



Parent Portal

Instruction manual for using the Driver Onboard Parent / Student Portal

20220118

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Due to ongoing product development, instructions and screen shots may vary slightly from those shown in this manual.

Creating Parent Account

1

Open a web browser and enter the following address:
www.driverbuslines.com.au/cornish

2

Press the 'Don't have a login? Register' link

Don't have a login? Register

3

Complete the registration form and press the 'Register' button

Parent / Guardian Registration

Email address *	Password (min 6 characters, at least 1 letter and 1 number) *
<input type="text"/>	<input type="password"/>
Title *	Confirm password *
<input type="text"/>	<input type="password"/>
First name *	
<input type="text"/>	
Surname *	
<input type="text"/>	
<input type="checkbox"/> Please confirm that you have read and understood the terms & conditions .	
<div>WC7CX7 Click to change</div>	
<input type="text"/>	
<input type="button" value="Register"/>	

4

You will be sent a 'Confirmation Email' to the email address you specified.

Press the link in this email to complete registration and create your Parent / Guardian Account.

Driver - Onboard Ticketing Solution

Dear John,

This email was sent to you because someone has registered for a Driver Onboard account.

Click the following link to complete the registration:
<http://secure.driverbuslines.com.au/cornish/login/confirmregistration>

Signing in

1

Open a web browser and enter the following address:

www.driverbuslines.com.au/cornish

Tip: Bookmark this URL in your browser or add it to the home screen of your smart phone or tablet as a shortcut for future Sign In

2

Enter your email address and password associated with this ticketing system in the fields provided.

Press the '**Sign me in**' button

Sign In

Email Address

Password

☐ Remember me

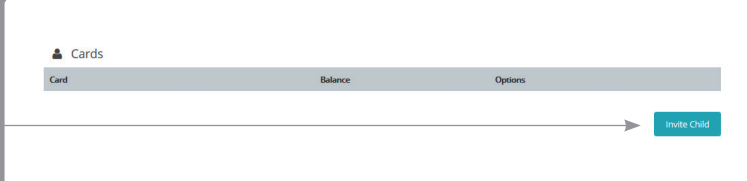
Sign me in

Inviting your children

When you first create a parent account, the 'Cards' page won't list any cards for your children. You need to invite each of your children.

1

Click the 'Invite Child' button

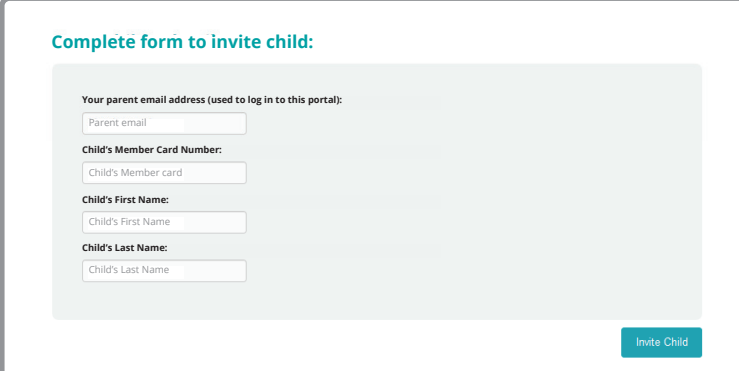


Card	Balance	Options
------	---------	---------

Invite Child

Fill out the Invite child form click the 'Invite Child' button:

Member Card Number is your child's Student ID provided by the college.



Complete form to invite child:

Your parent email address (used to log in to this portal):

Child's Member Card Number:

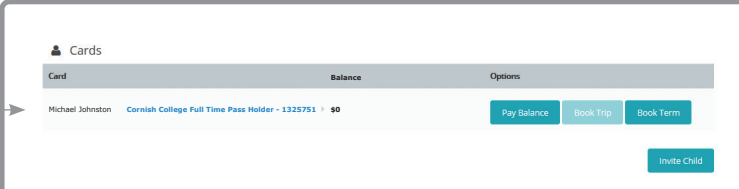
Child's First Name:

Child's Last Name:

Invite Child

3

Your child's card and options will now appear as a row on the 'Cards' page

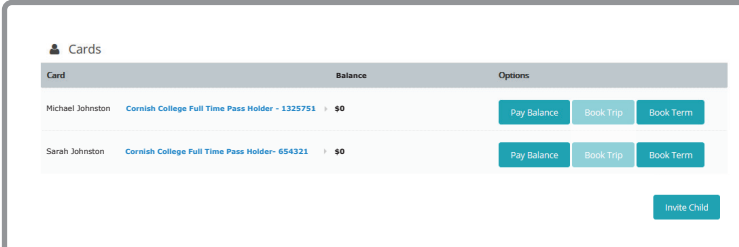


Card	Balance	Options
Michael Johnston Cornish College Full Time Pass Holder - 1325751	\$0	Pay Balance Book Trip Book Term

Invite Child

4

Simply repeat this process to invite your remaining Cornish College children. Each child will have their own row / options.



Card	Balance	Options
Michael Johnston Cornish College Full Time Pass Holder - 1325751	\$0	Pay Balance Book Trip Book Term
Sarah Johnston Cornish College Full Time Pass Holder - 654321	\$0	Pay Balance Book Trip Book Term

Invite Child

Account types

Cornish College currently allows 3 different account types for School Bus travel, Full Time, Part Time and Casual. Determine which type of account your child will require:

Full Time

10 trips per week - allowing return travel every weekday,

- Must be booked in advance - prior to beginning of term.
- Must be booked for a term of trips at a time.

Part Time

1 - 9 trips per week. - your choice of which mornings / afternoons.

- Must be booked in advance - prior to beginning of term.
- Must be booked for a term of trips at a time.
- After making your child's Term Booking and during Term, extra trips beyond your original Term Booking can be booked by changing your child's account type to Casual.

Casual

For booking a single or a few trips on demand.

- Can be booked at any time, for the current school term.

Note:

Both Full Time & Part Time accounts:

Can be used to book the upcoming term only in the holiday period prior.

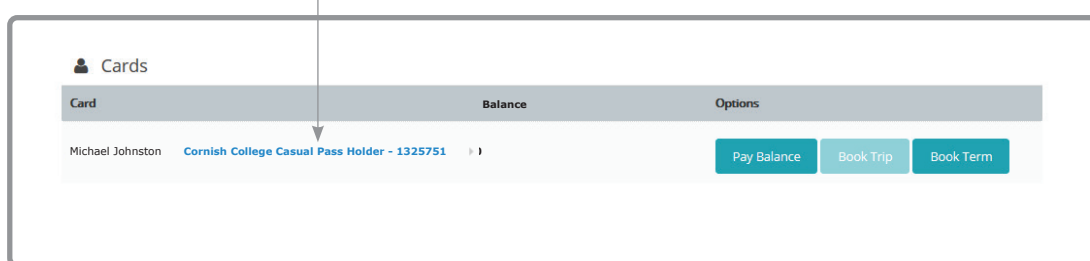
Once eg. Term 1 has begun, you can no longer book the entire term for Term 1.

Setting your child's account type

When a child is first invited, their Account Type will default to Casual.
The Account Type can be changed by the following means:

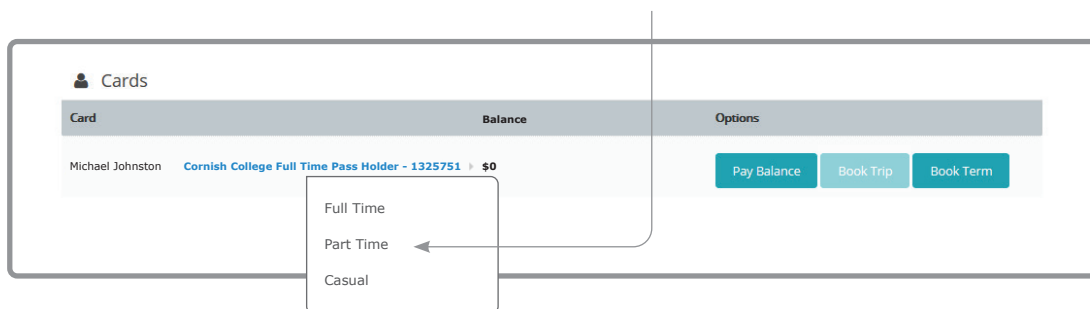
1

Click the Account Type listing (blue text)



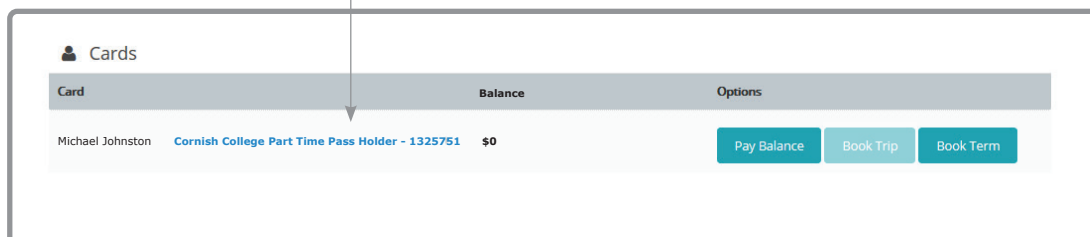
2

A drop down menu will appear, select the appropriate Account Type from the list



3

The Account Type changes



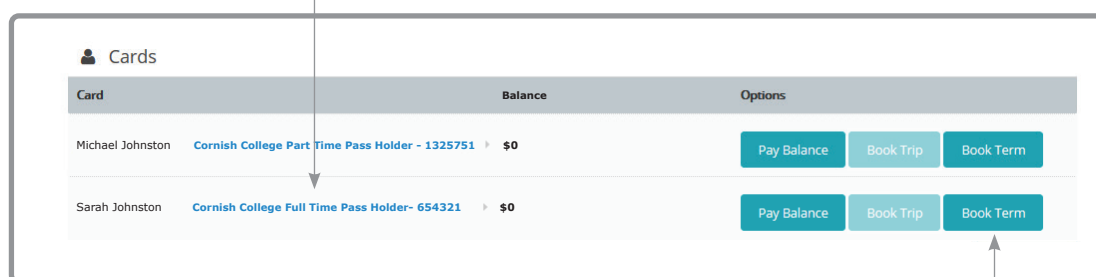
How to Book Term Full Time account

1 2 3 4 5

Prior to term commencement you can book your child on their school bus run for the upcoming term. Once the term has commenced, the Book Term function will no longer be available.

1

On the Cards page ensure your child's account has been set to Full Time.



Card	Balance	Options
Michael Johnston Cornish College Part Time Pass Holder - 1325751 ▶	\$0	Pay Balance Book Trip Book Term
Sarah Johnston Cornish College Full Time Pass Holder - 654321 ▶	\$0	Pay Balance Book Trip Book Term

2

Click the 'Book Term' Button on the row of the child you will be booking for.
eg. To Book Term for child Sarah Johnston you would click here

Book Term Full Time Account

1 2 3 4 5

3

Set the 10 appropriate stops for your child's AM pick up and PM drop off for the week and click 'Continue'.

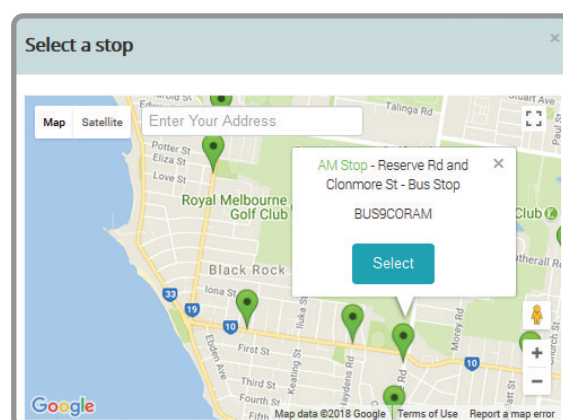
1. Select your morning & afternoon stops

	AM Stop		PM Stop	
MON	-- choose stop --	Map	-- choose stop --	Map
TUE	-- choose stop --	Map	-- choose stop --	Map
WED	-- choose stop --	Map	-- choose stop --	Map
THU	-- choose stop --	Map	-- choose stop --	Map
FRI	-- choose stop --	Map	-- choose stop --	Map

Cancel Continue

Note: You can also select the above stops via an Interactive map:

- Simply click the 'Map' button to the right of the stop's selection menu to open the map.
- In the map you can enter your address / scroll / zoom to find the right stop for your child.
- Click the 'Stop Pin' to reveal the 'Stop Name' and 'Select' button.
- Once selected from the map, it will populate the Stop Field back on the Stop Selection screen.



- 4 You will be presented with a price and the system will advise you if any services are unavailable. Click 'Continue & Pay' to proceed

2. Price and availability:

\$830.50

80/80 bookings you've requested for Term 1 are available.

BACK

CONTINUE & PAY

You will be shown a list of
unavailable services if there are any.
Note: This list will include
public holidays

2. Price and availability:

\$830.50

75/80 bookings you've requested for Term 1 are available.

The below list shows the bookings that are not available.
If you 'Continue & Pay', the stops on this list will not be booked.

Date	AM / PM	Stop
02/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School
09/02/2018	AM	School to BEACONSFIELD PDE & PICKLES ST
17/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School
23/02/2018	AM	School to BEACONSFIELD PDE & PICKLES ST
30/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School

BACK

CONTINUE & PAY

5

Fill out your credit card details and click 'Submit Payment'.
Once your payment is confirmed, your child's term booking will be made.

Your Booking

\$830.50

80/80 bookings you've requested for term 1 2018 are available

Payment details


Name on card

Card Type

-- select --

Card number

Expiry date

CCV 

Commit to buy

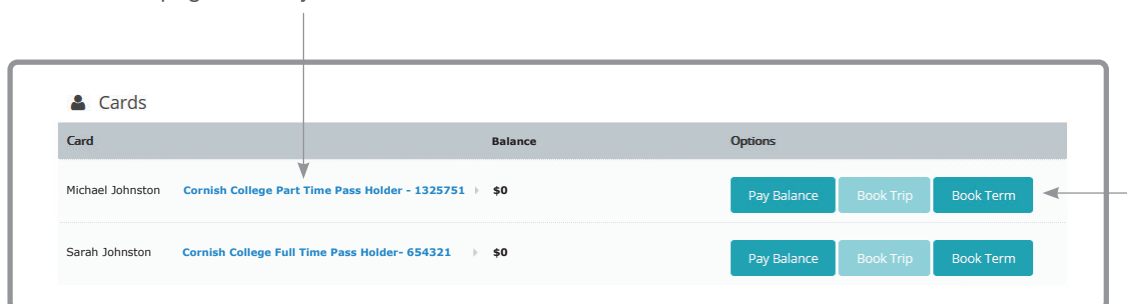
Book Term Part Time account

1 2 3 4 5

Part Time accounts are for booking 1-9 runs per week, for weekly cycle.

1

On the Cards page ensure your child's account has been set to Part Time.



2

Click the 'Book Term' Button on the row of the child you will be booking for.
eg. To Book Term for child Michael Johnston you would click here

Note: Prior to term commencement you can Book Term - ie. book your child on their School Bus Run for the Upcoming term. Once the term has commenced, the Book Term function will no longer be available. You can then change the child's account type to Casual to book further trips at the casual rate.

Book Term Part Time Account

1 2 3 4 5

3

Select 1 - 9 (of the 10 available) stops for the week , then click 'Continue'.

1 run = either travel to school or travel from school.

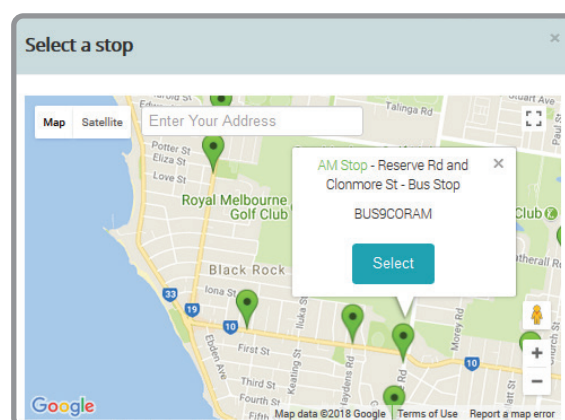
1. Select your morning & afternoon stops

	AM Stop		PM Stop
MON	-- choose stop --	Map	-- choose stop --
TUE	-- choose stop --	Map	-- choose stop --
WED	-- choose stop --	Map	-- choose stop --
THU	-- choose stop --	Map	-- choose stop --
FRI	-- choose stop --	Map	-- choose stop --

Cancel Continue

Note: You can also select the above stops via an Interactive map:

- Simply click the 'Map' button to the right of the stop's selection menu to open the map.
- In the map you can enter your address / scroll / zoom to find the right stop for your child.
- Click the 'Stop Pin' to reveal the 'Stop Name' and 'Select' button.
- Once selected from the map, it will populate the Stop Field back on the Stop Selection screen.



Note: If you require 10 Stops per week, you will first need to change your account type to Full Time

Book Term Part Time Account

1 2 3 4 5

4

You will be presented with a price and the system will advise you if any services are unavailable. Click 'Continue & Pay' to proceed

2. Price and availability:

\$415.25

40/40 bookings you've requested for Term 1 are available.

BACK

CONTINUE & PAY

You will be shown a list of
unavailable services if there are any.

Note: This list will include
public holidays

2. Price and availability:

\$415.25

35/40 bookings you've requested for Term 1 are available.

The below list shows the bookings that are not available.
If you 'Continue & Pay', the stops on this list will not be booked.

Date	AM / PM	Stop
02/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School
09/02/2018	AM	School to BEACONSFIELD PDE & PICKLES ST
17/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School
23/02/2018	AM	School to BEACONSFIELD PDE & PICKLES ST
30/02/2018	AM	BEACONSFIELD PDE & PICKLES ST to School

BACK

CONTINUE & PAY

Book Term Part Time Account

1 2 3 4 5

6

Once you 'Submit Payment' and it is accepted, your child's term booking will be made.

Your Booking

\$415.25

40/40 bookings you've requested for term 1 2018 are available

Payment details


Name on card

Card Type

-- select --

Card number

Expiry date

CCV 

Commit to buy

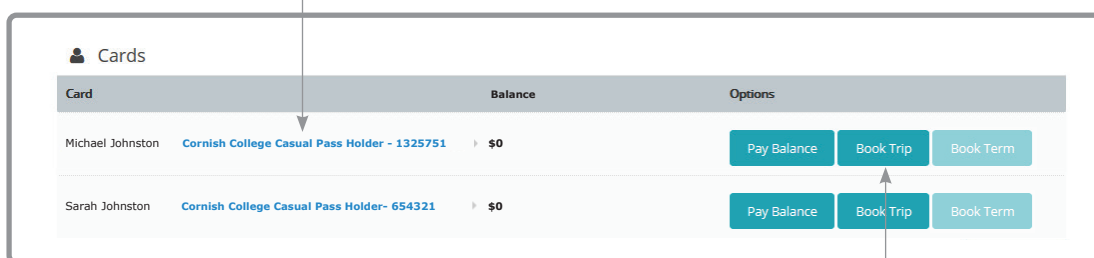
Book Single Trip Casual Account

1 2 3 4 5 6 7 8

Use If you only require a handful of trips across a term, or if you have already performed Book Term with a Part Time account and wish to add more trips.

1

On the Cards page change your child's account type to Casual.



Card	Balance	Options
Michael Johnston Cornish College Casual Pass Holder - 1325751	\$0	Pay Balance Book Trip Book Term
Sarah Johnston Cornish College Casual Pass Holder- 654321	\$0	Pay Balance Book Trip Book Term

2

Click the 'Book Trip' Button on the row of the child you will be booking for.
eg. To Book Term for child Michael Johnston you would click here

Book Trip

Casual account

1 2 3 4 5 6 7 8

3

To book a trip 'To School':

In the 'To School' row choose your 'Origin' bus stop and press the 'Book' button in that row.

To book a trip 'From School':

In the 'From School' row choose your 'Destination' and press the 'Book' button in that row.

On Card/s:

☒ Michael Johnston - Cornish College Casual Pass Holder - (1325751) - [Balance: \$0]

☐ Sarah Johnston - Cornish College Casual Pass Holder - (654321) - [Balance: \$0]

To School:

From: To: Cornish College (CORNISH)

From School:

From: Cornish College (CORNISH) To:

On Card/s:

If you wish to book the same trip for more than one child, simply click the check box next to their name so that a tick appears.

When you click 'Book' the booking will apply to all children with a tick in the check box next to their name.

Book Trip

Casual account

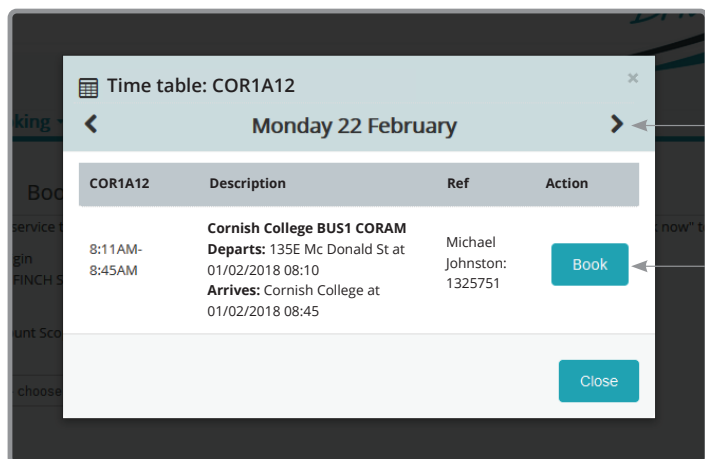
1 2 3 4 5 6 7 8

4

Timetable window pops-up.

Use the Right and Left '**Arrows**' to navigate to the date you wish to book.

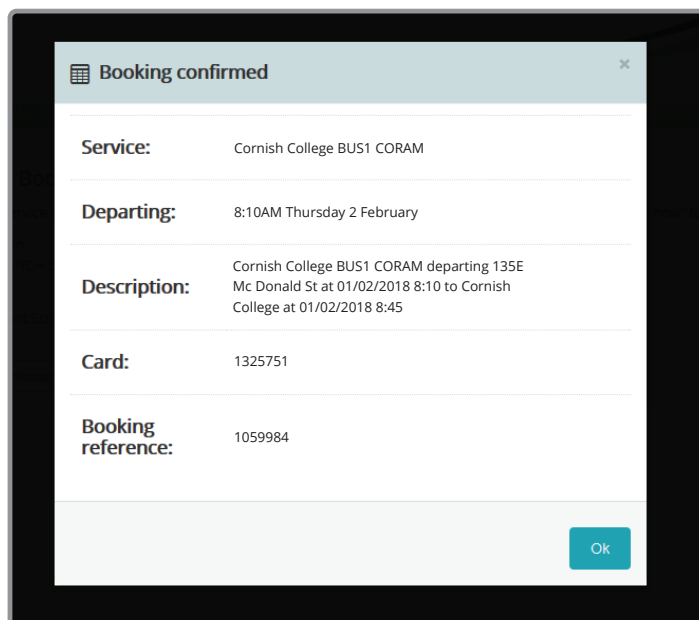
Available services will appear on the dates they exist.



Arrow

Click '**Book**' to make the booking

5



Booking confirmation

You will also be sent a confirmation email with these trip details.

Book Trip

Casual account

1 2 3 4 5 6 7 8

- 6 As you Book Trips you will accumulate an outstanding balance*. This balance can be viewed and paid from the Cards page.

Card	Balance	Options
Michael Johnston Cornish College Casual Pass Holder - 1325751	-\$24	Pay Balance Book Trip Book Term
Sarah Johnston Cornish College Casual Pass Holder- 654321	\$0	Pay Balance Book Trip Book Term

- 7 On the Cards page Click the 'Pay Balance' Button on the row of the child you will be addressing the balance of.

- 8 Pay the balance with the 'Make Payment' form

Make Payment

Your Card
Michael Johnston - Cornish College Casual Pass Hold

Amount to pay
24

Payment details

Name on card
John Johnston

Card type
-- select --

Card number
Card number

Expiry date
01 2018

CCV
CCV

Cost: \$24.00

Surcharge: \$0.00

Total: \$24.00

Commit to buy

*If your child travels on a bus without first making a booking, this will also accumulate outstanding balance

Live Map

1

From the Main Menu click the 'Map' menu item



2

Select a run from the drop down menu



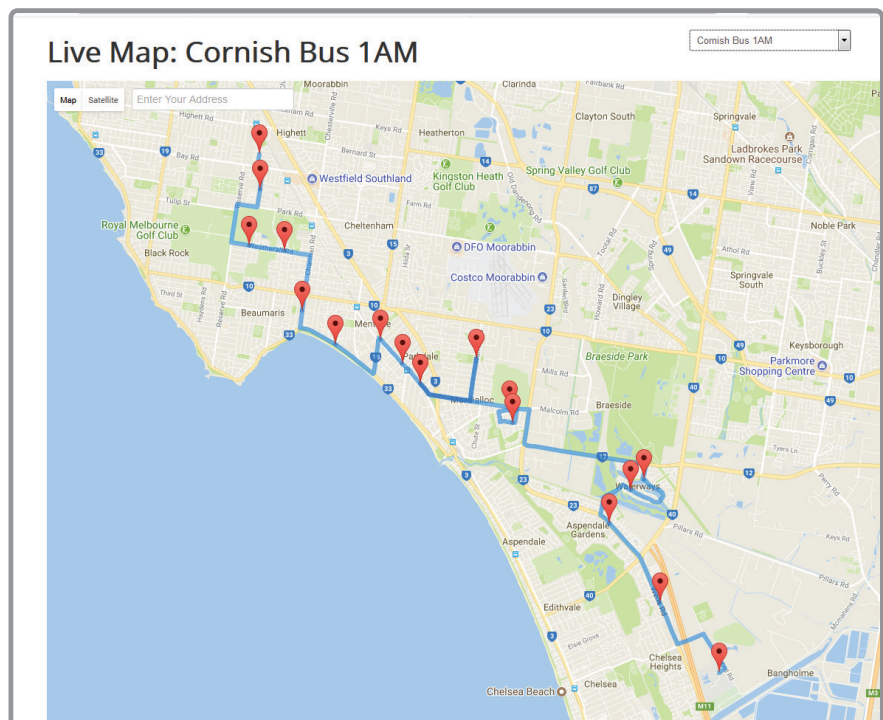
3

Map displays showing Stops, Bus route and current Bus Position.

Current Bus position is only shown when the bus service is active.

You can click stops to see stop information.

You can continue to change the run shown from the drop down list.

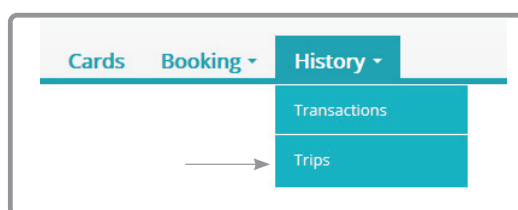


Viewing booked trips

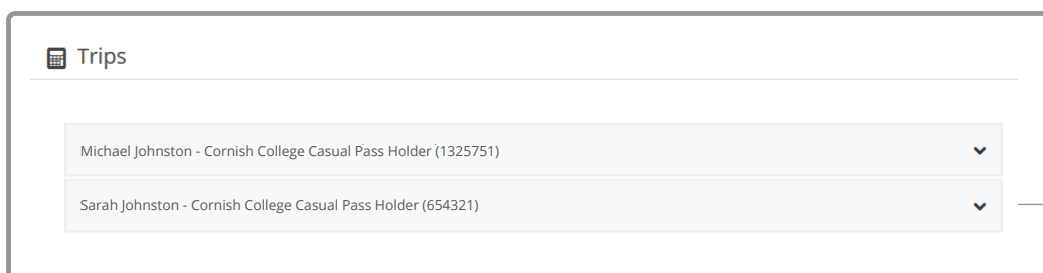
1 2 3 4

You can view a history of all the trips you have booked along with all trip/booking details. This includes trips that have been booked and haven't yet been traveled as well as trips that have already been traveled.

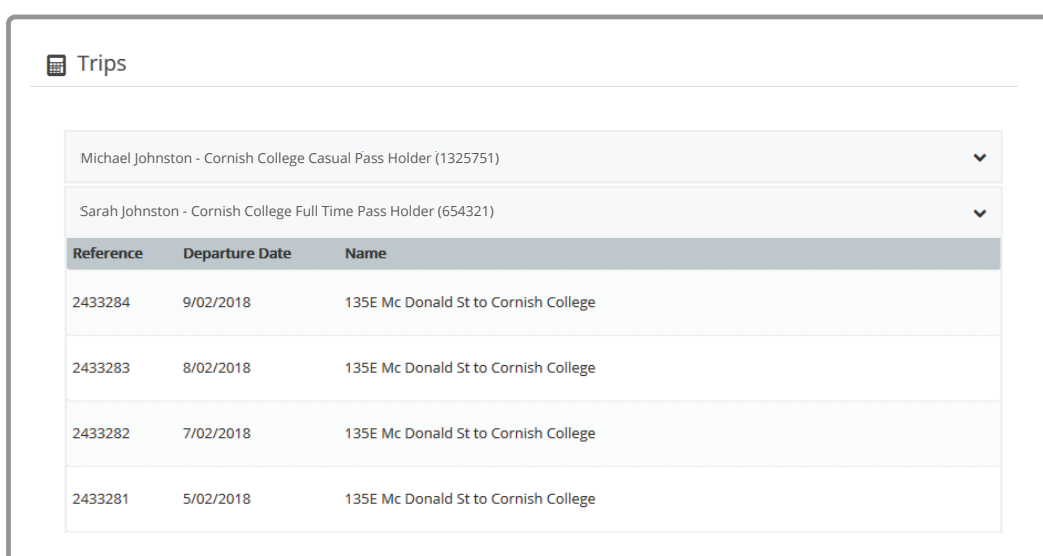
- 1 In the main navigation go to '**History**' then select '**Trips**' from the drop down.




- 2 You will see a bar for each child.



When you click on a '**bar**' it will expand revealing each historically booked trip for that child.




3 Click on the ‘bar’ of the trip that you’d like details for.

 Trips

Michael Johnston - Cornish College Casual Pass Holder (1325751)			▼
Sarah Johnston - Cornish College Full Time Pass Holder (654321)			▼
Reference	Departure Date	Name	
2433284	9/02/2018	135E Mc Donald St to Cornish College	←
2433283	8/02/2018	135E Mc Donald St to Cornish College	
2433282	7/02/2018	135E Mc Donald St to Cornish College	
2433281	5/02/2018	135E Mc Donald St to Cornish College	

4 Full trip details pop up.
Press ‘Close’ button to return.

 Trip Details

Service:

Cornish College BUS1 CORAM
135E Mc Donald St to Cornish College

Pickup:

9/02/2018 8:10:00 AM

Dropoff:

9/02/2018 8:45:00 AM

Booking reference:

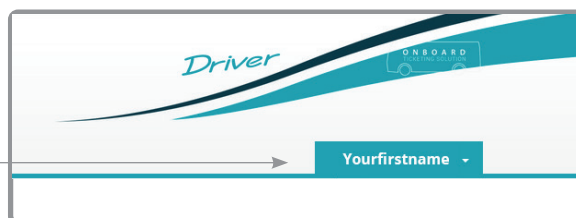
2433284

Close

Signing out

1

On the top right side of the Driver Onboard interface you will see your first name as a menu item. Click this 'menu item'.



2

A menu will drop down. Click 'Sign Out'.

