 3 Arrange stops in sequence — sequence numbers determine ETA and navigation order.

Step 5 · Register Students & Enroll Biometrics

- **Student registration:** in the admin panel, add the student's profile, link a guardian/parent account, and assign pickup and drop-off stops.
- **Biometric enrollment:** NFC cards, RFID tokens and fingerprint templates are enrolled directly through the driver app. Log in, choose **Enrollment Mode**, enter the student's enrollment code, then scan the card, finger or face to link the credential.



Students roster — profiles, grade, route & stop, parent contact, enrolled biometrics and live status.

Step 6 · Create & Dispatch Trips

A **Trip** is a specific, daily scheduled instance of a route.

- 1 Navigate to the **Trips** section.
- 2 Click **Create Trip** and select the route template.
- 3 Set the scheduled date and click **Dispatch**.

Setup sequence matters

Each phase builds on the last. A bus cannot be added without a registered device; a route needs a bus and driver; a trip needs a completed route with stops and assigned students. Follow the order to keep your data clean.

Phase 3 — Live Operations

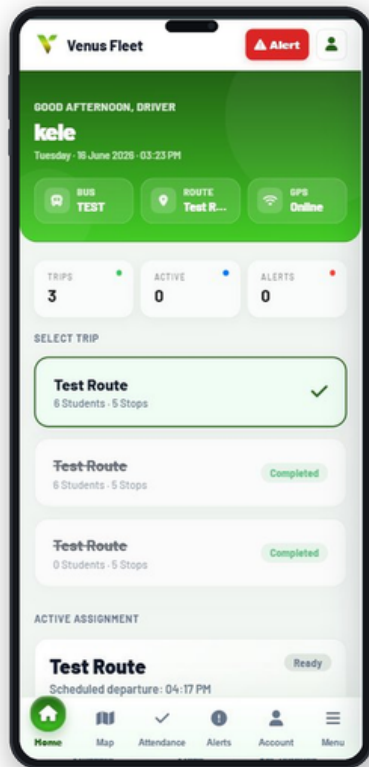
Live Map	Real-time vehicle coordinates, speeds, current stops and active geofences.
Attendance Monitoring	Live statistics for Boarded, Dropped, Absent and Parent-Absent students.
Safety & Alerts	Set thresholds for harsh braking, overspeeding, geofence violations and SOS triggers; view, audit and clear emergency alerts.
Reports	Export PDF or Excel reports for historical ridership, speed charts and attendance compliance.

SECTION 3

Driver Guide

DriverMobileApp

Drivers use the mobile app to handle biometric scanning, log student attendance and navigate their routes.



Step 1 · Login & Overview

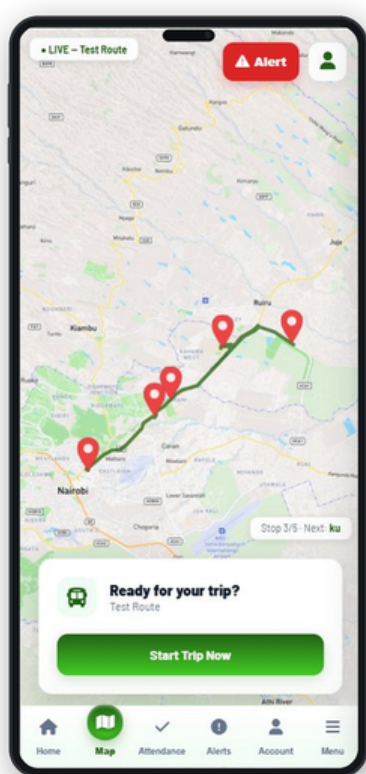
Log in using the OTP sent to your registered phone number. The Home tab shows your assigned routes, scheduled trips and the students on each trip.

Step 2 · Open Attendance (Kiosk Mode)

Before moving the bus, mark students as they board. Mount the device near the door and tap **Lock Kiosk Mode**. As each student taps their NFC/RFID card or scans a fingerprint or face, boarding is registered automatically, the parent is notified, and the admin dashboard updates live.

Safety guard set your Exit PIN first

You must configure a 4-digit Exit PIN in Profile Settings before entering Kiosk Mode. If no PIN is set, the app redirects you to settings to create one. This prevents accidental lockout. Unlock the kiosk at any time by entering your custom PIN.



Step 3 · Start Trip & Navigation

Tap **Start Trip** to activate GPS tracking. The app opens the Live Map with stops, snapping route lines and real-time ETAs, and keeps listening for card taps, fingerprints and face scans in the background while you drive.

Step 4 · Record Drop-offs (Alighting)

At each stop, students scan to alight. The system marks them **Dropped** and pushes an instant notification to the parent. You can also tap a name to cycle the status manually, or use **All Boarded** / **All Dropped** for group changes.

Status cycle: Pending → Boarded → Dropped → Absent → Pending

Boarding constraints

You cannot mark a student **Absent** if they are already Boarded or Dropped. Likewise, a student who is currently Absent cannot be marked Dropped without boarding first.

Step 5 · Complete the Trip

Once every student is resolved to Dropped, Absent or Parent-Absent — tap **End Trip**. A confirmation is dispatched to all parents that the trip has concluded.

Strict trip-ending constraint

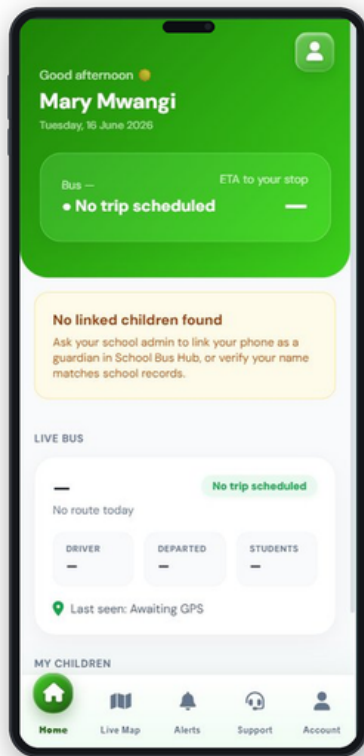
You cannot end a trip while any student is still Pending or Boarded. Everyone who boarded must be marked Dropped, and no-shows marked Absent or Parent-Absent. The **End Trip** button stays disabled until this condition is met.

SECTION 4

Parent Guide

Parent Mobile App

Parents use the mobile app to coordinate their child's daily travel, track the bus in real time and receive safety alerts.



Feature 1 · Roster & Daily Absences

View your child's schedule, assigned bus plate, and driver/attendant contacts. If your child will not travel, mark them **Absent** for the day this updates the driver's roster to **Parent Absent** and locks the profile so the bus does not wait at your stop.

Feature 2 · Real-Time Tracking

Open the **Live Map** tab to see the bus's live GPS position, snaking route lines, and a dynamic ETA showing how many minutes until it reaches your child's stop.

Feature 3 · Smart Notifications & Alerts

Boarded	Sent the moment your child taps/scans onto the bus.
Dropped	Sent when your child safely scans off at school or home.
Bus Approaching	Sent when the bus is one stop away from your zone.
Absent	Sent if the driver logs your child as absent.
Trip Concluded	Sent when the driver completes the final stop.

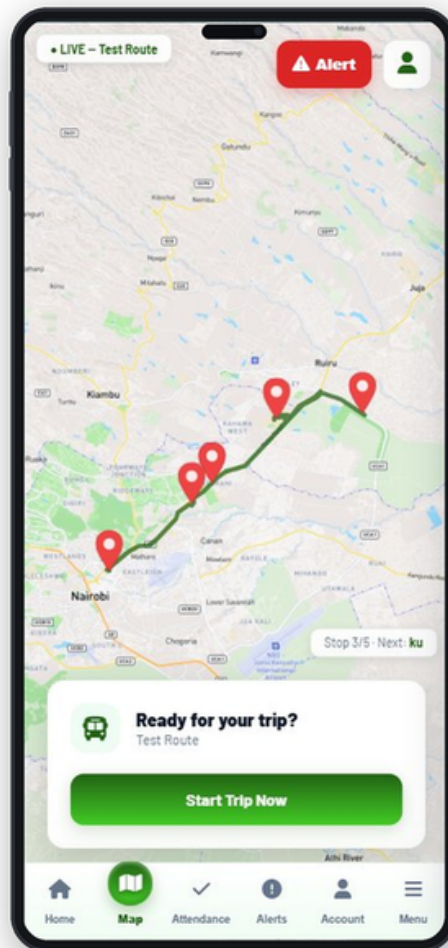
Manage your alerts

Use the search bar in the Alerts panel to find historical notifications, select specific alerts, and clear them to keep the interface tidy.

LIVE TRACKING

Following the Bus in Real Time

Both drivers and parents share the same live map. Drivers use it to navigate with snapping route lines and stop sequence; parents use it to watch the bus approach and read the live ETA. The same trip record powers both views.



Live Map — GPS position, route line, stop sequence (Stop 3/5 · Next), and the Start Trip action.

SECTION 5

Attendance Status Reference

Every student moves through a defined set of statuses during a trip. Understanding them helps drivers resolve a roster quickly and lets admins read the dashboard at a glance.

Status	Meaning	Set by
Pending	Awaiting boarding — the default at trip start.	System
Boarded	Student has tapped/scanned onto the bus.	Driver / scan
Dropped	Student safely scanned off at their stop.	Driver / scan

Absent	No-show; logged by the driver on the trip.	Driver
Parent Absent	Parent marked the child absent in advance; stop is skipped.	Parent

Need help? Contact your Venus Fleet account manager or the support desk for onboarding, biometric enrollment kits, or additional training sessions.