

Walking School Bus User Guide – Mobile App

Version 5.0



G&H IT Solutions Pty Ltd

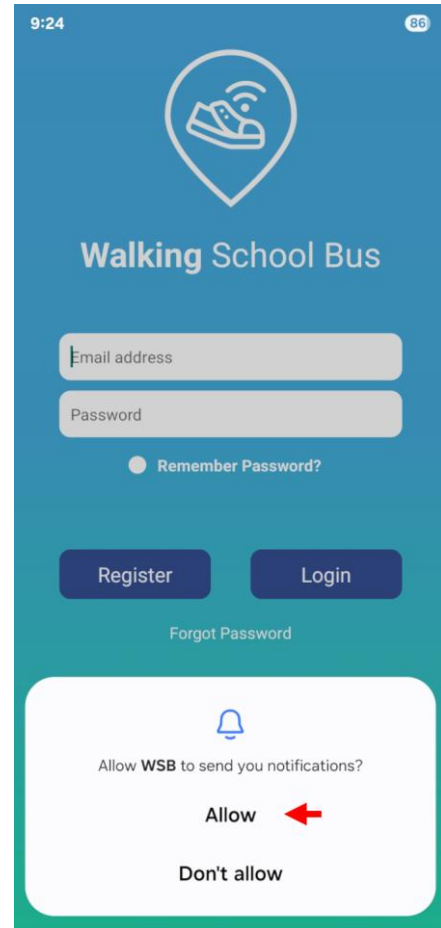
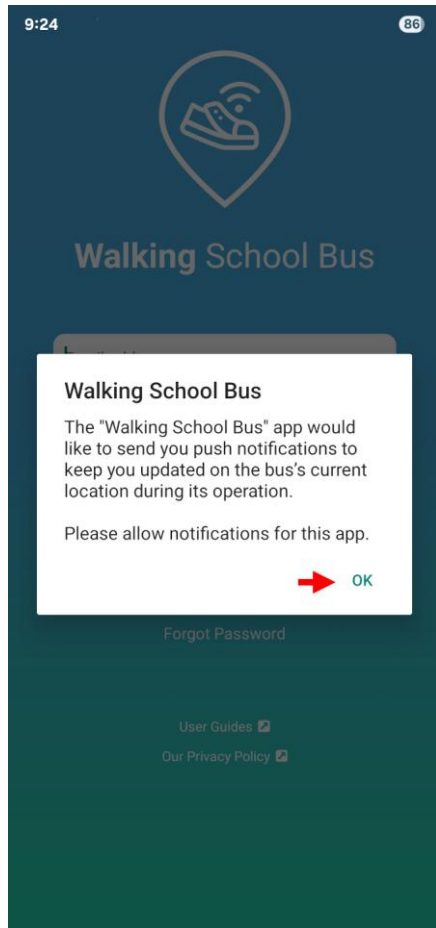
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1. First time use

When you use the WSB mobile App for the first time after installation, you will be asked to confirm a couple of permissions that are required – **Notification** and **Location** Permissions.

➤ 1.1. Android



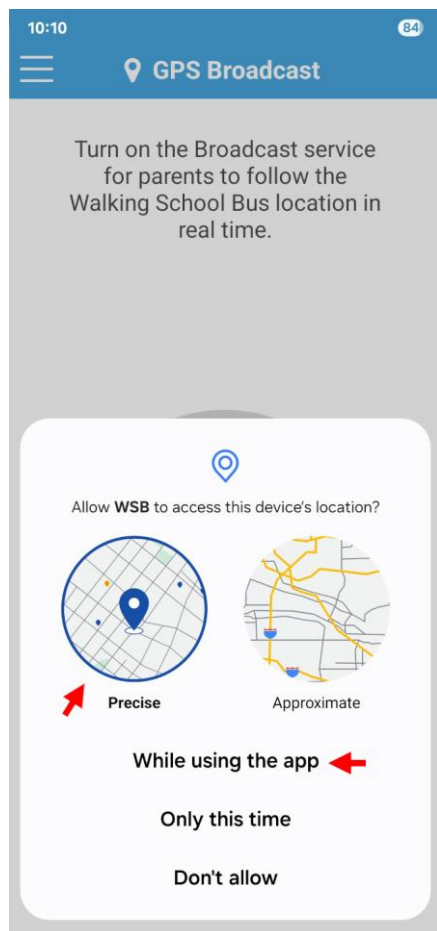
Push Notification Permission

Please read the introduction for Push Notification requirement and tap **OK** button.

In the next screen, Tap the **Allow** button.

If you have not tapped **Allow** in this step, you can change it in the following steps later:

Go to **Settings > Apps > WSB > Notifications**. Then, turn ON the **Allow notifications** setting.



Location Permission

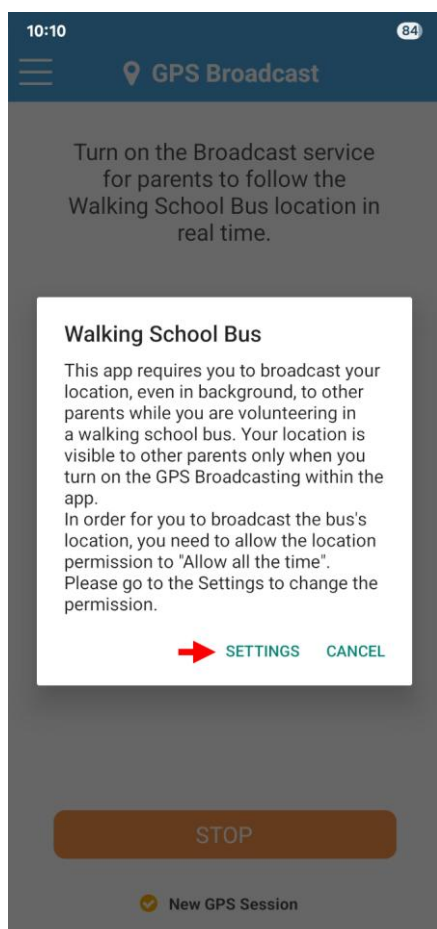
The WSB app needs **Location Permission** granted by the user who broadcasts the bus's location to other parents/carers while volunteering in a walking school bus.

In GPS Broadcast page, please tap the **Start** button to start broadcasting the bus's location.

You will be prompted with the location permission dialog for the first time (figure on the left).

Please choose **Precise** icon and tap **While using the app** button.

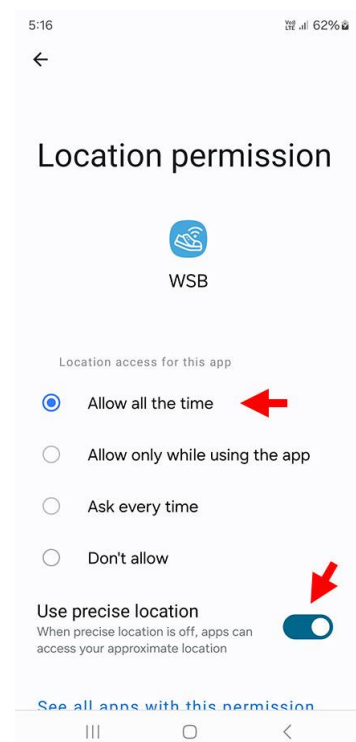
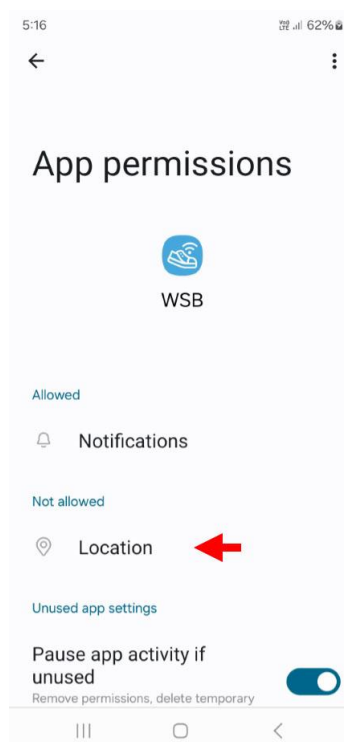
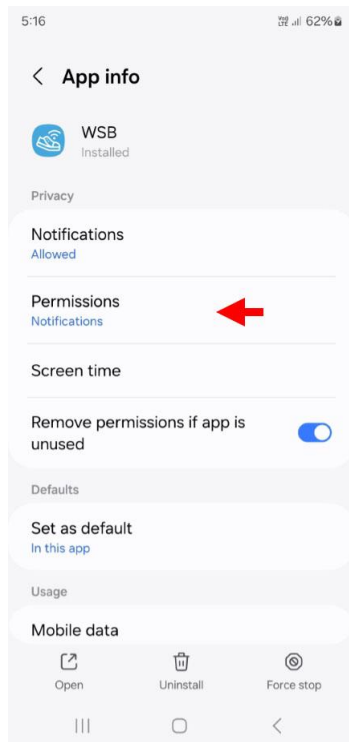
This will grant you to broadcast your location while you are using the phone.



The next step is to give a higher level of Location Permission to the WSB app as it will allow you to broadcast your location while your phone is **locked** during the walking school bus operation.

For an elaborated permission, you will be prompted with a second dialog (figure on the left).

Please tap **SETTINGS** button to continue.

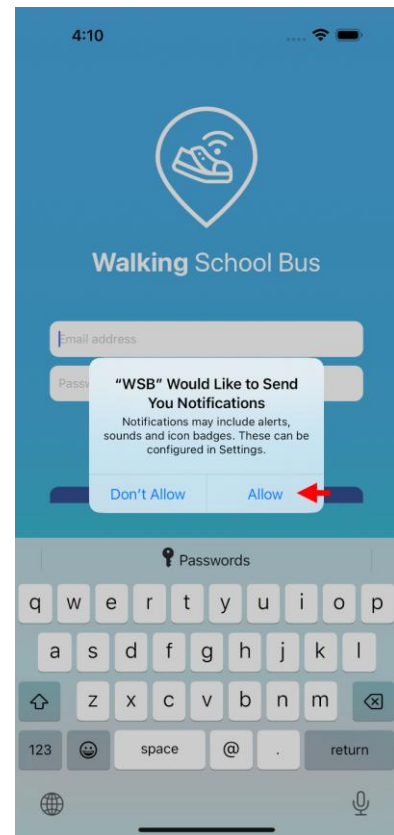
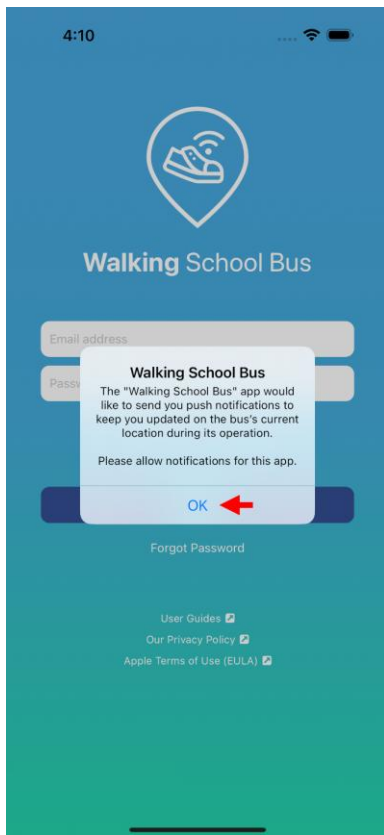


The above figures show how to give ***Allow all the time*** location permission to the WSB app in sequence.

You can also use the following method to allow the Location permission later.

Go to **Settings > Apps > WSB > Permissions**. Then, allow the ***Location Permission***.

➤ 1.2. iPhone



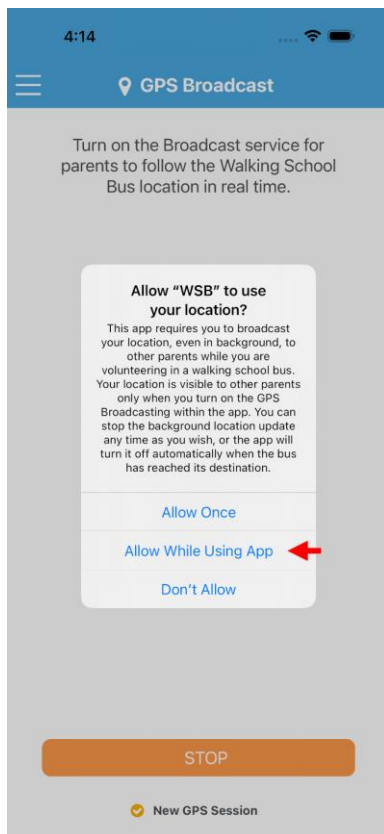
Push Notification Permission

Please read the introduction for Push Notification requirement and tap **OK** button.

In the next screen, Tap the **Allow** button.

If you have not tapped **Allow** in this step, you can change it in the following steps later:

Go to **Settings > Notifications > WSB**. Then, turn ON the **Allow Notifications** setting.



Location Permission

The WSB app needs **Location Permission** granted by the user who broadcasts the bus's location to other parents/carers while volunteering in a walking school bus.

In GPS Broadcast page, please tap the ***Start*** button to start broadcasting the bus's location.

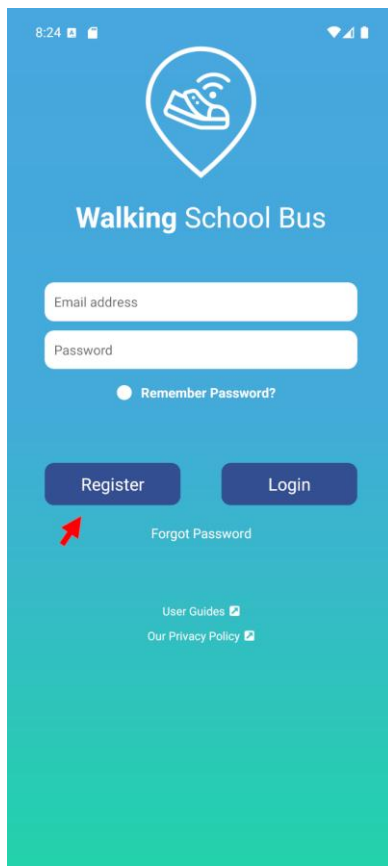
You will be prompted with the location permission dialog for the first time (figure on the left).

Tap the ***Allow While Using App*** button.

If you have not tapped ***Allow While Using App*** in this step, you can change it in the following steps:

Go to **Settings > Privacy & Security > Location Services > WSB**. Then, touch the **Always** setting.

2. Register

A screenshot of the Walking School Bus app's registration screen. At the top, there's a blue header with a white icon of a walking school bus. Below the header, the text "Walking School Bus" is displayed. There are two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Remember Password?". There are two buttons: "Register" and "Login". A red arrow points to the "Register" button. Below the buttons, there is a link "Forgot Password". At the bottom, there are two links: "User Guides" and "Our Privacy Policy".

8:24

Walking School Bus

Email address

Password

☐ Remember Password?

Register Login

[Forgot Password](#)

[User Guides](#)

[Our Privacy Policy](#)

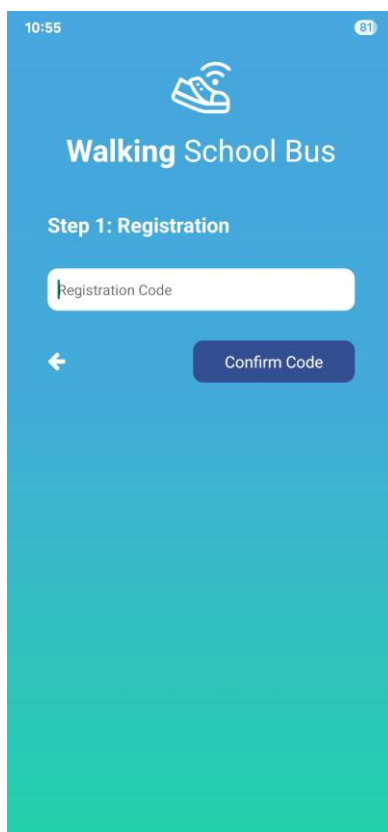
This registration process is intended for parents who want to join an existing Walking School Bus program organised by a school or another organiser.

Please tap **Register** button.

The registration process includes five steps outlined below.

After completing the registration, it will be reviewed by your WSB administrator for approval.

You will receive an email notification once approved, allowing you to log in to the WSB app or website.

A screenshot of the Walking School Bus app's "Step 1: Registration" screen. At the top, there's a blue header with a white icon of a walking school bus. Below the header, the text "Walking School Bus" is displayed. Below that, the text "Step 1: Registration" is displayed. There is a single input field labeled "Registration Code". Below the input field, there is a back arrow icon and a "Confirm Code" button.

10:55

Walking School Bus

Step 1: Registration

Registration Code

[←](#) Confirm Code

Step 1: Registration

Before registering, a parent must obtain a **Registration Code** from your school or organiser.

The Registration Code identifies the school and route you wish to join.

Please have the Registration Code ready and tap **Confirm Code**.

10:55 81



Walking School Bus

Step 1: Registration

OLA North Strathfield
Pomeroy St Route ✓

Title

First Name

Last Name

Mobile (Eg. +61400111222)

Email address

Confirm Email address

Password

Confirm Password

Step 1: Registration - Continue

Please enter your details to create a parent account.

After completing and submitting the registration form, you will receive a One-Time Code via both your mobile phone and email.

10:57 81



Walking School Bus

Step 2.1: Mobile Verification

OLA North Strathfield
Pomeroy St Route

Mobile One-Time-Code

A 6-digit code has been sent to your mobile

← Re-send Verify

10:57 81



Walking School Bus

Step 2.2: Email Verification

OLA North Strathfield
Pomeroy St Route

Email One-Time-Code

A 6-digit code has been sent to your email

← Re-send Verify

Step 2: Verification

Please enter the One-Time Code you received via both mobile and email to proceed.

10:58 80

Walking School Bus

Step 3: Add Children

OLA North Strathfield
Pomeroy St Route

Laura Baker ✖

Kate Baker ✖

3 - 3B

Child First Name

Child Last Name

← Add Child Next

Step 3: Add Child(ren)

Please add your child(ren) who will be on the Walking School Bus.

You may skip this step by tapping **Next** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.

10:58 80

Walking School Bus

Step 4: Add Emergency Contacts

OLA North Strathfield
Pomeroy St Route

K - KT: Laura Baker

Emergency Contact 1

First Name

Last Name

Mobile (Eg. +61400111222)

Email address

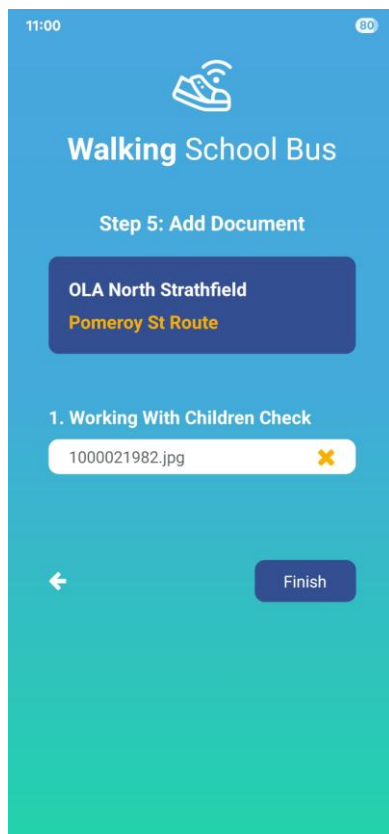
Step 4: Add Emergency Contacts

Please add Emergency Contacts for each of your child.

You may skip this step by tapping **Next** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.



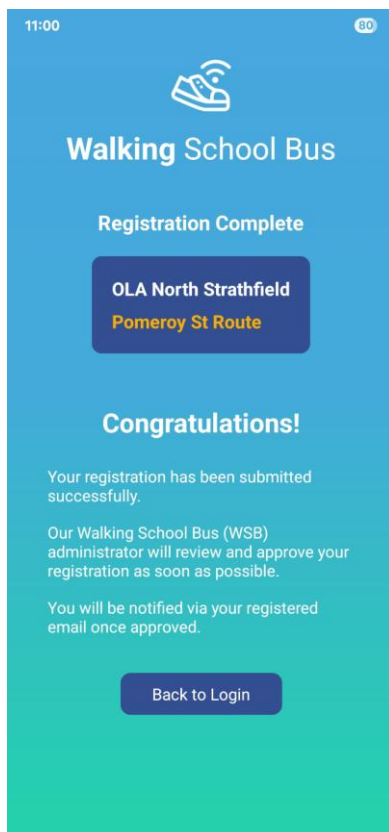
Step 5: Add Document(s)

Please upload the required document(s) for the Walking School Bus program.

You may skip this step by tapping **Finish** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.



Registration Complete

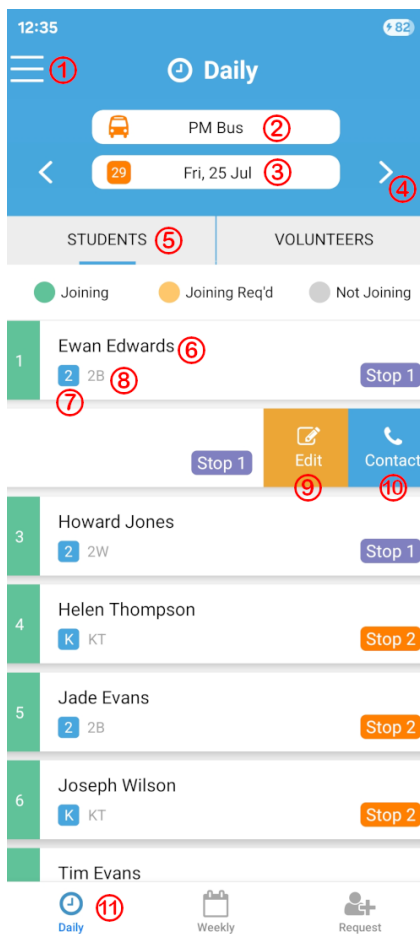
Your registration has been successfully completed and is now pending approval by the WSB administrator.

You may tap the **Back to Login** button to access the WSB App using your registered email and password.

Once logged in, you will be able to update your registration details until the WSB administrator grants approval.

3. Daily View

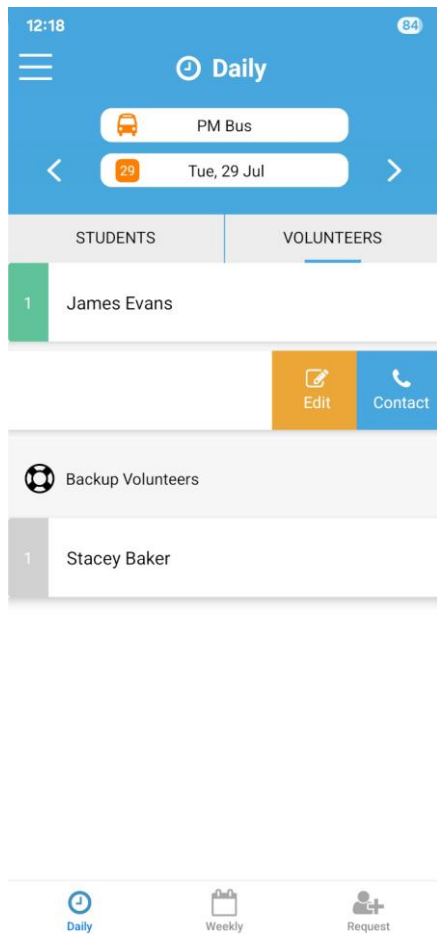
➤ Daily View - Students



Daily View - Students

1. Opens Menu from the left side
2. Bus selection (eg. AM/PM)
3. Calendar (touch to open a calendar to pick a date)
4. Move to previous/next day
5. Students/Volunteers view selection
6. Student's name
7. Student's year
8. Student's class name
9. Tap **Edit** to go to the **Request** page for the selected student (*subject to permission*)
10. Tap **Contact** to view Contact details for the selected student (*subject to permission*)
11. Daily/Weekly/Request view selection

➤ **Daily View - Volunteers**

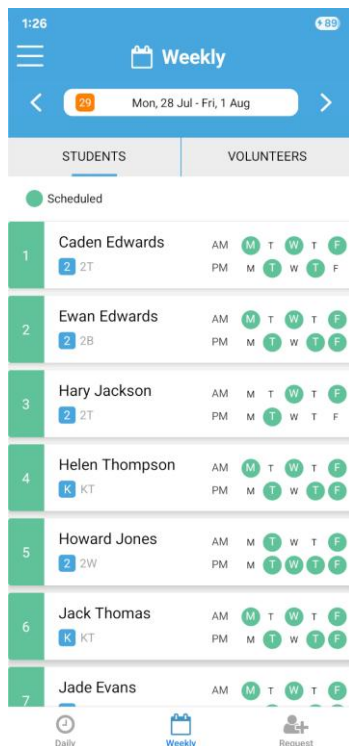


Daily View - Volunteers

- Shows the Bus selection (**AM** in this instance)
- Shows the Calendar
- Shows Current and Backup Volunteers
- Tap **Edit** to go to the **Request** page for the selected volunteer (*subject to permission*)
- Tap **Contact** to view Contact details for the selected volunteer (*subject to permission*)

4. Weekly View

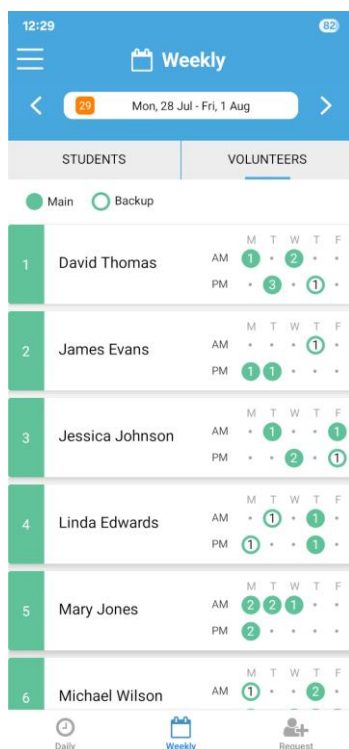
➤ Weekly View - Students



Weekly View - Students

- Shows Date Range for the selected week
- Shows Students' name, year and class name
- Shows Students' roster for the Buses in the week
- Shows the Students' schedules in a filled circle with Green colour

➤ Weekly View - Volunteers



Weekly View - Volunteers

- Shows Date Range for the selected week
- Shows Volunteers' name
- Shows Volunteers' roster for the Buses in the week
- Shows Main Volunteers in a filled circle with Green colour
- Shows Backup Volunteers in an empty circle with Green outline

5. Student Request

Student Request is usually for the last-minute changes along with students/volunteers having been scheduled prior. If a student needs to be **added** or **dropped** from a bus urgently this page serves the purpose.

The screenshot shows the 'Request' screen for the 'AM Bus' on 'Thu, 17 Jul'. The interface includes a header with a menu icon, a title 'Request', and a bus icon. Below the header, there are tabs for 'STUDENTS' and 'VOLUNTEERS'. A 'Student' section has a radio button for 'Multiple Students?'. A text input field contains 'Ewan Edwards' with a red circle '1' and a green checkmark. Below it, a 'Route Status' section has a checkbox for 'Not Joined' with a red circle '2'. A large blue button labeled 'Request To Join' has a red circle '3'. At the bottom, there is a checkbox for 'WhatsApp Message?' with a red circle '4'. The bottom navigation bar shows 'Daily', 'Weekly', and 'Request' icons.

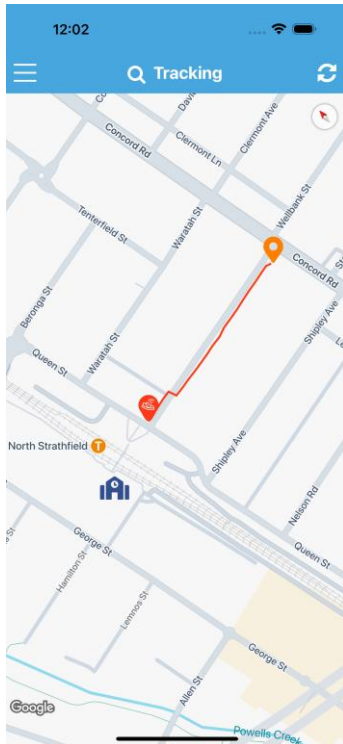
The screenshot shows the 'Request' screen for the 'PM Bus' on 'Tue, 29 Jul'. The interface includes a header with a menu icon, a title 'Request', and a bus icon. Below the header, there are tabs for 'STUDENTS' and 'VOLUNTEERS'. A 'Student' section has a checked radio button for 'Multiple Students?'. A text input field contains 'Please choose Student(s)' with a red 'X' icon. Below it, a list of student names is shown with checkboxes: Caden Edwards, Ewan Edwards, Hary Jackson, Helen Thompson, Howard Jones, Jack Thomas, Jade Evans, and Jake Baker. A large blue button labeled 'Request To Join' is at the bottom. The bottom navigation bar shows 'Daily', 'Weekly', and 'Request' icons.

Student Request

1. Student's name
2. Status of the student in the selected date and bus
3. Action button to **Request** or **Cancel Request**:
 - **Join** or **Cancel Join** Request
 - **Not Join** or **Cancel Not Join** Request
4. An option to send a pre-formulated message to the WSB WhatsApp group

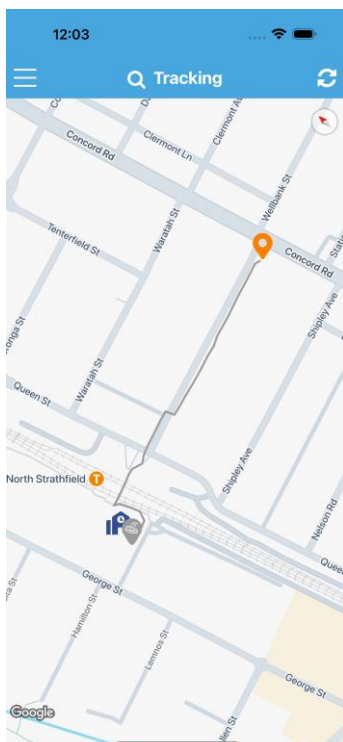
6. Tracking (GPS)

GPS Tracking can be used when a designated volunteer turns on **GPS Broadcasting** function while volunteering in a bus. The mobile device of the designated volunteer keeps sending its current GPS location periodically to the parents or guardians who are viewing the GPS Tracking in their mobile device.



GPS Tracking - Active

- The tracking lines and pin are in red colour which indicates that the bus is currently active



GPS Tracking - Inactive

- The tracking lines and pin are in grey colour which indicates that the bus is inactive
- The inactive lines and pin stay for a half an hour and disappear from the Map

7. Broadcast (GPS)

GPS Broadcasting can be turned on by a designated volunteer or an admin within the App in a bus. Once the function is on, the mobile device keeps sending its current GPS location periodically to the connected mobile devices (parents or guardians' mobile device) during the bus.

The function can be turned off manually or automatically when the bus has reached the destination.



GPS Broadcast - Inactive

- Shows **START** button
- Shows broadcasting icon in Grey colour which indicates that the function is **OFF**



GPS Broadcast - Active

- Shows **STOP** button
- Shows broadcasting icon in animation and colours which indicates that the function is currently **ON**

New GPS Session – GPS Broadcasting session can be transferred from one volunteer to another.

In case of the first volunteer with GPS Broadcasting leaves in the middle of the bus, another volunteer can pick up the existing GPS Broadcasting by **Un-ticking** this checkbox and tap **START** button to continue with the bus.

This checkbox is **Ticked** by default for a normal bus operation

8. My Child

The **My Child** page in the WSB app allows you to manage all important details about your child(ren) in one place.

This page is designed to give parents full control over their child's information, making it easier for schools and coordinators to manage attendance and safety during the Walking School Bus program.

9:47

My Child

1. **Jack Thomas** (K - KT)
2. **Smith Thomas** (2 - 2W)

K - KT

Jack

Thomas

Bus Stops

AM: Newsagency **NEWS**

PM:

← Remove Update

Emergency Contacts

My Child

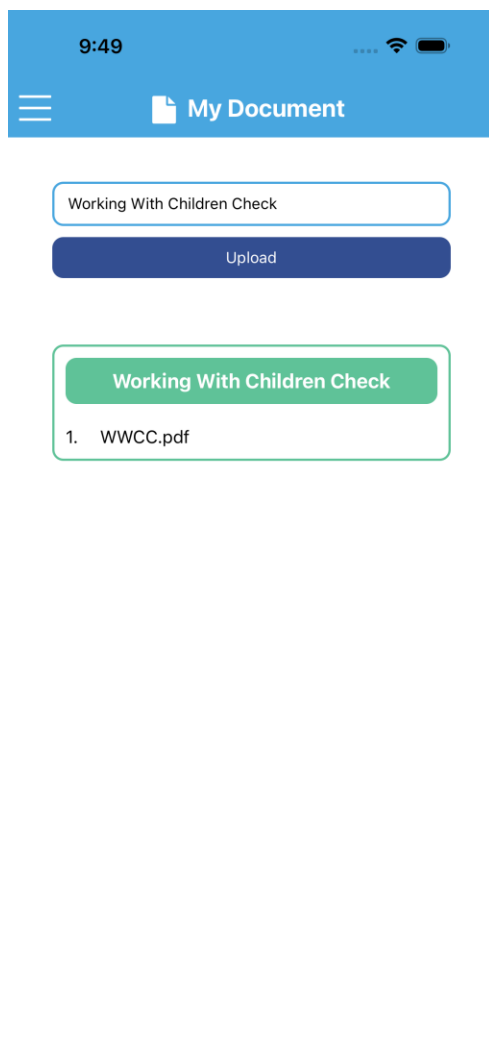
- **Add a new child** to your account and link them to your profile.
- **Edit or update details** such as your child's name, year group, or other information.
- **Remove a child** if they no longer need to be part of the program.
- **Set up Bus Stops** for each child, ensuring they are assigned to the correct pickup and drop-off points.
- **Update Emergency Contacts** so that teachers and volunteers always have the right people to reach in case of an emergency.

9. My Document

The **My Document** page in the WSB app is where you manage all documents required for the Walking School Bus program.

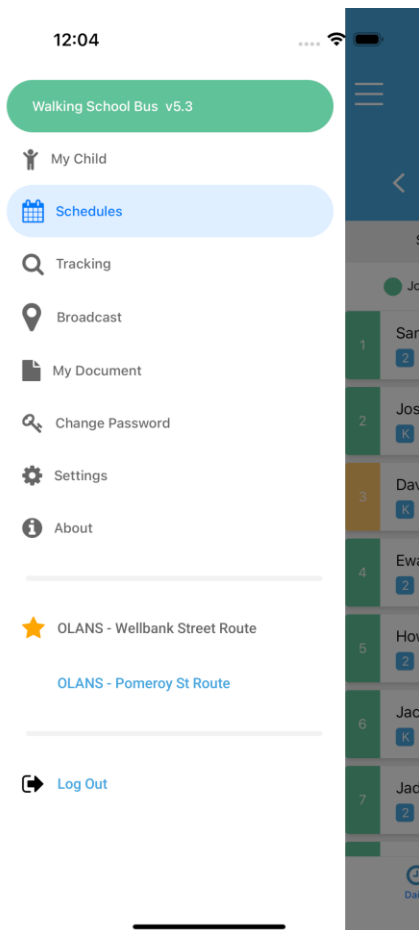
- **Upload Documents:** Easily upload the documents requested by your school or program coordinator.
- **Removal Window:** After uploading, you have a **1-hour window** to remove or replace a document if needed.
- **After 1 Hour:** Once this period has passed, documents can no longer be removed for compliance and record-keeping purposes.

This ensures that all required documentation is securely stored and available for program administrators to review.



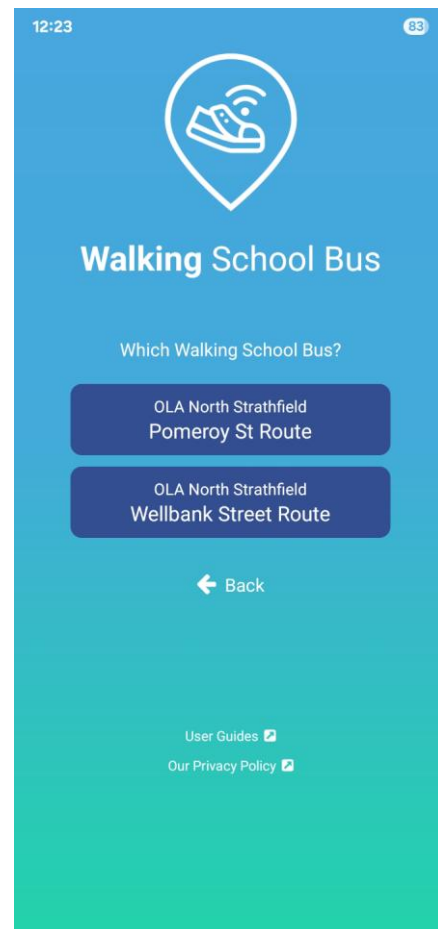
10. Multiple Logins Support

For parents or guardians with students in different schools using the WSB program, the WSB app can provide you with fast switch between logins with one touch of a button in the side menu.

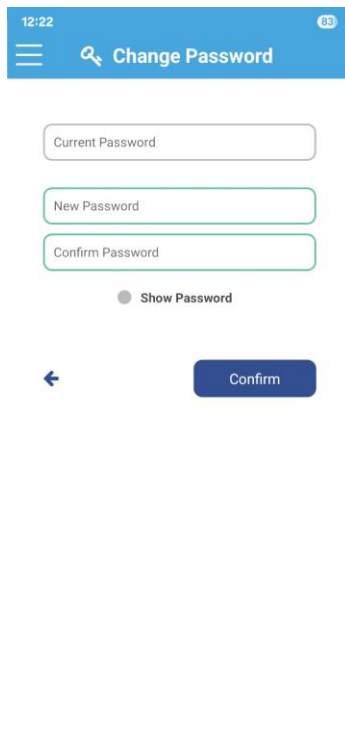


In the main menu of the WSB app, a list of available logins will appear above the **Log Out** button if you have previously logged into multiple WSB accounts using the same username and password.

Additionally, a login option will be presented when you log into the app.



11. Other pages



12:22

Change Password

Current Password

New Password

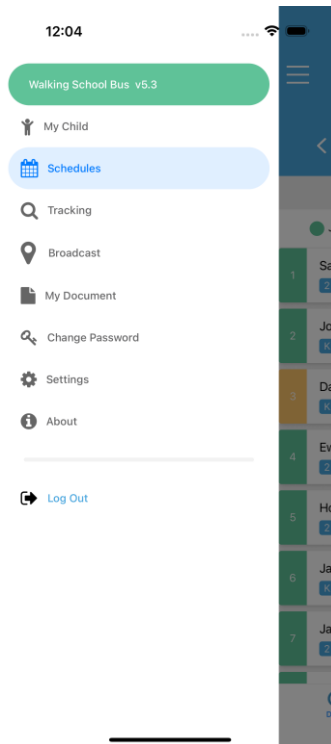
Confirm Password

Show Password

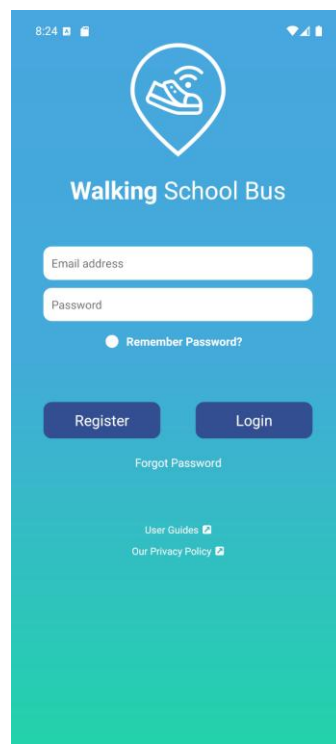
Confirm

This screenshot shows the 'Change Password' screen of the Walking School Bus app. At the top, there is a blue header with the time '12:22' and a hamburger menu icon. Below the header, there are three input fields for 'Current Password', 'New Password', and 'Confirm Password'. A 'Show Password' toggle is located below the input fields. At the bottom, there is a blue 'Confirm' button and a back arrow icon.

Change Password



Side Menu



8:24

Walking School Bus

Email address

Password

Remember Password?

Register Login

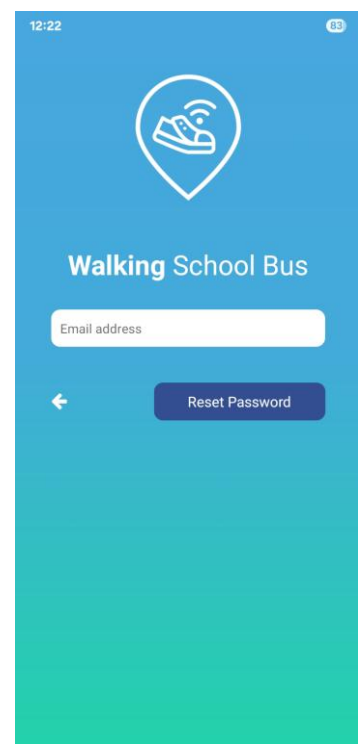
Forgot Password

User Guides

Our Privacy Policy

This screenshot shows the 'Login' screen of the Walking School Bus app. The screen has a blue gradient background. At the top, there is a white header with the time '8:24'. Below the header, there is a white icon of a hand holding a smartphone. The main content area contains the text 'Walking School Bus' and two input fields for 'Email address' and 'Password'. Below the input fields, there is a 'Remember Password?' toggle. At the bottom, there are two buttons: 'Register' and 'Login'. Below the buttons, there is a link for 'Forgot Password'. At the very bottom, there are links for 'User Guides' and 'Our Privacy Policy'.

Login



12:22

Walking School Bus

Email address

Reset Password

This screenshot shows the 'Forgot Password' screen of the Walking School Bus app. The screen has a blue gradient background. At the top, there is a white header with the time '12:22'. Below the header, there is a white icon of a hand holding a smartphone. The main content area contains the text 'Walking School Bus' and an input field for 'Email address'. Below the input field, there is a blue button labeled 'Reset Password'. At the bottom left, there is a back arrow icon.

Forgot Password