

STRATEGIC MAPPING INSTRUCTIONS FOR OPERATORS

START UP

The OBU (On Board Unit) screen will automatically begin booting up when the bus is started. It may take 5 or more minutes for the unit to fully start and connect to Wi-Fi.

Once the unit is ready, the “Press anywhere to begin” prompt will float on the screen.

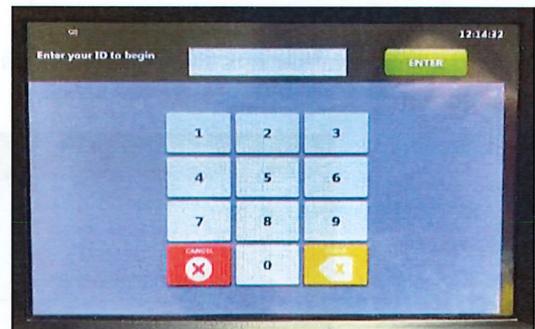
If the unit hasn't connected to Wi-Fi/booted up in 8-10 minutes notify dispatch ASAP.



LOGGING IN

To login to the OBU, press the screen anywhere to bring up the login pad. Enter your operator number and then press the green “Enter” button in the upper righthand corner.

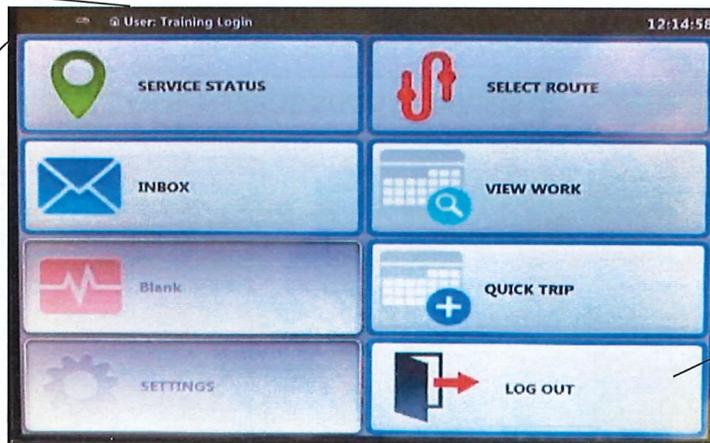
The main menu screen will appear.



MAIN MENU

Your name will appear in the upper left margin.

If there is a connection issue the “no Wi-Fi” symbol will appear in the upper lefthand corner.



Atomic time is displayed in the upper righthand corner.

Always log out at the end of your piece of work.

OBU screens are programmed to “go dark” when the bus is moving (above 5mph). This is to decrease distractions to the operator. When the bus stops, the screen will display again.

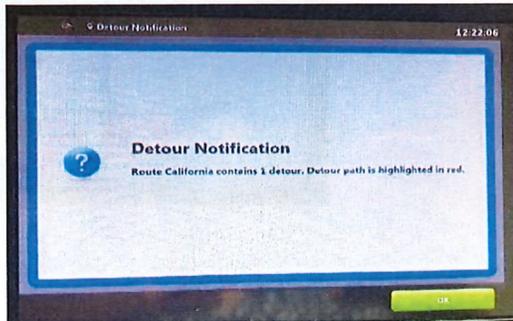
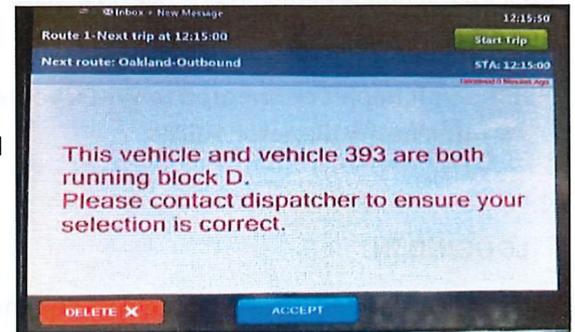
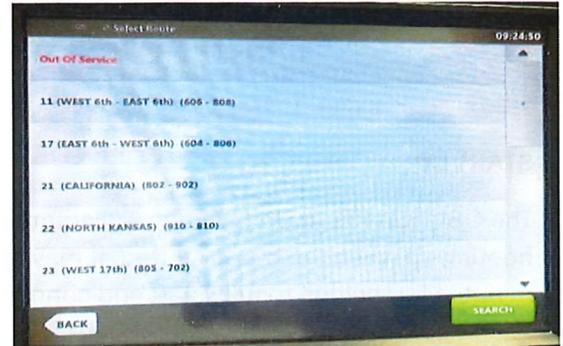
SELECTING A ROUTE

When you are at your first in-service location (QSS, Walmart West, etc.) tap "Select Route" in the upper right column of the main menu. Scroll the list of blocks by holding your finger on the slider bar on the right until it turns blue, and then drag it up and down.

Simply tap on the correct block number to select your route/run.

If another bus is already logged into the same block, a warning message will appear. If you accidentally selected the wrong block, tap on the red "Delete" button in the lower left corner and reenter your block information. If you selected the correct block, click on the blue "Accept" button. Notify dispatch that someone else is also logged into the same block.

If there is not another bus signed in to the same block you will not see that screen.



If the route is currently on detour, a detour notification screen will quickly display and then disappear. The detour will appear as a red line on the map.

The Service Status screen will then be displayed.

Inbox/new message status will appear here.

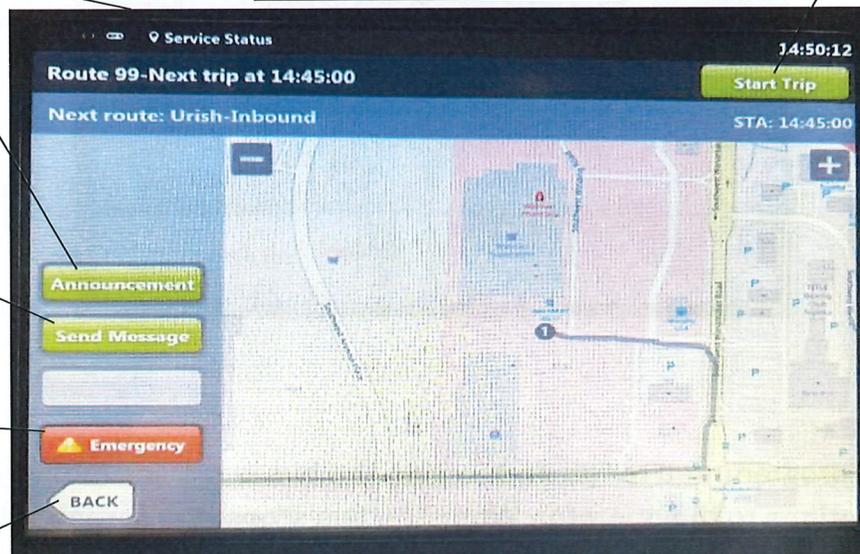
SERVICE STATUS SCREEN

The "Announcement" button will take you to a list of recorded messages that are broadcast through the annunciator.

The "Send Message" button will take you to a list of preprogrammed messages that can be sent to dispatch and supervisors.

The "Emergency" button should only be used in life-threatening situations.

The "Back" button can be used to navigate back to the main menu.



Only click on "Start Trip" if you are beginning mid-route (when you've been 10-6ed, etc.).

Do *not* tap "Start Trip" if you are starting the run at the correct location and time.

The map is always oriented with north at the top.

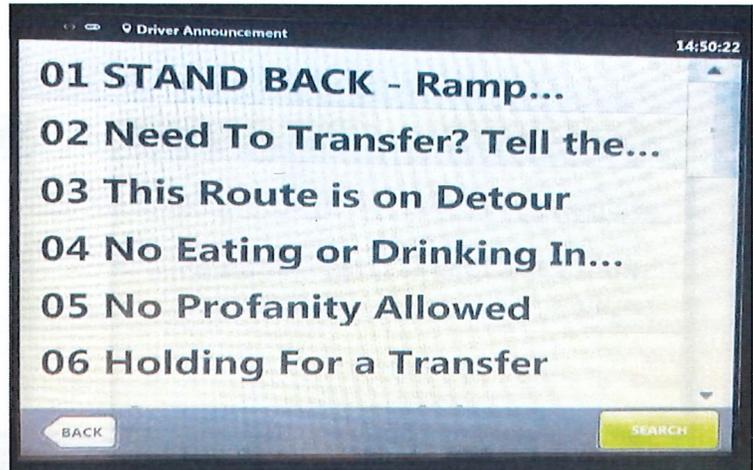
Detours will appear in red.

If GPS is not working a red "NO GPS Fix" message will display in the lower righthand corner. If you see this, report it to dispatch and maintenance.

ANNOUNCEMENTS

To play an announcement, click on the green “Announcement” button on the left side of the service status screen. The most frequently used announcements are listed near the top.

Use the scroll bar on the right to navigate through the list of pre-recorded messages. Tap on the desired message and it will play over the annunciator. The display will then return to the service status screen.

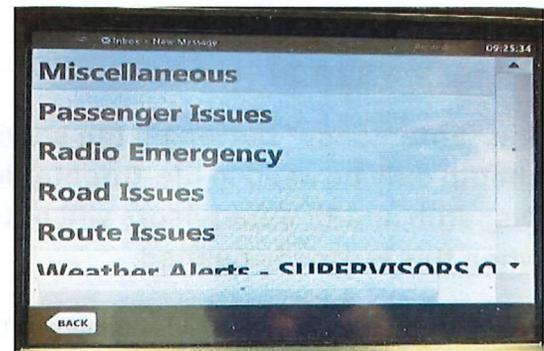


SENDING A MESSAGE

The radio is still the primary form of communication, especially for urgent and time sensitive issues.

When sending a message via the OBU, dispatch will typically follow up with you by radio for additional information, if needed.

To send a preprogrammed message to dispatch and supervisors, select the green “Send Message” button on the left side of the service status screen. Tap on the correct message category and then select the desired message. A confirmation screen will briefly appear before the display returns to the service status screen.



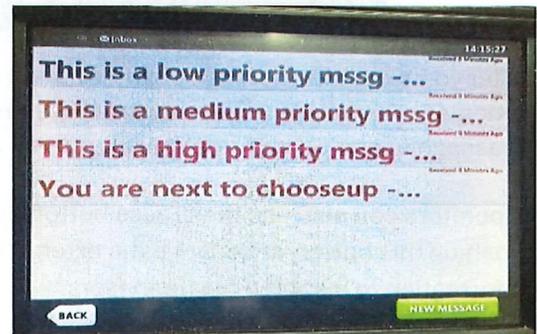
Note the “Radio Emergency” category, which allows you to communicate radio malfunctions directly to dispatch. Since the OBU will continue to work for 15 minutes after a bus is turned off/shut down, this is a helpful option in situations involving mechanical issues.

The messages found in the “Weather Alerts” category are only to be sent by supervisors.

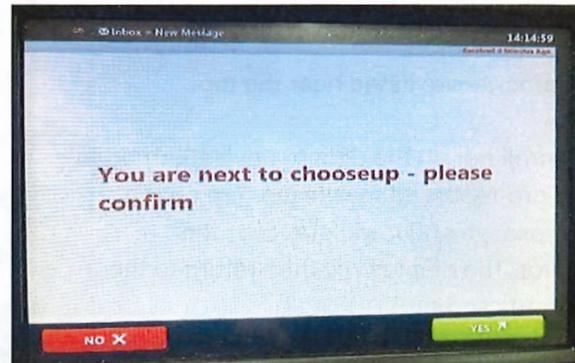
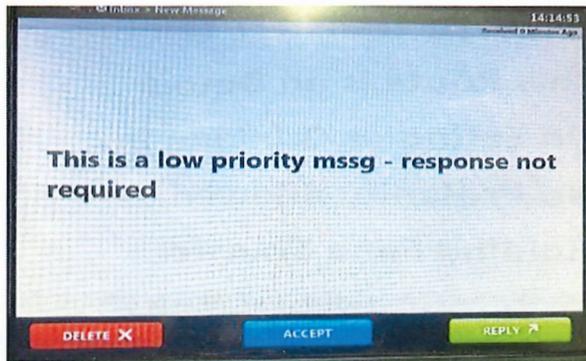
CHECKING MESSAGES

Operators are required to check the Inbox for messages at least twice an hour, at the outbound/inbound switch location and when at QSS.

To check for messages, tap on the “Back” button in the lower lefthand corner of the service status screen. This will take you back to the main menu. On the main menu, tap “Inbox.” Messages will be displayed in a list; to select a message tap a specific entry.



Some messages do not require a response; tap on the blue “Accept” in the bottom left corner to close the message.



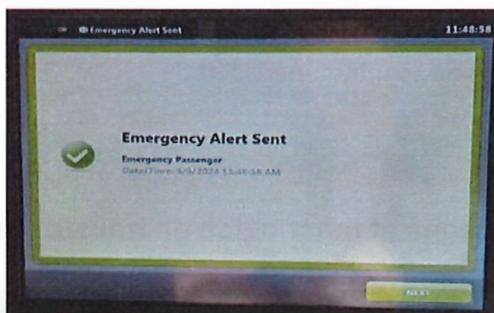
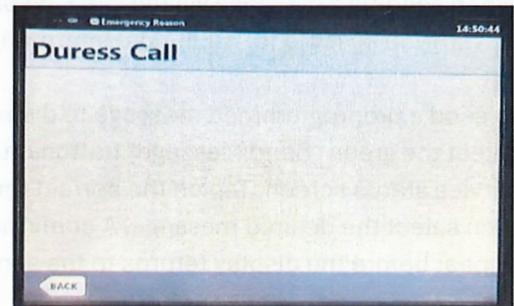
Some messages will ask for a response from an operator. Tap on the appropriate provided option for your response.

EMERGENCY BUTTON

The “Emergency” button on the service status screen should only be used in life-threatening situations. Dispatch and/or supervisors will automatically call 911 when this button is pushed.

When the “Emergency” button is pushed, a “Duress Call” entry will appear.

- If you accidentally hit the “Emergency” button, tap the “Back” button on the bottom left of the screen to exit this process.
- Otherwise, click on “Duress Call” to send an emergency alert.



After you send this message a confirmation screen will pop up. On dispatch and supervisor computers a priority emergency message will appear on the Strategic Mapping screen. When dispatch or supervisors acknowledge the message a receipt confirmation screen will appear on the OBU.

Operators can also use the duress button on the left side of the operator’s compartment (close to knee level). Pushing this button will change the exterior head sign to “Emergency, Call Police 911.” It will *not* relay a message or information to dispatch or supervisors.

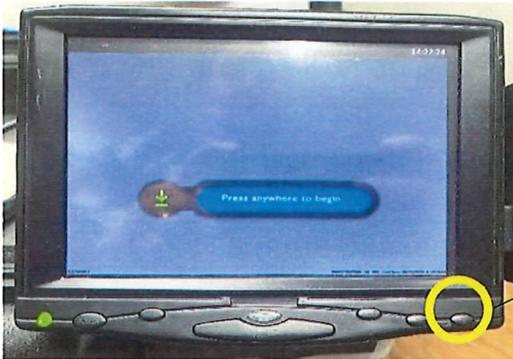
LOGGING OUT

Operators must log out of the OBU at the end of their shift.

To log out, go to the main menu page and tap on the “Log Out” button in the lower righthand corner. A sign out confirmation screen will appear. The OBU can continue to be used until its power shuts down after 15 minutes of battery usage.



ADJUSTING THE BRIGHTNESS



To control the brightness level of the display, use the button on the bottom right of the screen.

Pushing this button repeatedly will cycle through the five different brightness settings.

Preprogrammed Announcements	List of Operator Messages
01- STAND BACK – Ramp deploying.	Passenger Issues
02- Need to transfer? Tell the operator now.	10-60 No shoulder or lap belt
03- This route is on detour.	10-50 No shoulder belt
04- No eating or drinking in the bus	Radio Emergency
05- No profanity allowed.	Alert – Radio not working
06- Holding for a transfer.	Alert – Bus shut down/No power
07- Please use headphones.	Alert – I have no radio communication
08- Tornado watch in effect.	Road Issues
09- Please remain seated	Report dangerous pothole
10- Do not stand in the rear doorway.	Report low hanging tree branch
11- Take your belongings.	Report deceased animal
12- Please keep aisle clear.	Report streetlight out
13- Last run today – No transfer buses at Quincy Street Station.	Report water main break
14- This bus will not return to Quincy Street Station.	Route Issues
15- Holding for timepoint.	I'm running behind 10 minutes
16- No idle riding permitted.	10-48 Injury Accident – Notify PD
17- Please move back.	10-47 Non-Injury Accident – Notify PD
18- Have your fare and ID ready.	
19- Please remain behind the standee line.	