

## Printing Specialized Transportation Route Details

To print your special education route details you will complete the following steps:

1. Log in to the Special Education Routing System on the OPT website
2. Select a route to print
3. Complete page set up to print on legal paper in landscape mode
4. Print the route information

### 1 Log in to the Special Education Routing System

Go to the OPT Home page: [www.OPTNYC.org](http://www.OPTNYC.org)

Move the cursor over the word **Vendor** along the top of the page: When the menu expands, click **Vendor Applications**



Scroll down to Special Education Routing System and click **Open Application**


### Vendor Applications Login

|   |  |   |
|---|--|---|
| <p><b>OPT Information For Bus Companies</b></p> <p>Vendors can log in to access OPT policy, procedure and schedule information.</p> <p><a href="#">Open Application</a></p> | <p><b>Route Integration System</b></p> <p>Vendors can log in to reply to OPT requests for Online Run Documentation (ORDS) and to report a problem run.</p> <p><a href="#">Open Application</a></p>                     | <p><b>School Bus Violations</b></p> <p>Vendors can log in to view open and closed violations and create and edit hearing schedules.</p> <p><a href="#">Open Application</a></p> |
| <p><b>Field Trips</b></p> <p>Vendors can view and print scheduled field trips.</p> <p><a href="#">Open Application</a></p>  | <p><b>Non-Public Schools Calendar System</b></p> <p>This system allows vendors to view non-public school calendar information, run reports, and look up route information.</p> <p><a href="#">Open Application</a></p> | <p><b>Vendor Performance: School Year</b></p> <p>Vendors can view and print vendor performance ranks and details .</p> <p><a href="#">Open Application</a></p>                  |
| <p><b>OPT Contracts</b></p> <p>Vendors with new contracts can request approval for extended time.</p> <p><a href="#">Open Application</a></p>                               | <p><b>Special Education Routing System</b></p> <p>Vendors can log in to add and update special education route information.</p> <p><a href="#">Open Application</a> <a href="#">Instructions</a></p>                   | <p><b>Accidents</b></p> <p>Vendors can enter and view accident information.</p> <p><a href="#">Open Application</a></p>   |


Enter your User ID and Password: Click **Sign In**

### SPECIAL EDUCATION ROUTE SYSTEM

**Sign In**



**User ID:**



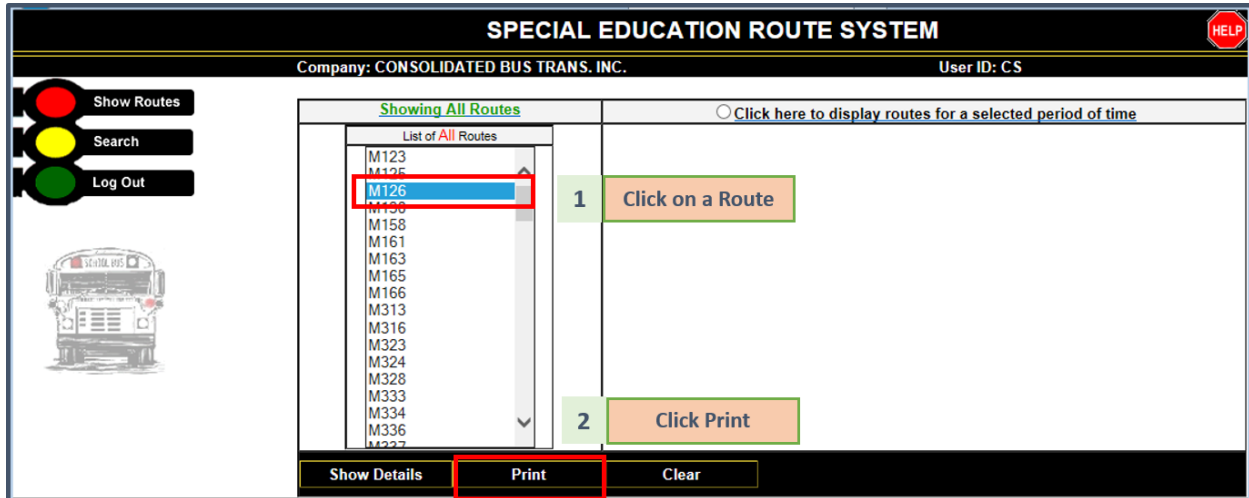
**Password:**

[Sign In](#)

## 2 Select a Route to Print

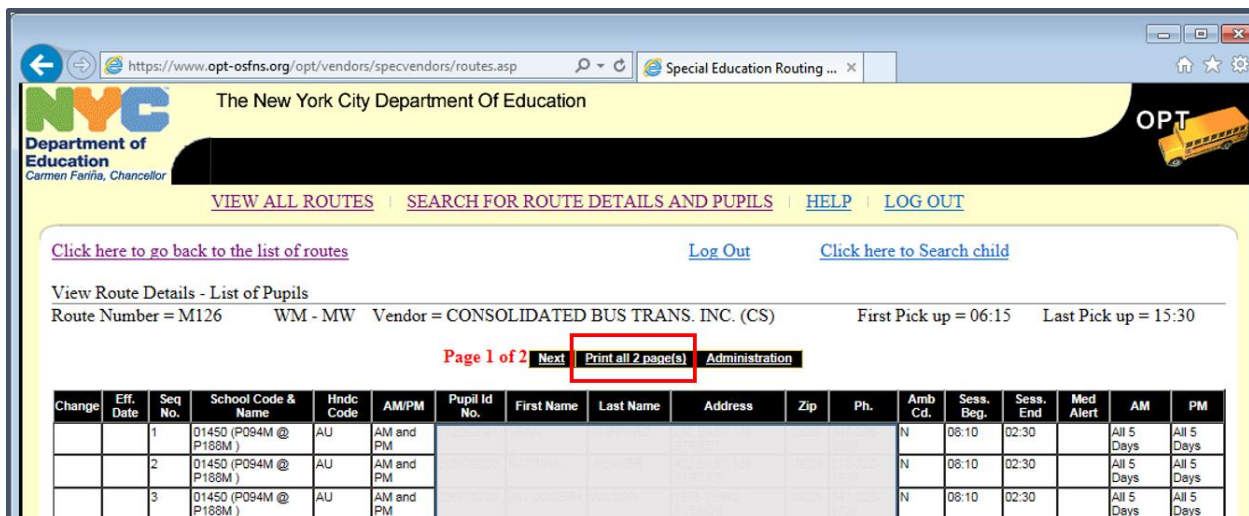
A list of your routes will display

1. Click on a route to select it
2. Click print



The selected Route will display

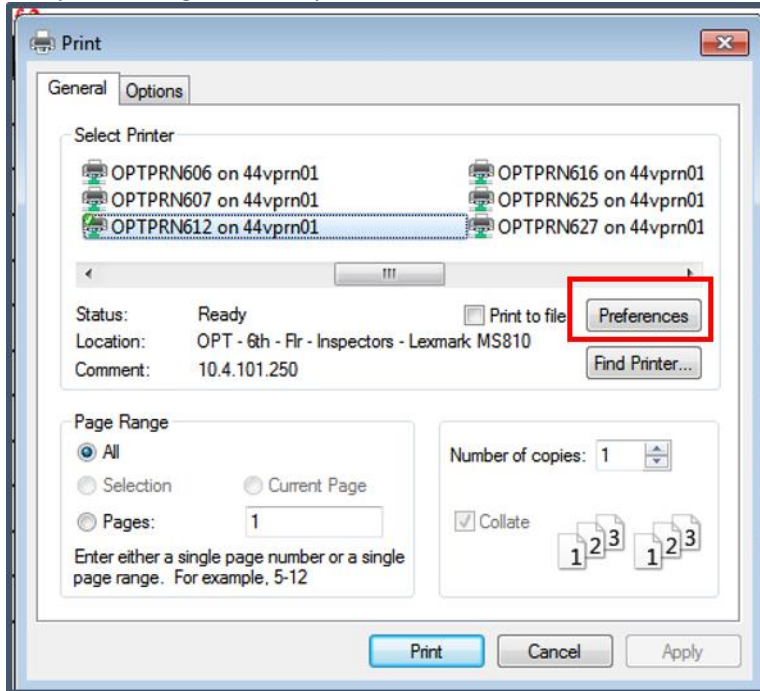
Click the **Print** button at the top of the page



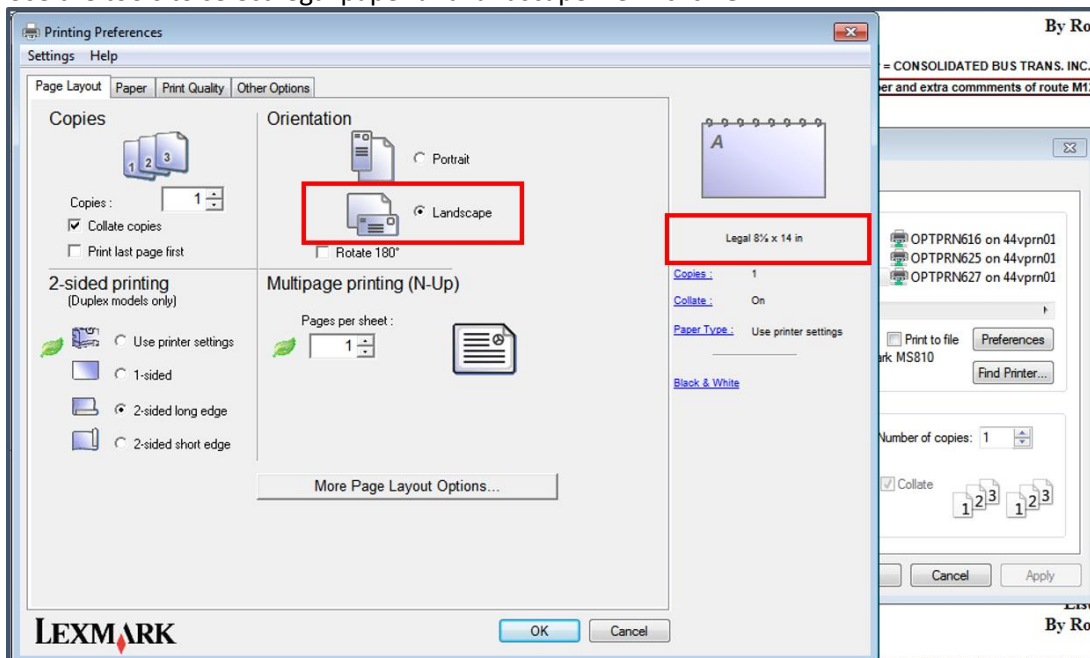
| Change | Eff. Date | Seq No. | School Code & Name    | Hndc Code | AM/PM     | Pupil Id No. | First Name | Last Name | Address | Zip | Ph. | Amb Cd. | Sess. Beg. | Sess. End | Med Alert | AM         | PM         |
|--------|-----------|---------|-----------------------|-----------|-----------|--------------|------------|-----------|---------|-----|-----|---------|------------|-----------|-----------|------------|------------|
|        |           | 1       | 01450 (P094M @ P188M) | AU        | AM and PM |              |            |           |         |     |     | N       | 08:10      | 02:30     |           | All 5 Days | All 5 Days |
|        |           | 2       | 01450 (P094M @ P188M) | AU        | AM and PM |              |            |           |         |     |     | N       | 08:10      | 02:30     |           | All 5 Days | All 5 Days |
|        |           | 3       | 01450 (P094M @ P188M) | AU        | AM and PM |              |            |           |         |     |     | N       | 08:10      | 02:30     |           | All 5 Days | All 5 Days |

### 3 Complete Page Set Up

The print dialog box will open



Click **Preferences** to adjust the view and paper size  
Use the tools to select legal paper and landscape view: click **OK**



#### 4 Print the Route information

The print Dialog box will display again: Click **Print**

