ACADTRACK USER GUIDE

# Transport in-charge guide

Step-by-step tutorials for the transport in-charge role in AcadTrack.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

# Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

# Contents


- **Getting started**
  - Sign in and find your way around
- **Transport in-charge**
  - Check routes and stops
  - Put a student on a bus

# Getting started

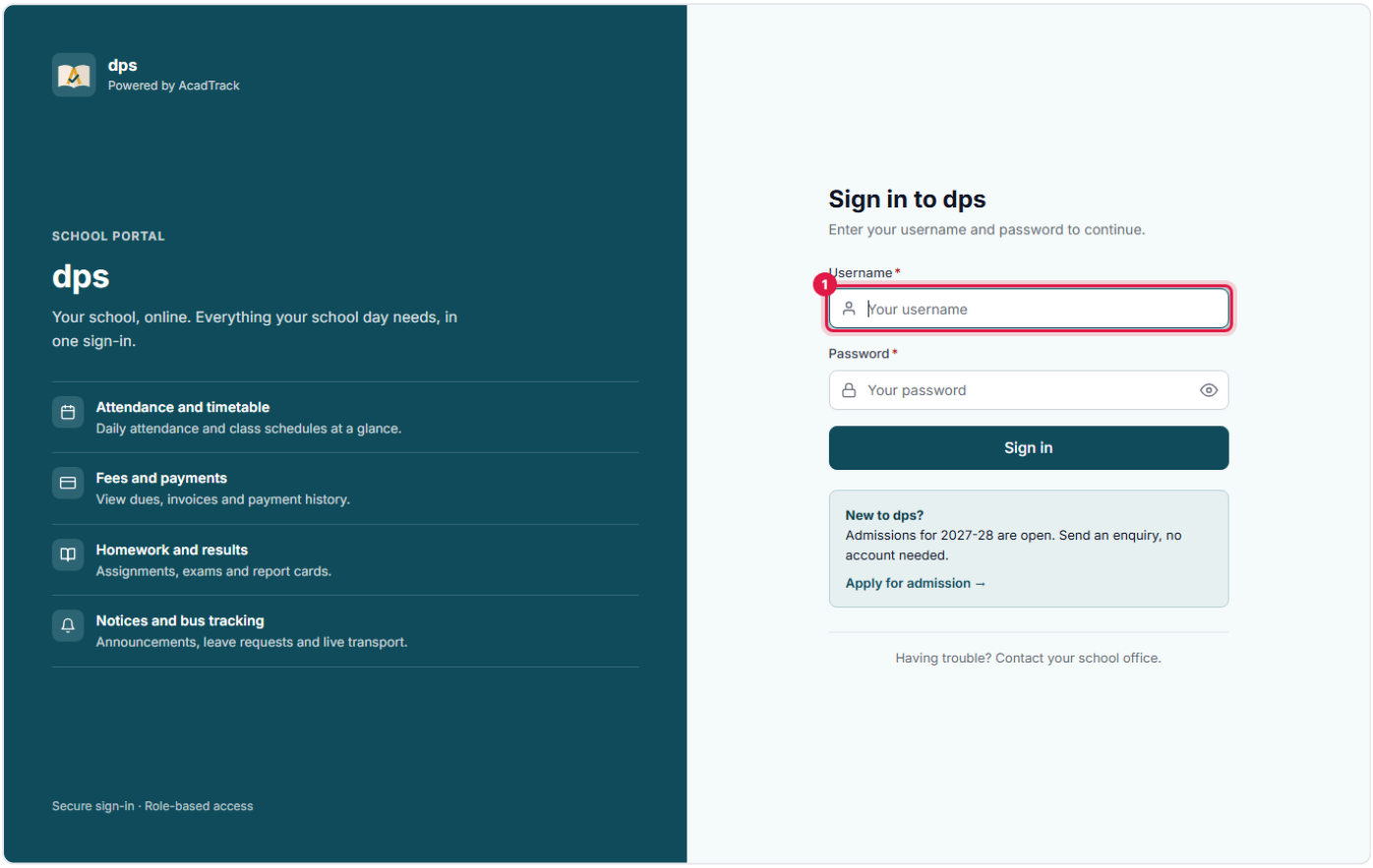
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

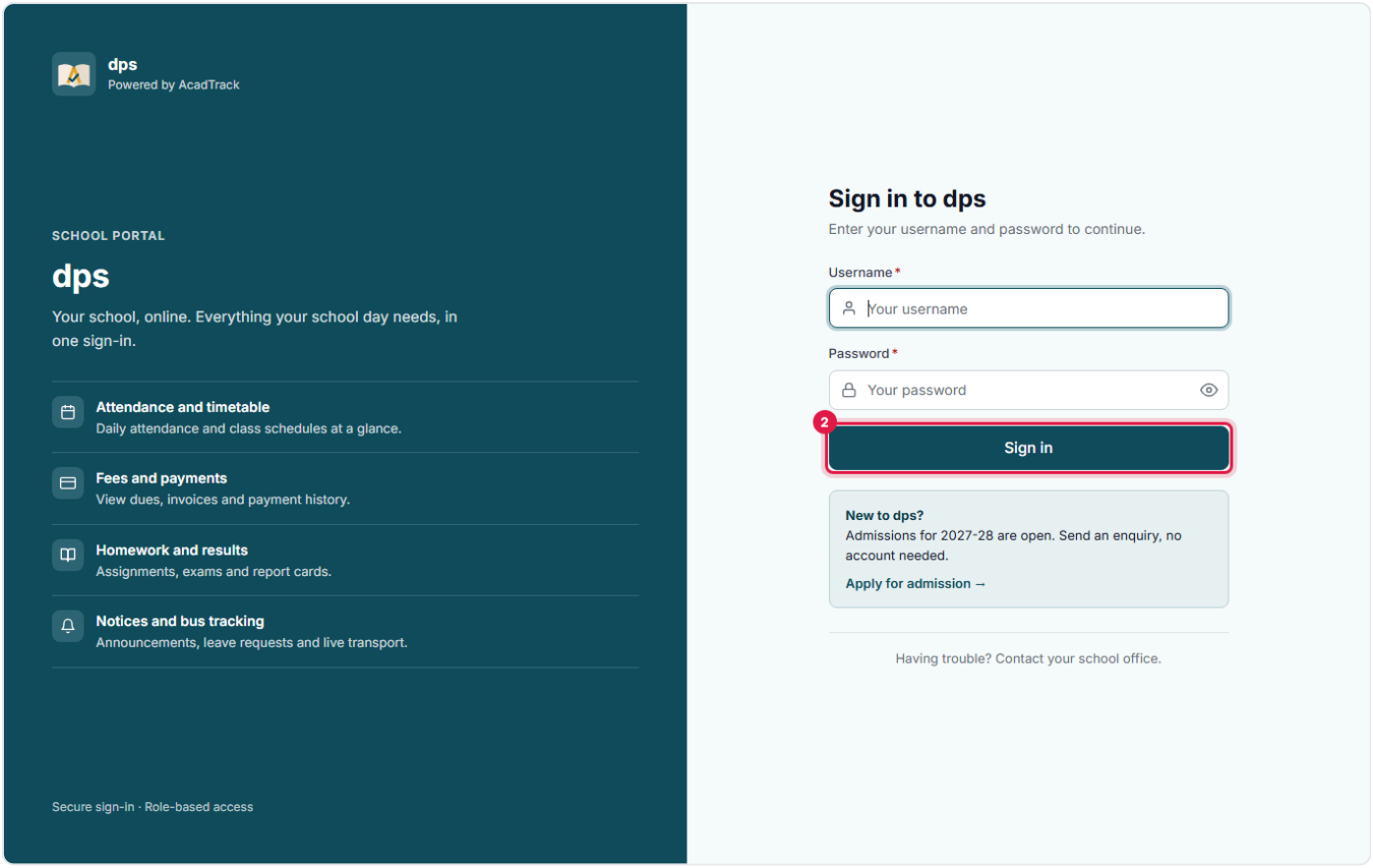
## Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

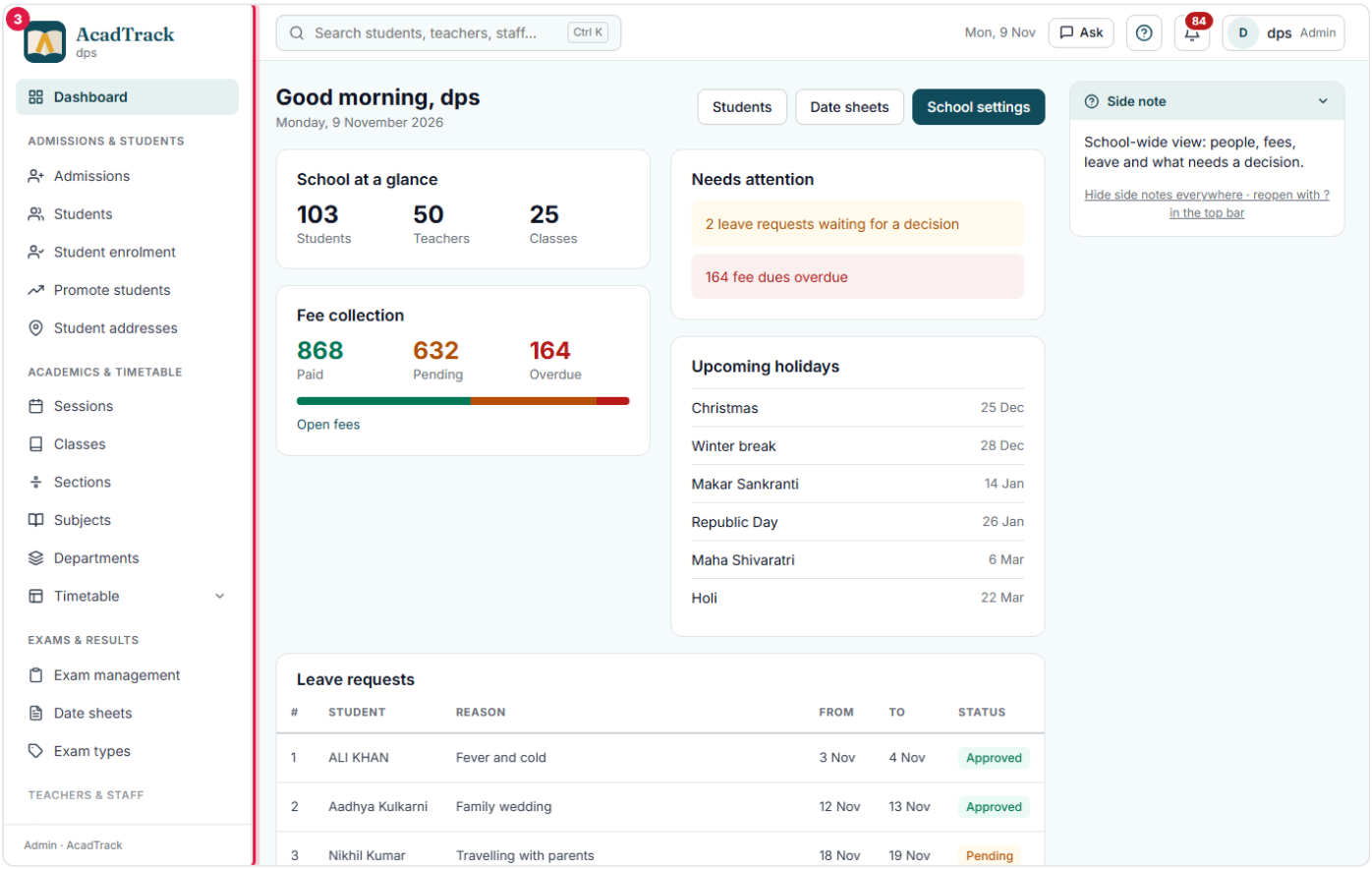
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



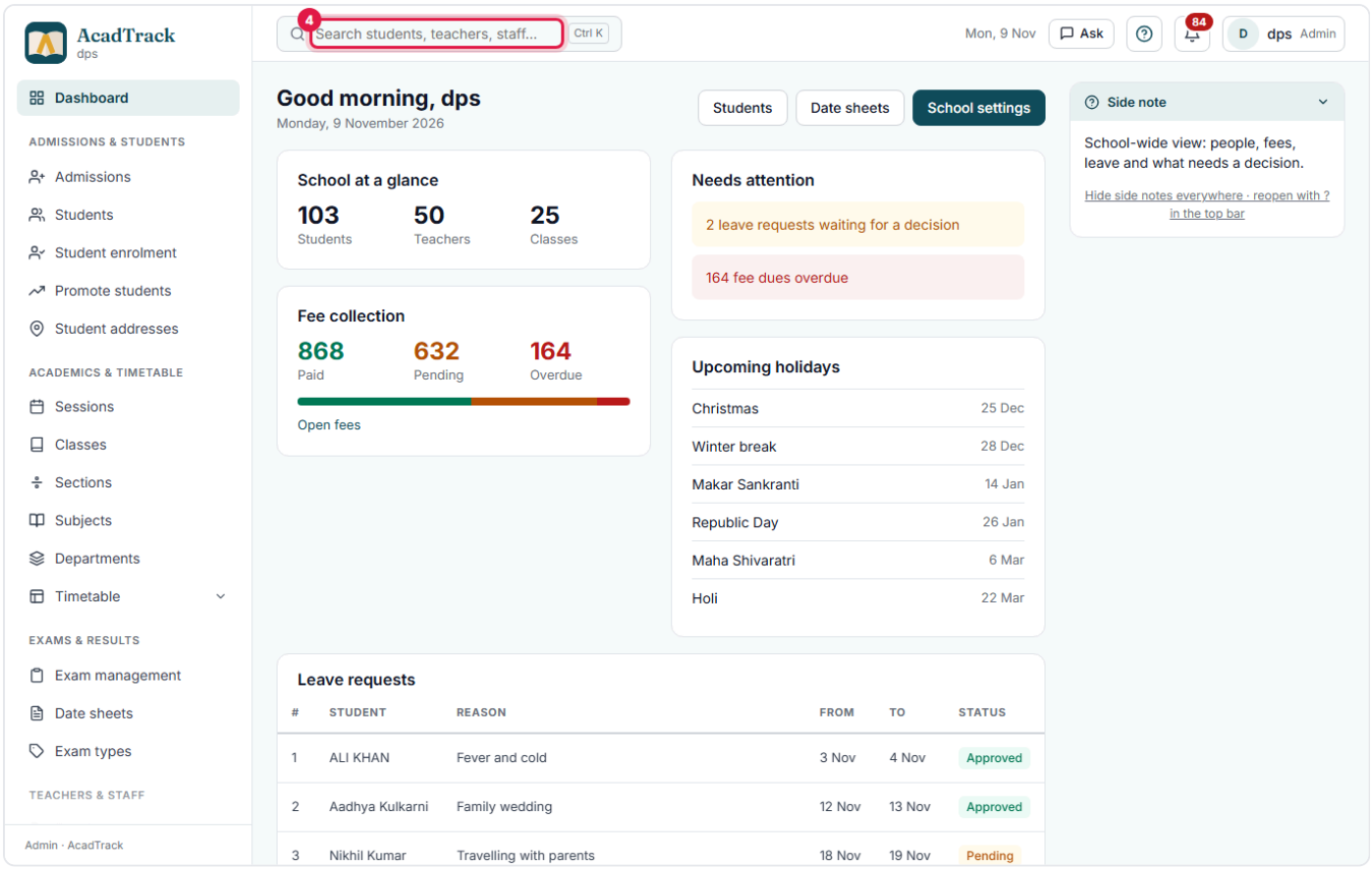
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



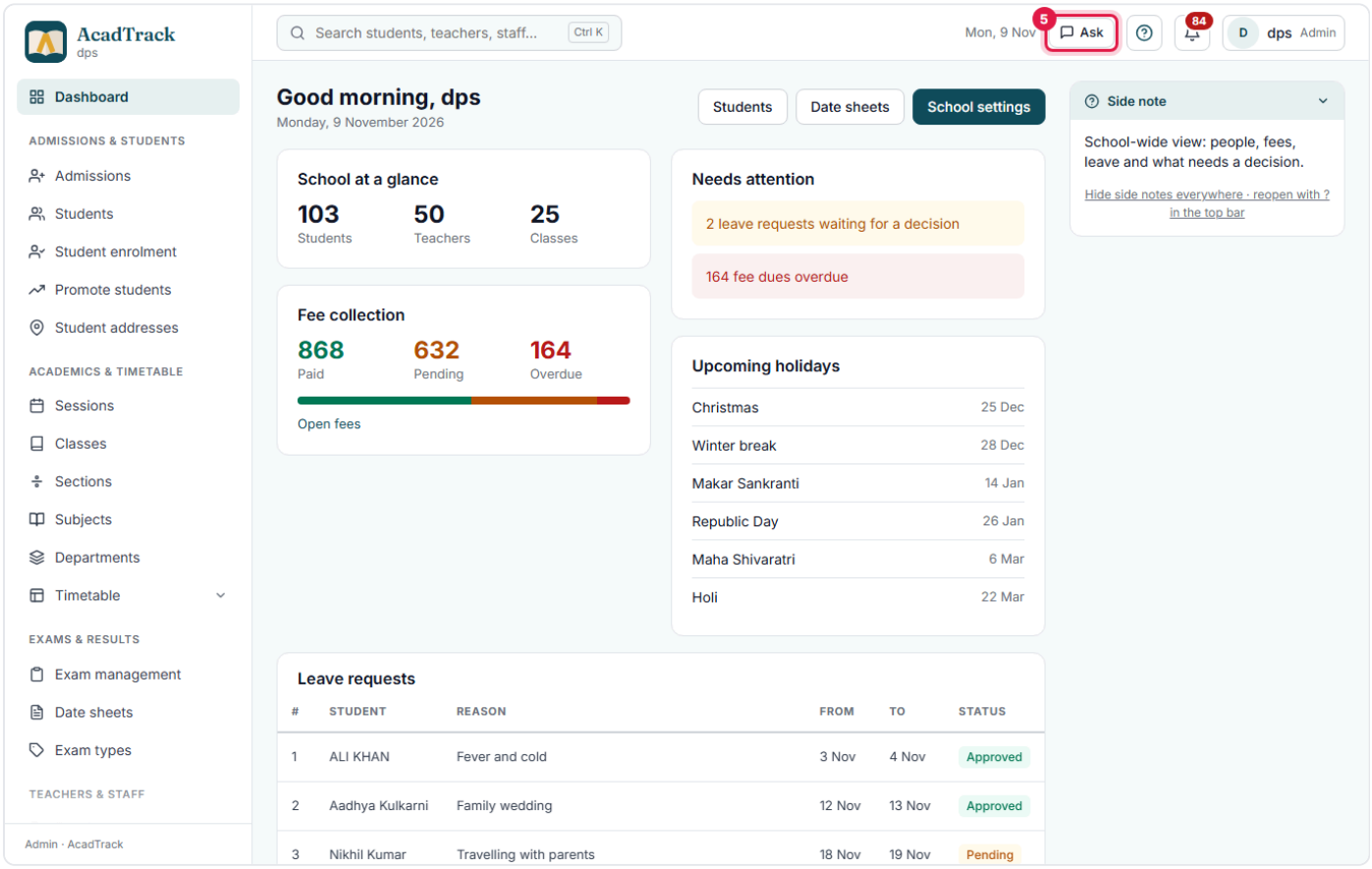

3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



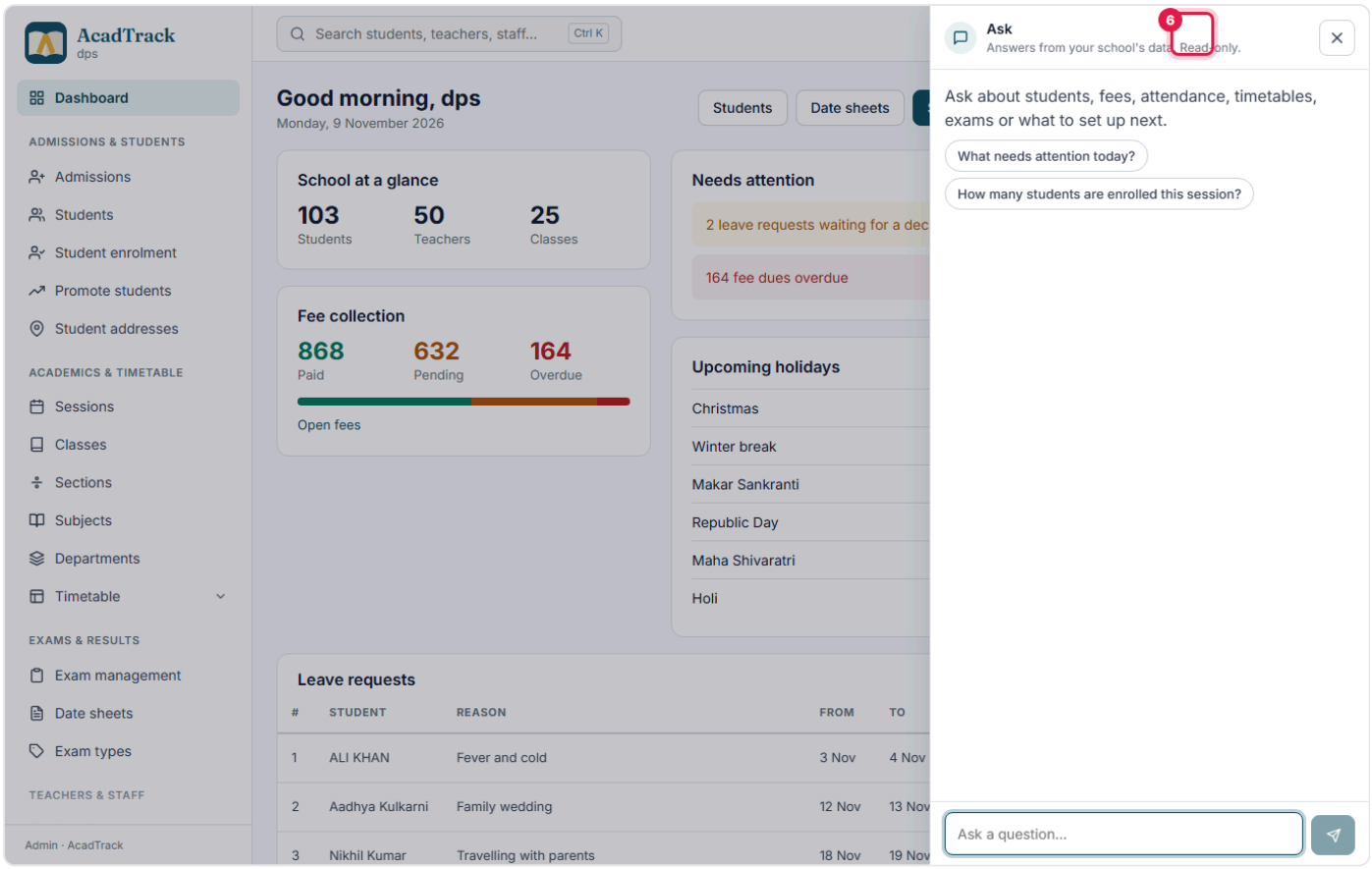
4 Search (or press Ctrl K) finds people and pages from anywhere.



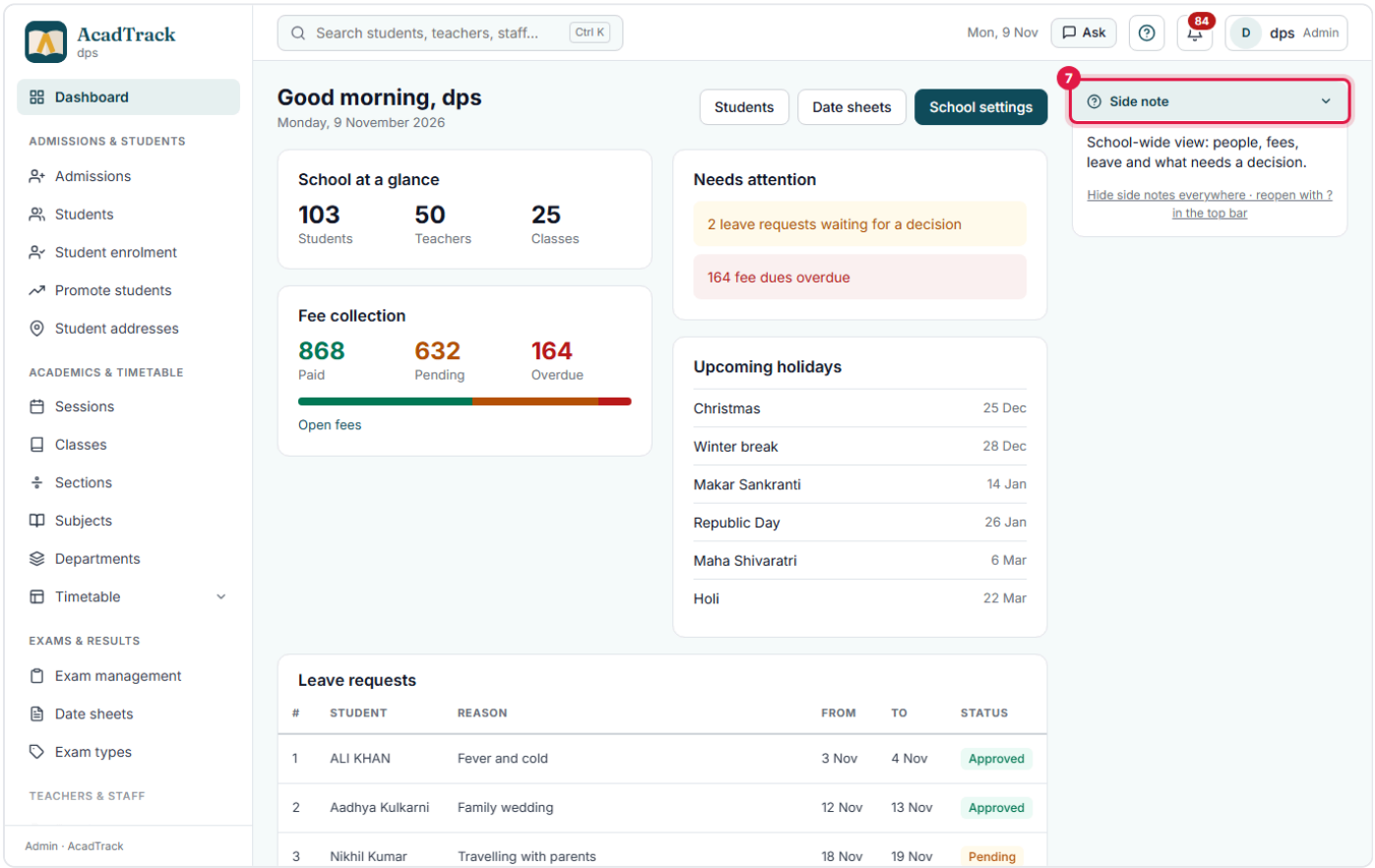

5 Ask answers questions about your school in plain words, from the school's own data.



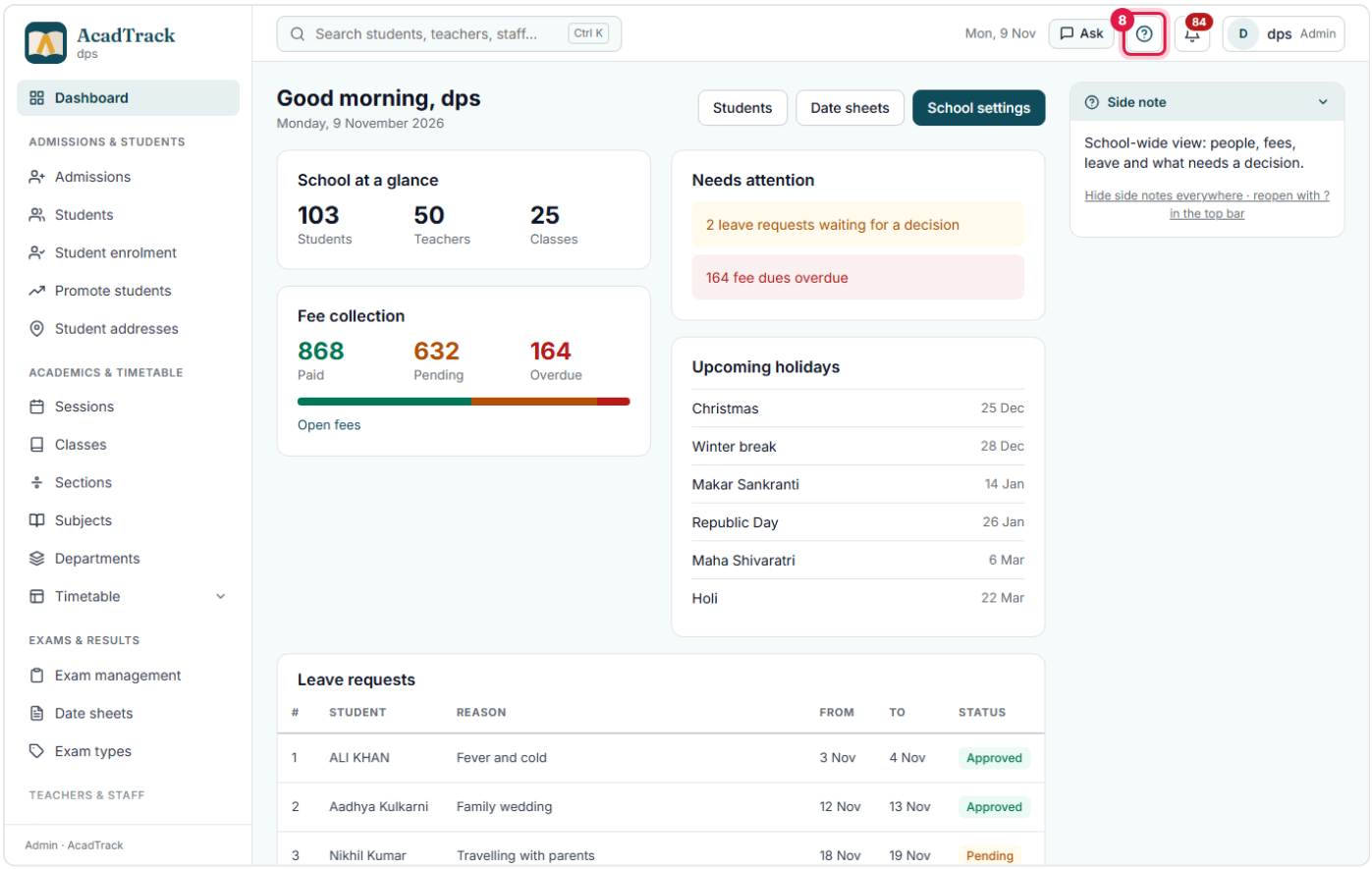
6 The bell shows notices and alerts meant for you.




7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



# Transport in-charge

`vikram.rao`

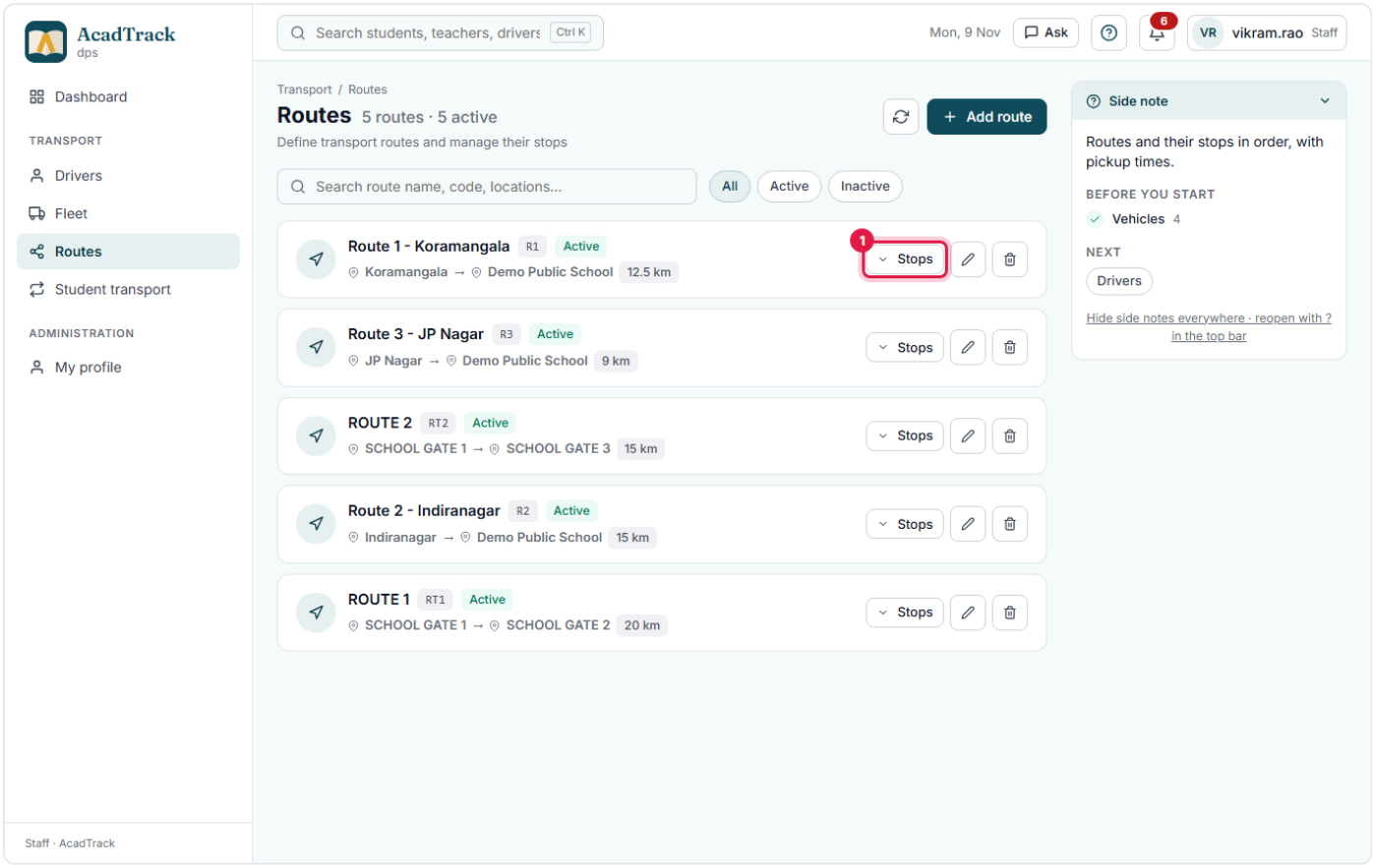
Routes and stops, the fleet, drivers, and which student rides which bus.

---

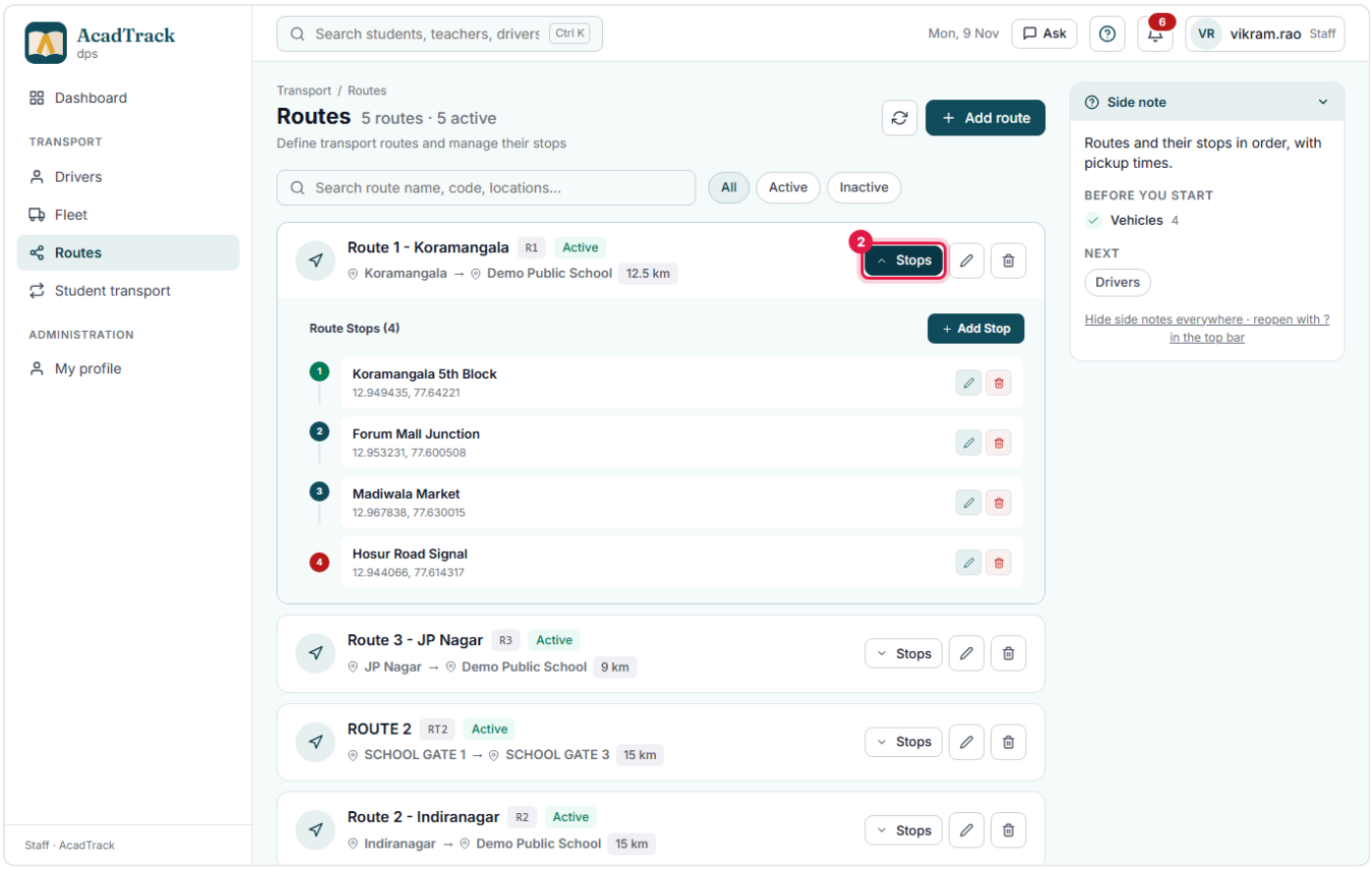
## Check routes and stops

> Each route lists its stops in order with pickup and drop times.

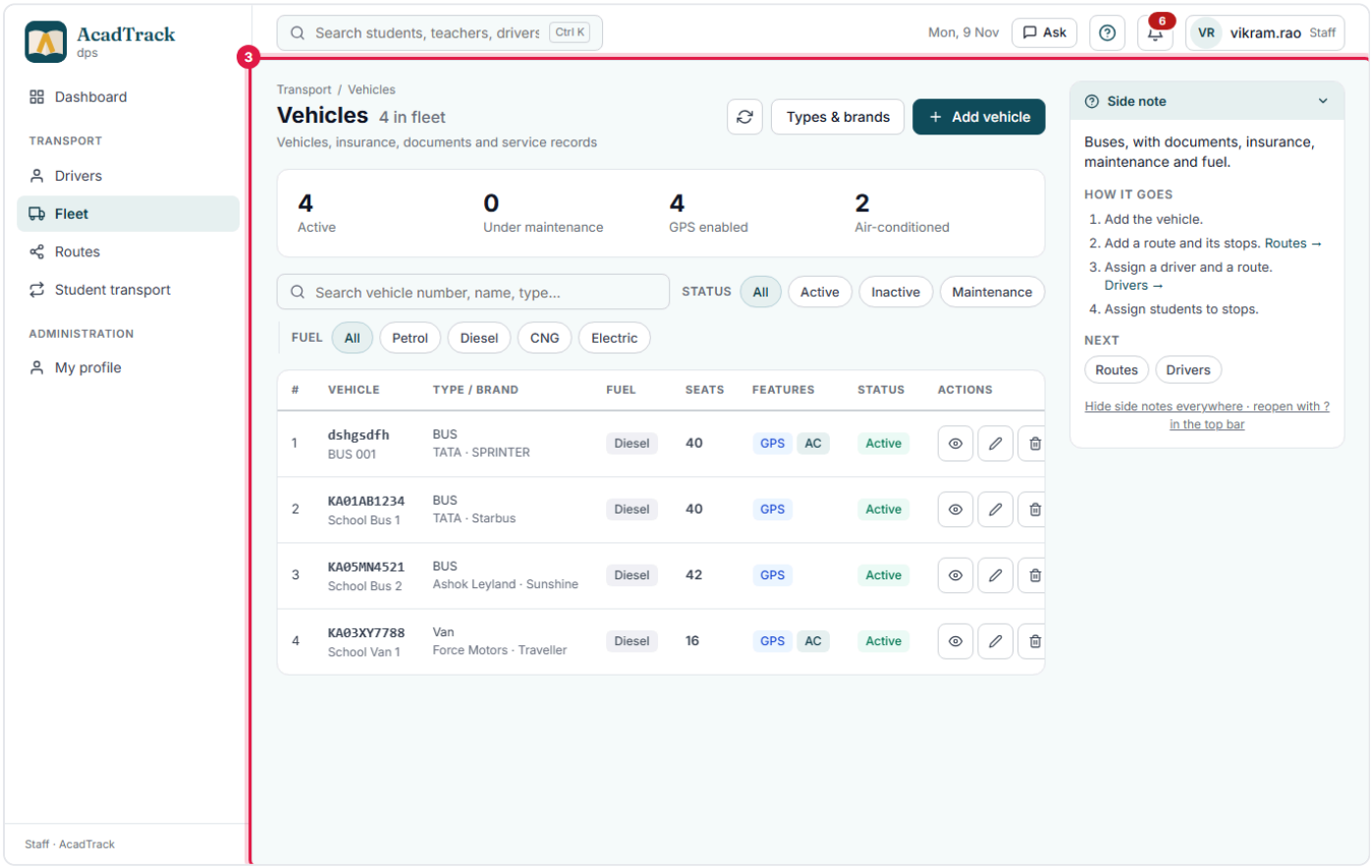
1 Routes lists every route with its start, end and distance. Add route creates one. signed in as vikram.rao



2 Stops of a route, in order, with pickup and drop times.



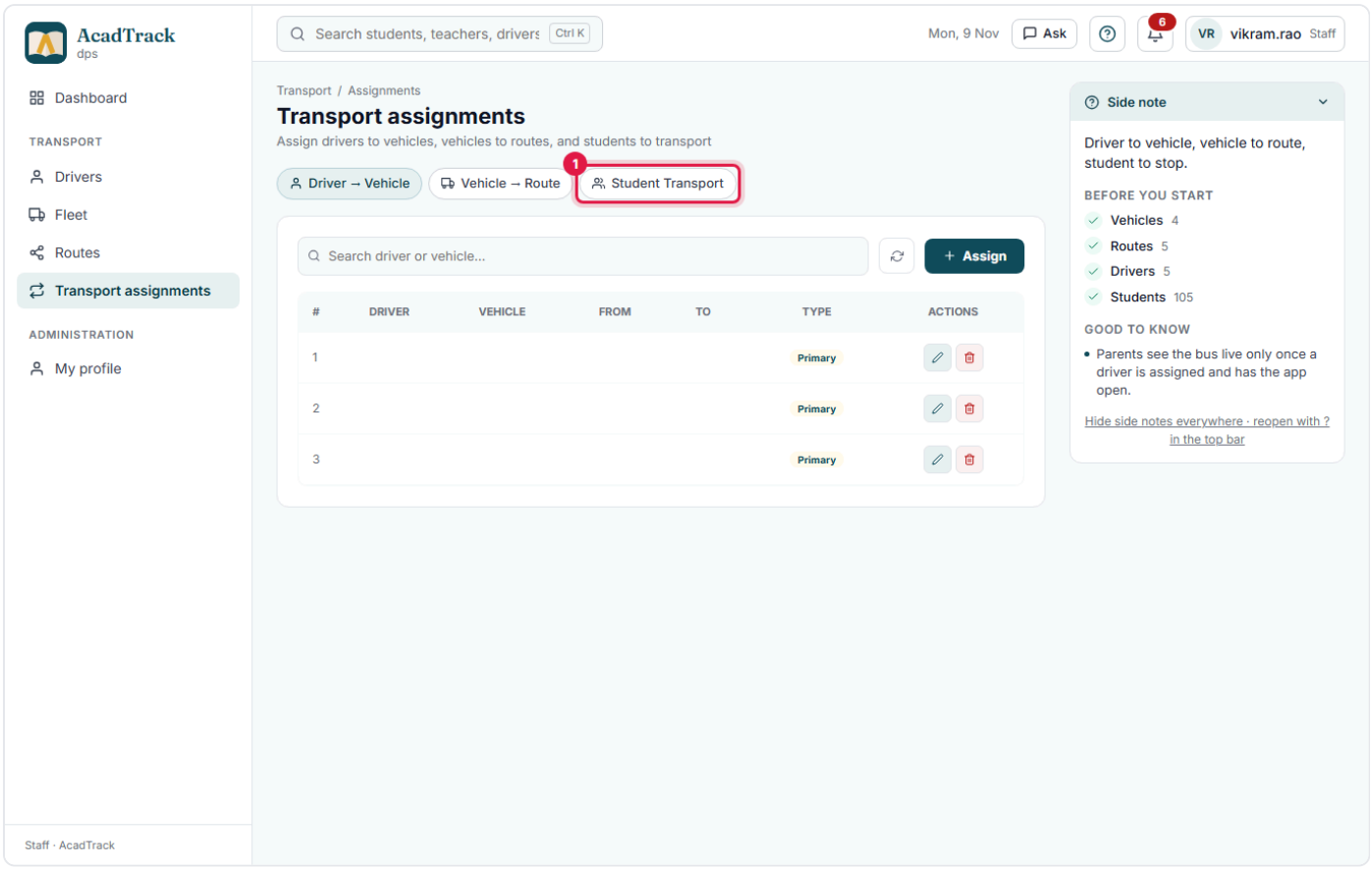

3 Fleet: each vehicle with capacity, insurance, fitness, maintenance and fuel logs.



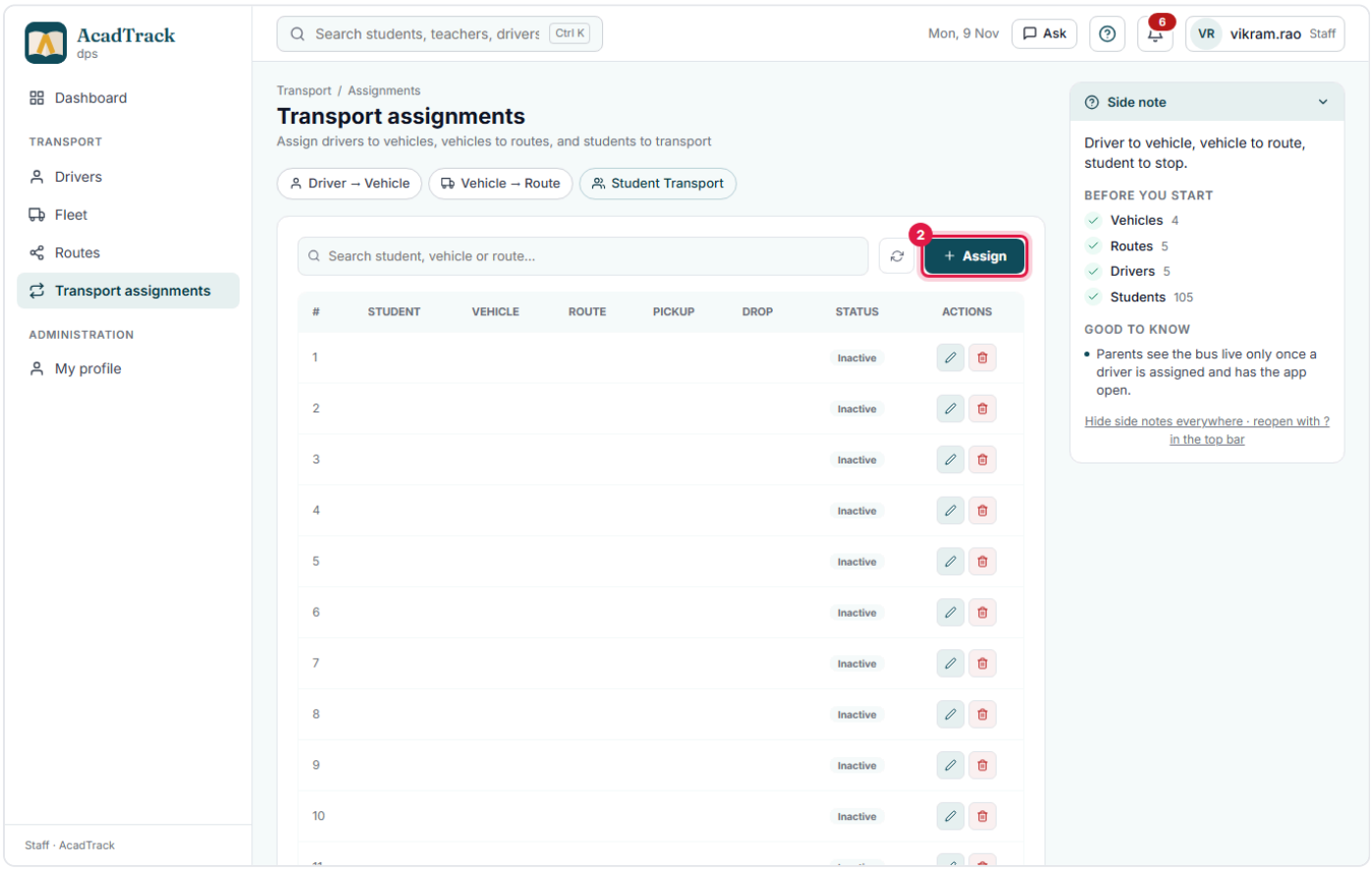
## Put a student on a bus

> Give a student a vehicle, route and stop.

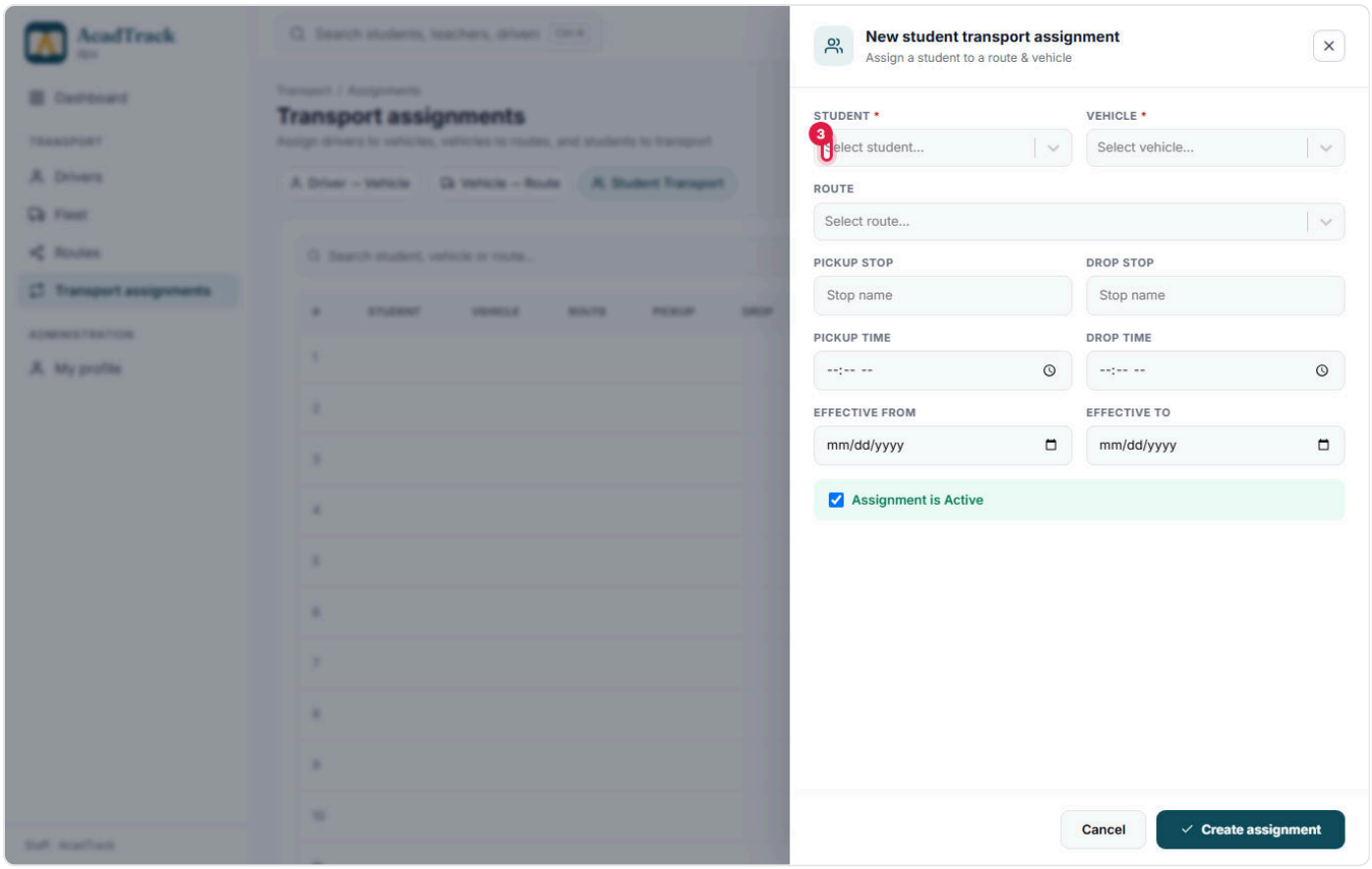
1. Transport assignments has three tabs: driver to vehicle, vehicle to route, and students. Open Student Transport. signed in as vikram.rao



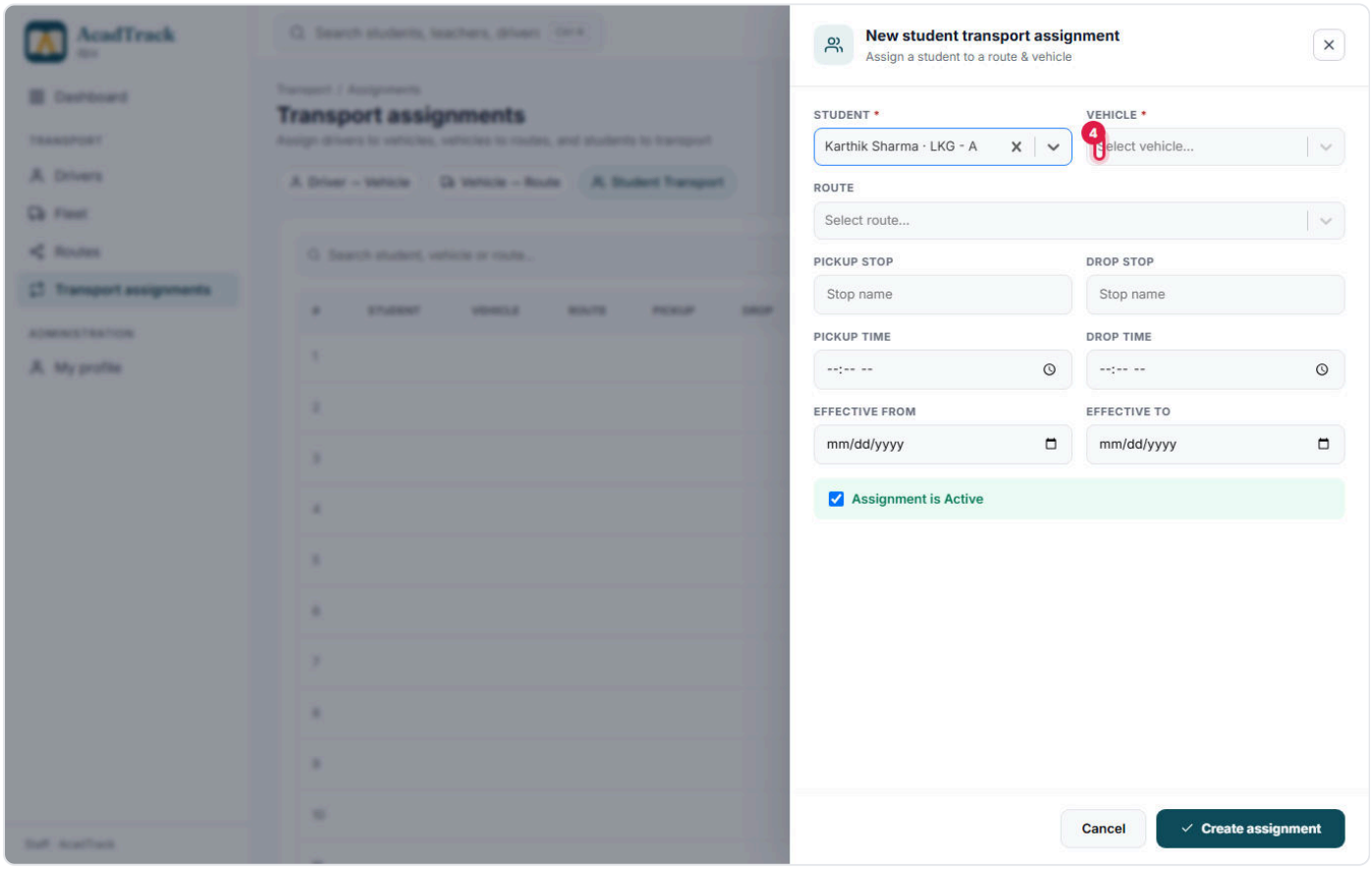

2. Choose Assign.



3 Search and pick the student.




4 Pick the vehicle, the route and the pickup and drop stops.



5 Choose Create assignment. The student's Bus page and the parent app now show the route, stop and live bus position.

