This logging feature allows stand alone districts and those in a cooperative or interlocal the option to enter one and two way bus logs.

A summary report provides the data needed to determine trip ratios.

To access your Transportation login please contact:
Amy Geier at 888-654-8701 or email amy.geier@greenbush.org.

IMPORTANT FIRST STEP:

Please contact Amy Geier at 888-654-8701 or email her at amy.geier@greenbushhealth.org and let her know:

- Students name
- State student ID
- Date of birth
- District

Please notify her of all students that will have Specialized Transportation in their IEP. She will flag the student to allow Transportation reporting.

Next Step:

Log in to the Service Portal with your Transportation login:

https://serviceportal.compuclaim.com/login.aspx

Select Wizards on Toolbar

Select Transportation Wizard

**Transportation Wizard**
Use this wizard to enter transportation logs
Search by student Last Name and First Name. Click Select.
(Please note, if Greenbush has not been notified to Flag the student with Specialized Transportation, the final report will be in accurate.)

<table>
<thead>
<tr>
<th>District</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Birthdate</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transylvania</td>
<td>Adams</td>
<td>George</td>
<td></td>
<td>10/3/2012</td>
<td>Male</td>
</tr>
</tbody>
</table>

On calendar click a single day or an entire week. Then select 1 way or 2 way.

This will complete your transportation log for that student. To enter a transportation log on another student repeat the above steps for the next student.

When all logs are entered click Logout on the toolbar in the right hand corner.

**To Delete a Transportation Log**

On the Transportation Wizard Calendar, at the bottom left hand corner of the page it will display the logs entered. To delete the log, click the box to the left of the log and then click Delete Selected Logs.
To review reports:

Step 1:

Select Reports on the Toolbar then select Transportation Summary LEA Only.

Select either Month: Date of Service by using the drop-down option or enter a Start Date and End Date.

Select the correct District from the drop-down option.

Select Search.

Transportation Summary
LEA only
Step 2:

The report is now visible on the screen. The following is a list of the report fields you will see.

- All Trips: Counts all transportation logs that have been entered.
- Transp Elig: Student has been flagged transportation. *
- Med Elig: Student is Medicaid Eligible for that time period.
- Service Match: There is a matching service on that day.
- TEM: Transportation in IEP, Eligible for Medicaid, and Matching service
- TM: Transportation in IEP, Matching Service

*Please note: in order for this report to be accurate, Greenbush must be notified to Flag the student as Transportation Eligible.

To view a list of students with data, click on the (+) plus sign on the left side of the District name.

To view individual student data, click the (+) plus sign to the left of the student name.

This report can be exported as an Excel or PDF.