



## Step-by-Step Directions for the Mansfield School Bus App

1. Go to the app store on your iPhone or Android phone and install the “**Zonar MyView**” app.

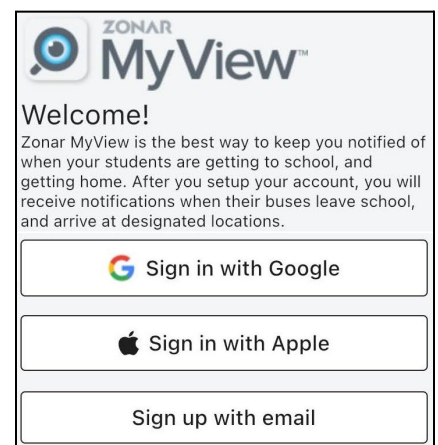


Your phone **might** prompt you at some point to:

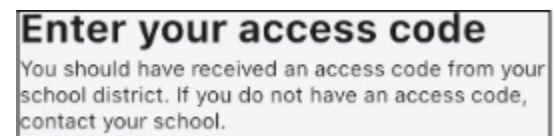
“*Allow Notifications*” and “*Allow Location Access While Using the App*”

It is important to **allow** these if prompted by your phone.

2. Open the “Zonar MyView” app. Click the button to “**Sign In with**” your own existing personal **Google or Apple** login.  
(or you can create a sign up with an email address if you prefer)



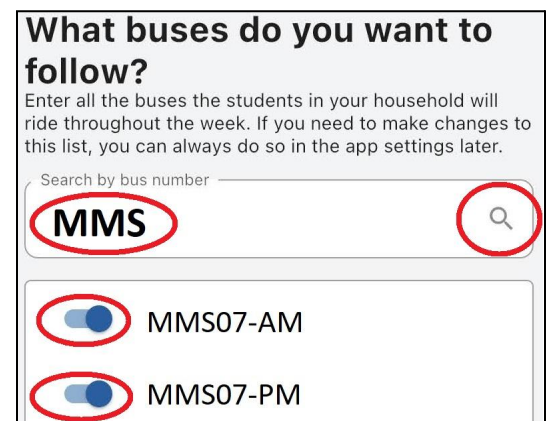
3. Enter the “**Access Code**” (provided by the school).



4. Search for buses to follow and select them:
  - Search “**MMS**” for Middle School buses.
  - Search “**MES**” for Elementary School buses

For example: MMS Bus 7 afternoon (**MMS07-PM**)

This will allow you to see these buses move on a map **during the bus run** (*there can be a delay; it sometimes takes a few minutes or even more to update movement*). You can pick multiple buses from multiple schools.



5. Enter child's **ID Number**, **First Name**, and **Last Initial** (it must match **EXACTLY** what the school provided including the spelling of the first name).

*If your child is at the Elementary School, it will also ask in the next step if they attend school all-day (9:00-3:40); or only 9:00-11:35 (AM PreK); or only 1:05-3:40 (PM PreK).*

<b>Enter your student's information.</b>
Student ID Number 12121
First Name Jane
Last Initial S

6. Click "**Add another student**" and repeat the previous step if you have other students.

Click "**Done**" when you have completed adding students.

<b>Confirm your student.</b>
Jane Smith MES at Vinton Campus Student ID Number: 123456
Not who you were looking for? <a href="#">Try Again</a>
<b>Add another student</b>
<b>Done</b>

7. You can now create multiple **Alert Zones**:

- You receive a notification when a bus intersects a Zone as long as the bus is within the Zone for at least a minute or so.
- Notifications might not arrive until **1 - 10 minutes AFTER it enters a zone depending on data coverage**, so it is important that you create it for locations **earlier** than your stop:
  - You can make your home location an Alert Zone, but you should **ALSO** pick somewhere earlier than your home (**10+ minutes before your stop**) to ensure you are alerted early.
  - Your child likely sees the bus route when they ride the bus in the afternoon; if your child is old enough to know, you could ask your child re: where is a location early in the run.
  - Most Middle School morning bus runs actually start at the High School (1235 Storrs Rd) since that is the morning bus run that happens first; and most Elementary morning bus runs actually start at the Middle School (205 Spring Hill) since that is the prior bus run. So, you could make one of those a stop to see the start of the morning bus run.
  - **Because of Mansfield's hilly terrain, significant tree coverage, and rural location; there can be significant variation in data coverage throughout Town. As you use the app for the first week or so, you'll get a sense for your neighborhood's data coverage and typically how quickly or delayed the notification comes through.**
- Create a zone that the bus will pass through for at least a couple of minutes to ensure there is enough time to trigger the Alert. For example, pick a location where (1) the bus makes a turn and/or stops at an intersection; and/or (2) a location where the bus stops at least once for a bus stop; and/or (3) a location where the traffic is slower. This

<b>You are almost ready!</b>
Next you'll set up some alert zones. You can add multiple zones in any order. When the buses you follow enter or leave these alert zones, we'll send you a notification.
<b>Create your first Alert Zone</b>

ensures the bus is within the Alert Zone for a couple of minutes and will trigger an Alert. In contrast, if the Alert Zone is too small or the bus is not within it long enough (i.e. a higher speed state road without turns or stops), it likely will move too quickly through the zone to trigger the alert.

## 8. Creating a Zone:

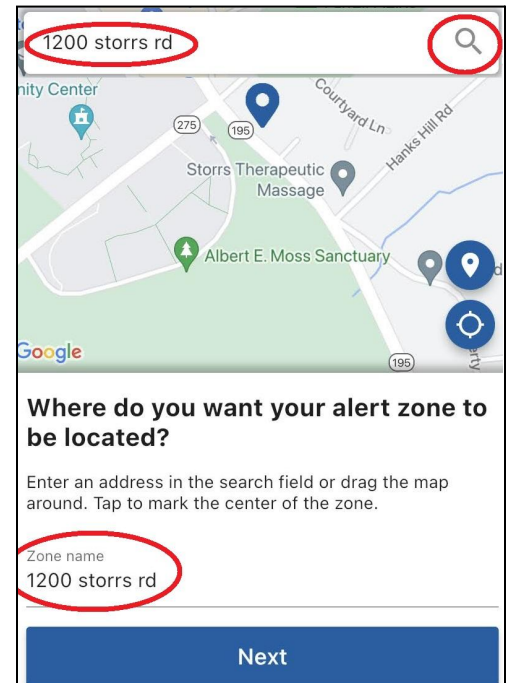
***You can create more alert zones too (later steps).***

(1) Type an address.

(2) **Click the magnifying glass icon. You must click the magnifying glass for it to actually search the address.**

(3) Look at the map; you'll see it has now changed to your new location. Type a name for the Zone (your choice what to name it).

(4) Click "**Next**".



1200 storr rd

Where do you want your alert zone to be located?

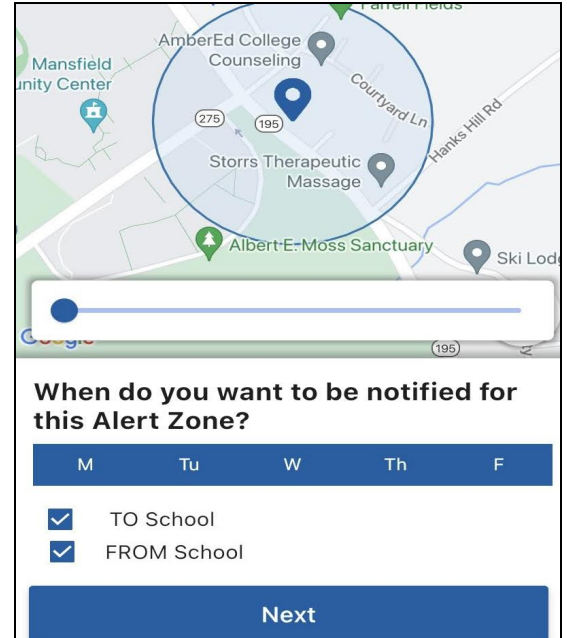
Enter an address in the search field or drag the map around. Tap to mark the center of the zone.

Zone name  
1200 storr rd

Next

(5) Use the slider bar to make the alert zone circle larger (we recommend larger).

(6) Typically you want to alert for all days; and To and From School; but you can click on days to remove them and/or remove to/from school.



When do you want to be notified for this Alert Zone?

M Tu W Th F

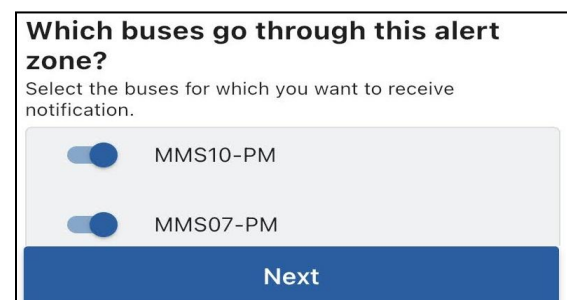
TO School

FROM School

Next

(7) Finally, select which buses should use this zone (we typically recommend all of your buses).

(8) Click "Next" when done. On the next screen that appears, you can create additional zones as well and repeat these steps.



Which buses go through this alert zone?

Select the buses for which you want to receive notification.

MMS10-PM

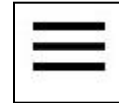
MMS07-PM

Next

Click **“Done”** when finished creating the final zone.

## 9. Important Options:

(1) Click on the icon of the three lines in the upper left corner.



(2) You will now see important options to review:

### - **Buses You Follow**

This is where you can add / remove Buses.

### - **Students**

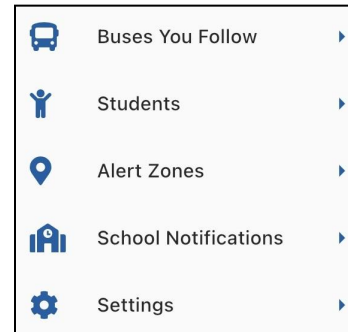
This is where you can add / remove Students.

### - **Alert Zones**

This is where you can add / remove Alert Zones.

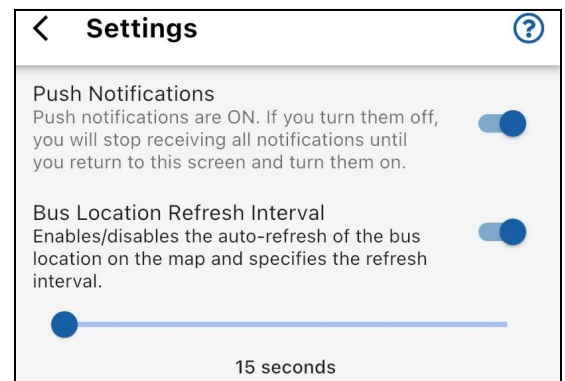
### - **School Notifications (very important)**

You **need** to click on this and make sure to turn on notifications for any schools listed (if not already). **This is very important.** Click **“Save”** when done.



### - **Settings (very important)**

You need to click on this and make sure to enable BOTH **“Push Notifications”** and **“Bus Location Refresh Interval”** and set the interval to **“15 seconds”** on the slider bar.



The app will be fully registered / functional on your phone the **next day** (there is an overnight sync required). You may see some functionality at first, **but it won't fully work until the next day.**

To open the app, click on the “Zonar MyView” icon on your smartphone. Remember that you will only see the buses appear in the app during the actual bus runs of course.