**Driver User Guide – SNG**

**AM Instructions:**

Step 1: Switch Device On (top right hand side)

Step 2: Enter your mobile phone number and PIN and click “SIGN IN”

Step 3 : Select your route and confirm the selection

Step 4: Pass the Unit to the Supervisor so they can Scan on and manage the manifest.

Step 5: When you return to Depot to park bus before locking it or at the school – Scan the BUS CHECK Board

Step 6: Tap the settings button (hamburger) and LOG OUT

**PM Instructions:**

Step 1: Switch Device On (top right hand side)

Step 2: Enter your mobile phone number and PIN and click “SIGN IN”

Step 3 : Select your route example and confirm the selection

Step 4: Pass the Unit to the Supervisor so they can Scan on and manage the manifest

Step 5: When you return to Depot to park bus before locking it – Scan the BUS CHECK Board

Step 6: Tap the settings button (hamburger) and LOG OUT