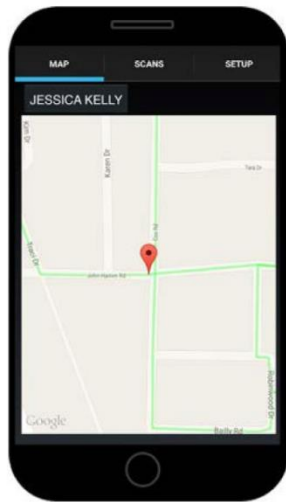# Dinwiddie County Public Schools
Versatrans My Stop Bus Tracking Set Up Guide

Versatrans My Stop is a web-based application available to Dinwiddie County Public Schools parents and students that lets them access live bus GPS information. Using a smartphone or tablet, parents and students can download the Versatrans My Stop app that is available for Android and iPhone devices.

- My Stop displays the school bus's location on a map as well as the estimated time of arrival (ETA) to the student's specific bus stop.

- The bus's location is automatically updated every 1-2 minutes and the ETA is recalculated to accommodate any delays due to traffic while in route.

- When using the app, parents can choose to receive push notifications alerting them to changes in their bus schedule.

To use My Stop:

1. Download the Versatrans My Stop app for your device.
2. Tap the Versatrans My Stop app icon to launch the My Stop landing screen. If you are using an iOS device, you will be prompted to allow Location Services and Notifications.
3. Tap to display a list of school districts. If the screen is blank, tap the **Closest Districts** button.

4. Select **Dinwiddie County Public Schools** and tap **OK**. The login screen will appear. This is the screen you should see each time after your first login to the app.

5. Enter your username and password. Each student has a unique username and password associated with his/her routing information. We do not recommend changing your password.
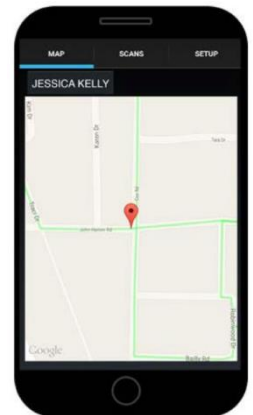   - Username: first 5 letters of last name . first letter of first name. student id number
     - Example: Child's name is Donald Dinwiddie and the student id number is 123456789
     - Username will be **dinwi.d.123456789**
   - Password: full birthdate MMDDYYYY format
     - Example: birthdate is May 1, 2010
     - Password will be **05012010**

6. Tap **Login**. The Versatrans My Stop screen displays your child's name.
   - If there is more than one student associated with your household, tap on the name displayed and the others students will display.

7. Tap on your child's name and a map displays with their bus route and current bus location. The bus route and bus position only display when the route is scheduled and GPS data is available. If the route is scheduled and there is no GPS data, then it will still show the student stop but not the bus.
   - **MAP** – This shows the map of the area. When routes are active (during AM or PM route times) the students assigned stop appear as a pin and the route will appear in green. The bus will be represented in real time by a triangle on the map. At the bottom of the screen, you will see the time you can expect the bus to arrive.
   - **SCANS** – This is the list of current route scans. Parents can see if their student has scanned on to the bus or off the bus during that route.

8. **Monitoring Your Bus** – This app estimates travel time along the scheduled route. If the bus is sitting waiting to load or unload, is stuck in traffic, or has to take a detour, the estimated arrival time may not be accurate. This app can also be inaccurate if a substitute bus is used. ***Please use this system only as a guide.***

9. **Questions?** If you are having trouble with your username or password, please contact your child's school for assistance. If you have questions about your child's bus route, please contact the Transportation Department at 804-469-4680.