

# **DTC School Bus System**

## **Registration Process User Guide**

Version 1.2



Ilmasoft | REGISTRATION PROCESS USER GUIDE

# **Revision History**

Date	Version	Description	Author
16/06/2023	1.0	Registration process user guide	Mudassir Gillani
27/05/2024	1.1	Added Mobile App Guide	Mudassir Gillani
30/05/2024	1.2	Update the document as per latest changes	Shahzad Nazar



### Introduction:

The document explains visually step by step the process to register child for school transport for the year 2024 - 2025.

### **Registration from Web Portal:**

Open the link sent in the email to login. Or <u>click here</u> to open the login page.

Enter the registered phone number starting with 971 and click "Get OTP" Button



If the number doesn't match in School Bus Record the system will give the below message. Try with some different phone number or create a new account.





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1 971500000000 material etg
نشاء حساب ولى الأمر / ?Create Parent Account ا

If the number matches the record, system will send the OTP (One-time password) which is a 6-digit code on the registered phone number.

The OTP SMS may take few seconds to arrive, wait for at least 3 minutes before requesting the OTP.

Once you receive the OTP enter it and click "Login" button to log-in the system.



Once the login is done, you must be able to see all the children waiting for registration.

Click on "Register for Year 2024-2025" for the child you want to enroll.



ЭТС 🗉		School Bus Transport - DTC(DEV) Monday, 19 June 2023 11:34:54 AM	
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Transport Registration list			
Support			
Account Setting	Please r	Thank you for choosing DTC Register your child transport for Year 2023-2024. ole that re-registration is required even if the child is already registered for previous academic year.	
	text child 1 non payment achool non		
	© School Id 1233		
	Birthday 01 January, 2022		
	© Class KG 1		
	Transport Yes		
	Register For Year 2023-2024		
	ilma Smart Institute Management System	Pe	owered by - Ilmasoft

The below form will appear with existing child information and editable fields.

Fill the mandatory fields and update the existing information if required.

nrollment For 2023 - 2024*								
Yes								
chool*		Catchment Area*			Student Full Name*		Student Arabic Name	
Zayed Educational Complex Al	Barsha 🗸	catchment_are	a	~	Sara Ali Ahmad Ghuloom Alblooshi		سارة على احمد غلوم البلوشي	
tudent School ID*	Student Gender*		Student Garde		Student Section		Student Nationality	
20210018701	Select Gende	r v	G10-GEN/3		Grade 10 General		Select	
tudent Emirates ID		Student Emirates ID E	xpiry		Student Email*		Trip Way*	
7.84201E+14		mm/dd/yyyy			stuf20210018701@ese.gov.ae		Both Way	
nirates ID Format: 123-1234-1234567-0								
tudent Pick Up Address*			Makani Number*		Maka	ani Address		
By Makani		~	1959273142		M	/lakani Address		

Read the terms and conditions, click on I agree terms and condition and submit the request by clicking "Submit Request" button.



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شروط وأحكام متعلقة بتقديم خدمات المواصلات المدرسية لطلبة مؤسسة الإمارات للتعليم	
شروط عامة:	
<ol> <li>يقوم مزود خدمة المواصلات المدرسية بتوفير الحافلات المدرسية المتوافقة مع المعايير</li> </ol>	
والمواصفات المعتمدة من قِبَل الجهات الحكومية المنوطة بها إدارة المواصلات المدرسية .	
<ol> <li>ينبغي على العاملين لدى مشغل خدمة النقل كافة أن يكونوا حاصلين على التدريب الكامل.</li> </ol>	
ويحملون تصاريح مزاولة المهنة وفق متطلبات الجهات التشريعية، ويُدرَّبُ الموظفون جميعًا	
تدريبًا شاملًا على عوامل السلامة، ومهارات خدمة العملاء، والقيادة السليمة للحافلات	
المدرسية.	
<ol> <li>3. ستُوفَّرُ خدمات المواصلات للطلبة المستحقين للخدمة فقط، وهم أولنك الذين يسكنون ضمن</li> </ol>	
النطاق الجغرافي للمدرسة، ويُحدَّد نطاق كل مدرسة من قبل مؤسسة الإمارات للتعليم المدرسي.	
<ol> <li>إن الحافلات جميعها مزودة بأجهزة إلكترونية ذكية، وستتوفر أنظمة تتبع الحافلات GPS،</li> </ol>	
وأنظمة CCTV في كل حافلة، ويحق لمشغل النقل الاطلاع على البث المباشر للكاميرات، أو على	
التسجيلات بغرض مراقبة جودة الخدمة، وذلك وفقًا للضوابط التي تقررها الجهات المشروعة،	
ولا يجوز مشاركة تسجيلات كاميرات الحافلات مع أيّة جبة أو فرد إلا بموجب طلب رسعي صادر	
عن السلطات الحكومية المختصة، والمصرح لها بذلك.	
<ol> <li>تحدد مسارات الحافلات وفقا لمعايير واليات محدده، وبتضمن ذلك تحديد نقاط صعود الطلبة</li> </ol>	
ونزولهم، وقد تتغير مواعيد الوصول وفقًا للمتغيرات في عدد الطلبة المسجلين بالمسار والازدحام المحمة	
المروري. 6. جبال بيدا الجاملة ما الأخضار الصابقة المعنيات الصاملة بيخة	
<ol> <li>يفتصر الصعود إنى الحاقته على الاسحاص المصرح لهم فقط، وهم: سابق الحاقته، ومسرحاً</li> </ol>	
ارافق على المائلة المدرسية <u>شروط والمكار</u>	
Submit Request	

You can switch the language between English and Arabic.

DTC 🗉				School Bus Tr Monday, 19	ransport - DTC(DEV) June 2023 11:28:38 AM			
	1 Dtc user						1	& Language LogOut G
🚯 Dashboard	Student Degistration For test of	hild 1 pop r	aumont och	and for 2022 2024				english
🚀 Transport Registration list	Deshiboard / Student Registration For test child 1 non p	ayment school for 2	2023-2024	501101 2025-2024				😑 arabic
Support								
Account Setting	+ Student Registration							
	Enrollment for 2023-2024*							
	Yes							~
				Upi	Student Profile*			
	School*		Student Full Name*		student Arabic Name		Student School ID*	
	Select School	~	test child 1 no	n payment school	Enter Arabic Name		1233	
	Student Gender*		Student Garde / Sec	tion	Student Nationality		Student Emirates ID	
	Male	~	1		Pakistan	×	123456898989989	
	Student Expiry Emirates ID			Student Email*		Trip Way*	Emirates ID Format: 123-1234-1234507-0	
	12/14/2023			Enter Student Email		Select Way		
	student pick-up address*			Makani Number*		Makani Address		
	Pick-up Address		~	Makani Number		Makani Add	ress	
	≡ student_registration_en.pdf			1 / 2   -	100% + 🗄 🔊			± 🖷 🗄

Once the registration is submitted, you'll receive a submission email.

You can view the list of all the child registrations with status in "Transport Registration List."



#### **Registration from Mobile App:**

Parents can register their child from DTC School Bus Application.

1- Download the DTC School Bus Application from Google Play or Apple Store

For Google Play:

https://play.google.com/store/apps/details?id=com.dtcapps.schoolbusparent22&hl=en&gl=US

For Apple Store

https://apps.apple.com/ae/app/dtc-school-bus/id1639329202

- 2- Launch the application and Login using one of the following available options to login.
  - 1- Login with email or password

Use the registered email and password to login the account. You can use the forgot password option in-case if you don't remember the password.

2- Login using UAE Pass

Login with UAE pass option is available which can be used to easily login the DTC school bus account if the DTC school bus account is registered with the same phone number, email or Emirates ID as in UAE Pass.

If the information (email, phone, Emirates ID) doesn't match with the information in DTC school bus system, then it will ask to create new account. In that case use alternate option to login.

3- Login using OTP

Login with OTP option is another way to login the DTC school bus account with the registered mobile number. You can use the phone number used while registration of the students. If the number exists in the system, it will send an OTP on mobile phone and that OTP can be used to login the account.



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UTC WELCOME TO T BUS TRANSPO	THE SCHOOL RT SERVICE	
Email Password		0
SIC Forgot F	GN IN Password? Or	J
Sign in w	ith UAE PASS Or	0
SIGN IN U	USING OTP	3
Change Langu	age: Arabic عربی	



- 1- Select the child you want to register
- 2- Click button "Register For Year 2024-2025"
- 3- This will open a form to register for a transport for next academic year.

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≡	Good E	vening!	
Welcome,			Jun 02, 2024
	АМ	НМ	
<b>*</b>	HANIN MAHMO ABDALLA HASS AL-KUWAIT GIR Cycle 2 Status: Active	UD SANIN LS' SCHOOL -	$\bigcirc$
Tr Transpor the below	ansport Registration for Ye v button to register REGISTER FOR Y	ation (2024-20 ear 2024-2025 is o your child transp ZEAR 2024-202	025) open. Click ort. 5
✓ Live E	Bus Tracking		
Bus tro	acking is not avo	بان Sharjah الشارقة ailable at the n	man Acc
C F P	Dubai Des	3 D54	
Home	Notifications	Attendance	Support



- 1- Application will automatically populate the student information
- 2- If it doesn't populate click the student and select it.
- 3- Check the Grade / Section and Emirates ID
- 4- If the information is not correct update it.
- 5- Click next button

11:40		:	:!! <del>?</del> 31
	School Location	Transport	
Schoo	l Informa	tion	
ill in the f Isterik (*)	orm and click n fields are manc	ext to prod latory.	ceed. All
Select Stu	ıdent		
HANIN	MAHMOUD AB	DALLA H	IASSA
Year			
School	Name		
Child So	chool ID		
Emirate	es ID		
erm*Note: . or full acade	Select all terms/sem mic year.	esters if regi	istering child



- 1- Select the State
- 2- Select City
- 3- Enter Makani Number or Scan it. If the Makani number is valid, it will automatically populate the data in Latitude and Longitude field.
- 4- Enter the Address (Street No. Villa No. / Apartment Number / Floor / Building Name etc.). It is a mandatory field.
- 5- If you don't have Makani number, you can select stop point by clicking set button. Set Button will open the Map where you can search the location or drag/drop the pin to the exact location. After clicking save button it will automatically populate the latitude and longitude field.
- 6- Otherwise, you can also manually put the latitude and longitude field as they are editable fields.
- 7- Click next button after filling all the mandatory fields to proceed.

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Apply for	Transport	≡	Apply fo	or Transport
School Loca	tion Transport		School La	ocation Transport
Location Infor	mation	-io know https://m	uyuui muku akani.ae	ini, visii faų sechun un
Fill in the form and clic asterik (*) fields are ma	k next to proceed. All Indatory.	1 Makan	i Number	رل
Select State Dubai	0	2 Address Muhais	snah 4th	
Select City Dubai	2	Note: Ente allocation. Street, Are	r complete ac (Apt./Villa nu ea, Nearest La	ddress for proper stop umber, Building Name, andmark etc.)
Important Instruction	IS			
-Enter the Makani num the Makani QR Code.	ber manually or scan	3 top Poin	t 🗸	Not Set SET
-If the entered Makani automatically takes the button to see.	number is valid, it will e location. Click view	Latituc	le	
-If Makani number is n location on the map by enter Latitude/Longitud	ot available, set the clicking Set button or de value manually.	Longit	ude	
-To know about Makan https://makani.ge	, visit FAQ section on		ЗАСК	5 NEXT



- 1- Select the transport way. If you want to use two way or one way transport, select it. In-case of one-way transport you have to select if it will be Home to School or School to Home.
- 2- Click Submit button for the submission.
- 3- Application will open the terms and conditions and ask to agree on it. Click the check box and Submit button to proceed.
- 4- Application will show the successful message if the registration is successful.

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Apply for	Transport	٦	Terms & Conditions Download Share Bac	ck
School Loca	tion Transport		K Q :	1
		Te	Terms and Conditions related to the provision of school transport services to students of Emirates Schools Establishment (ESE)	
Transport Info Fill in the form and click asterik (*) fields are ma Select Transport Way Two Way	rmation a next to proceed. All ndatory.	G( 1. 1. 3. 4. 5. 6. 7. 8. 9.	<ol> <li>Seneral</li> <li>The Transport Operator operates school buses in compliance with the guidelines of the appropriate regulatory authority within the United Arab Emirates.</li> <li>Transport services will be provided only to eligible students from approved catchment areas as received from ESE.</li> <li>All employees of the Transport Operator are fully trained and, where required, hold the appropriate regulatory permits. All employees are trained periodically for safety, customer service, and driver skill straining.</li> <li>All buses are installed with smart bus technology, and this covers, as a minimum, the GPS tracking and CCTV Systems. A CCTV system monitors the inside of buses, and the Transport Operator reserves the right to view footage as per regulatory authority policy. CCTV recordings will only be shared when requested by the appropriate authorities.</li> <li>All confirmed bus routes have designated pick-up and drop-off points. The route travel time may vary depending on the number of students and/or any change in routes.</li> <li>Only authorized persons (bus driver, bus supervisor, transport operator representative, school employee, students registered on the bus) can board the bus. Parents/guardians are not authorized to enter the bus.</li> <li>Students are loss of such items. Parents/guardians are responsible for their, damage, or loss of such items. Parents/guardians and parents/ guardians will be responsible for a siller for the davice and do so effectively, safely, and responsible/.</li> <li>Students will be responsible for failing to report the sub and Parents/ guardians will be responsible for a siller to the transport Operator/school.</li> <li>If a student behaves inappropriately, the bus driver or the bus supervisor will inform the school administration about this behavior so that the necessary measures can be taken. Parents/guardians will be responsible for any danage caused to the bus or assult of their chidl's behavior. If parents/guardians ref</li></ol>	
	Done	1 / 5	5	ŀ
One Two	Way Way	0	Check here to confirm that you have read and agree to the above terms and conditions.	



Once the application is submitted the application will show the already registered message





