













Visual Work Instructions

7D / School Bus

Clocking in / out

Step #					
1. Power on Zonar wand by pressing the Power Button in the yellow location.		2. Once the Zonar wand is turned on, it will scan your operator card automatically by holding the card in front of the wand		3. Press Read/Enter - for a list of options. (Bus Pre-trip, Bus - Van Post trip, Truck Post trip, employee Swipe)	
4. Press the Down Arrow button to Employee swipe.		5. Press the Right Arrow to get to the next screen.		6. Press the Right Arrow to clock - in. Note: Clocking in and out are the same steps.	
7. Press the Down Arrow to select the route.		8. Press the Right Arrow to select Non Rev, Route, or charter.		9. Press "Read/Enter" button to scan black tag of vehicle.	
10. Press the Green "Y" Button to accept and certify your clock in and out status.		<p>Notes: You will have to sign in again to continue to pre-trip or post trip. If your changing status from Route to Non Rev or Charter, you must clock out of the previous status first, before signing into the new status.</p> <p>Instructions on when to clock in/out, Pre -trip / Post-trip FOR DRIVERS WITH ROUTE ASSIGNMENTS</p> <p>Before AM Route - Clock in then pre-trip. After AM Route - Post trip then clock out.</p> <p>Before MD Assignment - Clock in only. After MD Assignment - Post trip then clock out</p> <p>Before PM Route - Clock in only. After PM Route - Post trip then clock out.</p>			