

Exciting News for SJCSD Parents!

Welcome to the Bus Planner Transportation Parent Portal!

- Easy direct access to your student's bus information
- Improved alerts for late buses more accurate & timely notifications
- Easier requests communicate directly with Transportation anytime
- Advanced notice for any route time or bus stop changes
- Confirmation receipts for all communication with Transportation

stay informed and experience a smoother school transportation process with Bus Planner!

Scan the QR code below to get started!





<u>sjcsd.mybusplanner.com</u>



Welcome to Bus Planner Web Parent Portal

• Go to <u>https://sjcsd.mybusplanner.com</u> click on log in and then select parent portal.



• **Click create account**. When creating your account, be sure to enter the same email address that you use to login to Home Access Center as a parent / guardian.

	Password Requirements
ba In	Length : 8+
5	At least one special character
-1	At least one number
dii	At least one lower case letter
	At least one upper-case letter
	Email
sword	Password
	Q Confirm Password
Remember me	
Forgot Your Password?	I'm not a robot
og in	Bu dicking 'Submit' you agree to the Co
Create Account	by clicking sublinit, you agree to the co

• In this section you can see your child's bus information

My Students

Select Student		
F	~	
→ 🙀 Transportation		
Information		
Contacts		
~ ● Мар		
Scans		
To PDF		
	Ŕ	
My Students	My Subscriptions	Online Forms and Requests

• This will give you access only to the students who are associated with your email that you sign up with.

If you have any questions or need further assistance please reach out to Tiffany Bravo at Transportation Office: **904-547-8076**



User Guide

Welcome

Welcome to Chipmunk! When you download Chipmunk for the first time, this is the first page you'll see. This page contains a short greeting message and summary of the app.

Please be sure you have set up an account in Bus Planner Web before clicking next.

Click Next, then agree to the disclaimer to continue.



Welcome to Chipmunk The school bus tracking app!

This app allows you to see estimated arrival times for your student's transportation to and from school and receive alerts.

Since this app is used by school districts across the continent, there will be a few setup steps to ensure you have access to all the information you need.

Please contact your school district for assistance if needed.



Choose Your School District

Choose your child's school district or transportation authority from the dropdown, or enter a "quick code" provided to you by your transportation department.

Setup

Let's choose the school district or transportation authority responsible for your student's transportation

2

	Select	~
	OR	
Enter Quic	k Code	
	VERIFY	
	NEXT	

Login Page

Your login information will be the same as your Parent Portal account on BusPlanner Web.

÷	Login	0
Login	Ti	me to log in
or cre	ate a new	account now
Er	mail Address	s
Pa	assword	
		LOGIN
	CRE	TATE AN ACCOUNT

My Students

The first time you arrive at this page, a popup will give you information on what to do next.

- 1) The velocity button in the bottom left only appears when going through setup. If you have arrived here from the **Menu** on the **Main Page**, you can use the back button to return to the main page.
- 2) Tap on a student to go to their Student Information page.

÷	My Students	?
	Rebecca Smith Grade: 10	0
	Nick Smith Grade: 8	0
	Albert Smith Grade: 5	0

Student Information

The student information page has three tabs. You can flip between tabs using the buttons at the bottom of your phone screen.

- 1) One shows general information like their **school**, **grade** and **addresses**.
- 2) The second shows transportation information, including their bus seat assignment.
- 3) The third shows student **scan** records, if your child's school district uses school bus RFID cards.



Students: Map Tab

The main page of Chipmunk has three tabs. It also has a menu that appears by tapping the \blacksquare icon at top left.

For each student on the account, the Map tab shows:

- 1) The location of the student's bus stop
- 2) The most up-to-date GPS location of the school bus
- 3) The path the bus is traveling
- 4) The bus's estimated time of arrival (ETA)





Students: ETA Tab

This tab on the main page gives the Estimated Time of Arrival (ETA) for all the transported students that the user has added.

Like the other tabs, it will automatically refresh every minute by default, or when the refresh button is pushed.

Note: Tap on a student to show their bus's expected arrival time at their school.

≡ ETA	0
Albert Smith	•
ETA 5 Minutes (3:10 PM)	~
West Heights Elementary	
Serviced at: 2: 48 PM	
Rebecca Smith	
ETA 20 Minutes (3:25 PM)	~
Nick Smith	
Bus not reporting	
2	• ©

0

🗢 today

Alerts

Severe Weather Warning

Route 012/SMS_004 AM

Delayed 15-30 Minutes

Transportation may be experiencing delays

Southwood Middle School closed

Water main break has forced closure

Ħ

Ξ

Û

Students: Alerts Tab

This tab shows any alerts that are applicable to your students, such as:

- 1) A posted delay or cancellation for your child's bus
- 2) A school-based alert for your child's school
- 3) A general notification to all parents

Settings

The settings page can be accessed through the menu on the main page. You can customize some features of Chipmunk here.



Message Transportation

This page allows you to send a message to the transportation department. You can select a specific student, or select the "**Multiple Students**" option and send a message to transportation.

Transportation can see and acknowledge the message (seen on the bottom right of the messages) on the **Chipmunk Message Manager** page in their BusPlanner Web.

Note: This option may not be available for all transportation departments.