



## Student Management & Transportation Solution

### WHY SMT?.....

Here are some major issues that needed immediate attention:

- Students needed to be placed into vehicles rather than parents coming into the building
- Students were in harm's way when they exited the building with parents/grandparents while cars were constantly moving in parking lot—students would run ahead nearly getting hit by cars.
- School staff didn't always know the large number people coming into the building or their intentions
- Pick-up process must be fast but most importantly accurate
- There are constant changes in authorized individuals and it was impossible to manage and communicate those changes.
- Children of divorced parents/extended families must follow visitation schedules and is extremely difficult to manage.
- No way of documenting who took the child

**SMT was designed to remove these challenges for administrators and staff by:**

#### ✓ **Authorized Student Pickup**

Every child enrolled has form filed in the office of all persons authorized to pick the child up from school. This permission form is signed by the primary guardian(s) whether biological or appointed by the court system. All individuals are put into a data base on SMT. SMT automatically assigns a permanent, unique QR Code to the person. When the authorized person arrives at school, the QR Code is scanned by an iPad that is connected via Wi-Fi to the file server where the software resides. Within two seconds, the person is not only identified by a photo, but a list of all the students that have been authorized is displayed on the screen. At that point, the staff member simply chooses the child or children to be picked up by taping on the child's name and hitting the submit button on the screen. Immediately, these children are displayed on a monitor in the large holding area (gym) and staff members line the children up in order that is on the screen. When the vehicle pulls to the designated location in line with other vehicles, staff members scan the QR code the second time bring up the authorized person, the person's photo and the children previously selected. As the child or children get into the vehicle, the staff member taps on the screen and SMT documents the date and time as well as who pick the child up from school. All this information is stored historically on the file server until the administrator choses to visit the information.



✓ **Verification by photo**

During enrollment of the child, a photo of the authorized person is taken using an iPad. This is a one-step process. This image is stored on the file server and is linked to the unique QR Code and list of children. A photo may be loaded into the software very easily via email or simply taken from another photo obtained from primary parent. I have discovered that a photo data base of authorized individuals of students is very useful in many ways.

✓ **Bus Rider List and Passes**

SMT provides the ability to list all bus drivers by name and/or bus number. By pressing the Bus button at the home menu, the user has the option of looking up a bus number or choosing the bus number from a list generated by the user. The bus numbers are displayed in numerical order. The button is customizable. The user/administrator can put the bus number, name of driver and mobile number of the driver all on the button. If one needs to print a bus list or pass, they would simply press the bus number and then press the student tab to see all the students that are assigned to the bus. Also, on the same screen, one can insert the bus route listing all the streets and roads in which the bus travels on the route. If the director of transportation provides schools with an electronic copy of bus routes, the user of SMT can simply copy and paste routes into the field saving lots of time. This feature of SMT is valuable to all staff and certainly teachers. If there is a change in transportation, a bus pass or ticket can be printed for individual students to give to the bus driver so that the bus driver knows the child's name and exact location in which the child is to be delivered. This bus pass or ticket is kept by the driver and turned into the bus garage personnel for their records. Also, all these changes are stored electronically under the history tab.

✓ **Electronic Hall Passes**

An extension of the Bus pass is the Hall pass. Teachers scan or lookup students leaving their classroom, note the reason and destination. When student returns or reaches their destination, student is easily removed from the Hall Pass list. Office staff or resource officer can monitor those that are not in the classroom.

✓ **Real-Time Information**

As with an organization, immediate, accurate communication to staff is vital. When custody of children change or when parents choose to add or delete authorized individuals to the pick-up list, information is stored in SMT and communicated immediately to those who need to know—teachers and staff responsible for the parent pick-up process. No longer do we have to worry about staff knowing what to do or who to allow to take children in the afternoons.



✓ **Visitor Control**

Another neat feature about SMT is the Visitor Control. Office staff can scan a state driver's license and pull name and address into SMT in seconds. Then, staff can print a visitor's tag by pressing one button. The printer prints the foldable tag and puts into vinyl pouch that the visitor wears. When SMT prints the tag, it immediately records date and time of the visit on the tag along with the organization he/she is representing and the location within the school building. On the office staff screen, the person's name and time entered stays on the screen until the person checks out. This process is easily as well. The office staff simply clicks on the time of the person visiting and it disappears from the screen. Electronically, SMT documents the time checked out and calculates the duration of the visit.

✓ **Log Files for Records**

Under the administrative portion of SMT, resides the history files. These files are kept until they are manually deleted. Action List records all the children who have been picked up by the authorized individual, along with the person or persons who scanned the QR Code and placed them into the back seat of the vehicle and the date and time, **down to the second. In addition, alert logs, and other reports can be viewed.**

✓ **No Hardware for Parents**

For a parent to participate in the SMT Solution, there is no hardware needed. All parents need to do is bring the QR Code that has been placed on the hang tag given at enrollment. For those parents who have more than one vehicle, the school can print additional tags or the parent can simply take a picture using their smart phone and display the image to the staff member at school.