



Transport Connected Bus Program

Quick Reference Guide (QRG)

How to assign a vehicle to a shift in Traffic Studio v2.0

Contents

Overview	1
Identify a shift without an assigned vehicle	2
Assign a vehicle to a shift in Traffic Studio	4
<i>Who do I contact if I have more questions?</i>	<i>5</i>

Overview

Before each shift, drivers are required to login and select a shift using the Driver Console. This ensures that:

- real-time information (current location and expected departure time at a stop) is displayed correctly to customers so they can plan their trip using real-time updates and track their bus in real time via customer trip planning apps
- historical tracking information is recorded correctly for this shift which can then be used for Key Performance Indicators (KPI) reporting or for addressing customer enquiries;
- automatic passenger count is recorded for this shift; and
- negative passenger counts (i.e. more people alighting than boarding) can occur if drivers do not log into and select their assigned shift prior to arriving at the first stop. The acceptable variance in passenger count is 10% or less.

In exceptional cases where the driver is unable to select a shift using the Driver Console, a Traffic Studio user can remotely assign a vehicle to the shift using the Traffic Studio application.

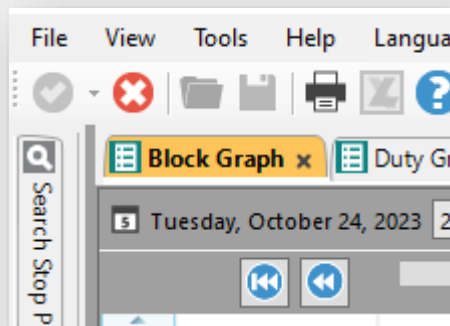
This guide shows how to identify a shift without an assigned vehicle and then assign a vehicle.

Note:

- Where feasible, it is recommended that a designated Traffic Studio user within your organisation regularly monitors that all active shifts have a vehicle assigned so that tracking and passenger count information is available for customers and reporting.
- Assigning vehicles to shifts remotely should only be used in exception cases, as it is best practice for drivers to select their shifts on the driver Console before leaving the depot.
- Traffic Studio uses the international Transmodel naming conventions whereby Block = Vehicle Shift, Duty = Driver Shift, Line = Route, Route = Route Variant and Journey = Trip.

Identify a shift without an assigned vehicle

Step 1 - Select the **Block Graph** tab, located above the tiled map. A list of shifts for today will be displayed by default.



Step 2 - View each shift block (blue rectangle) displayed in the **Journey Graph** column to ensure a vehicle has been assigned.

Note:

- If a shift does not have a vehicle assigned to it, there will be no vehicle number in the **Vehicle** column
- Each row represents one vehicle.

Block	Company	Vehicle	Block Type	Block start time	Journey
			Normal	15:00:00	
		9413	Normal	13:20:00	444
			Normal	15:03:00	
			Normal	14:55:00	
			Normal	15:07:00	
			Normal	15:20:00	
		7959	Normal	12:30:00	430
		9414	Normal	12:15:00	431
			Normal	15:00:00	
			Normal	15:04:00	
			Normal	15:05:00	
			Normal	15:05:00	
			Normal	14:53:00	
			Normal	15:15:00	
			Normal	14:21:00	428
			Normal	15:03:00	

Step 3 – Click on the relevant row (block shift) where the vehicle is to be assigned. **Note:** It will highlight orange to indicate that it has been selected.

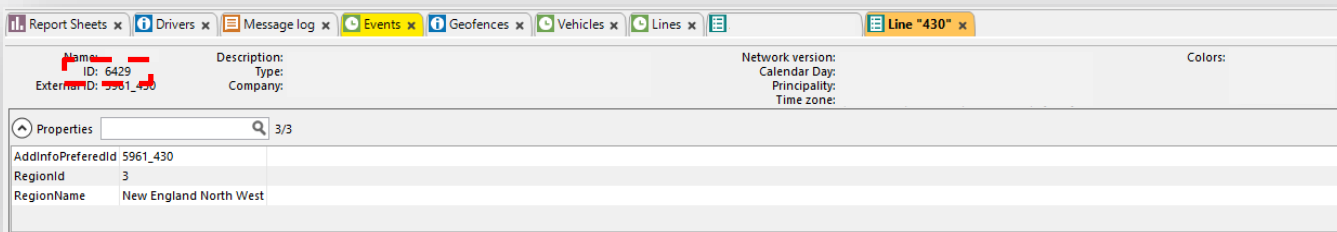
Step 4 – Right-click on the specific journey (a specific blue rectangular box represents one specific journey) in the **Journey Graph**. A contextual menu drop-down is displayed.

Step 5 - Click to select **Planned Traffic – Show Journey** from the contextual menu.

Block	Company	Vehicle	Block Type	Block start time	Journey Graph
			Normal	15:02:00	S142 100000503 443 100000530
			Normal	15:00:00	S143 100000502
			Normal	13:20:00	433 100000494
			Normal	15:03:00	S145 100000508
			Normal	14:55:00	S146 100000497
			Normal	15:07:00	S147 100000519
			Normal	15:20:00	S148 100000523
			Normal	12:30:00	S149 100000505

A new tab will appear in the bottom tool window of Traffic Studio showing you the journey (trip) information. Use this information to determine which vehicle should be assigned to this trip.

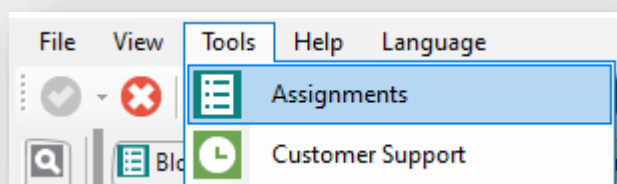
Note: The process of identifying which vehicle should be assigned to a block (shift) will be unique to your organisation. For example, you may refer to a scheduling system. It is recommended that you note down the block (shift) number so that you can easily identify it when assigning a vehicle on the **Assignments** screen.



Step 6 - Once you have the vehicle number, follow these steps to assign a vehicle to a shift:

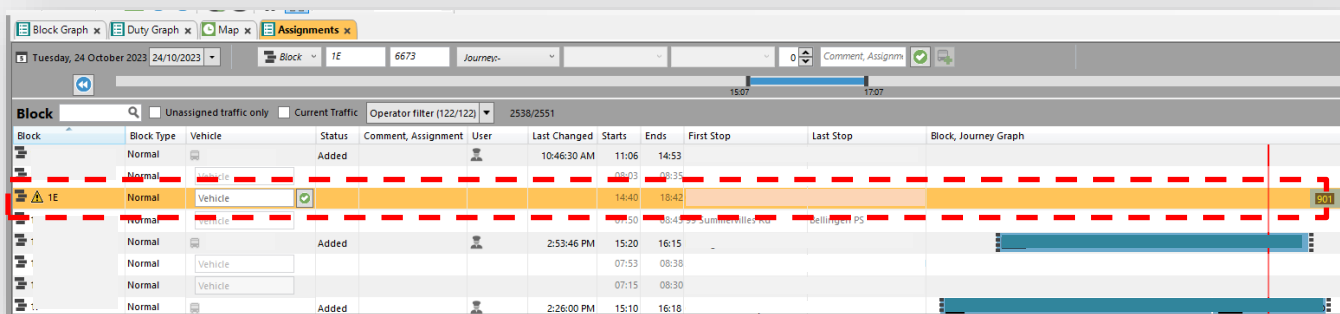
Assign a vehicle to a shift in Traffic Studio

Step 1 - Click on the **Tools** drop down menu and select **Assignments**. The **Assignments** tab will open.

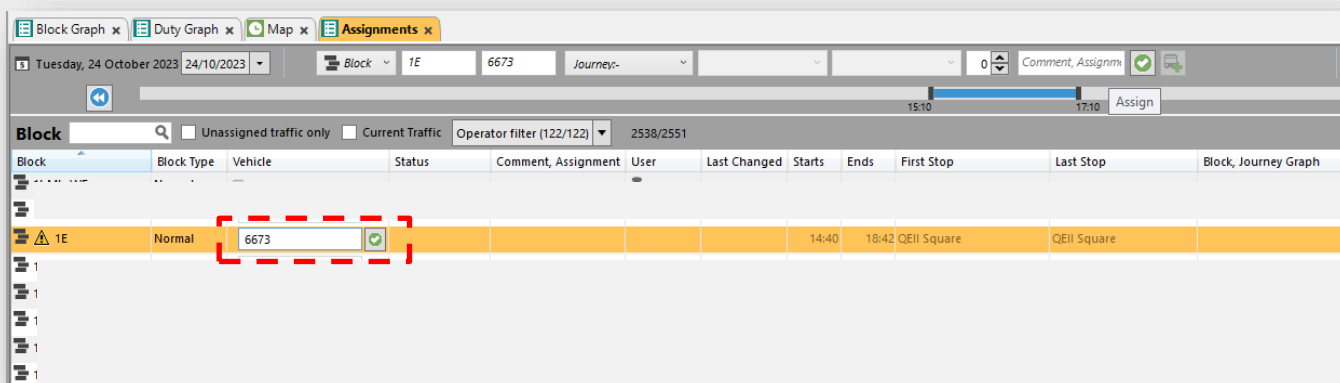


Step 2 - Find the correct **Block** which has no vehicle assigned to the shift.

Note: You can also use the Block name, the start time and first stop, or the Block Journey Graph which shows the line number.



Step 3 - Enter the vehicle number you wish to assign in the **Vehicle** field.



Step 4 - Click the green tick to the right of the vehicle number to assign the vehicle.

The vehicle is now assigned to the vehicle shift.

Who do I contact if I have more questions?

If you have any questions or concerns, please send them to the TCB program via TCB.team@transport.nsw.gov.au or [log an OT Connect ticket](#).