

Instructions for Service Finder

Click on Service Finder Icon on the Desktop

USERNAME....your 1ST Initial & your last name

PASSWORD...1234

Left click on DRIVER PORTAL

Left click on “Asset” down arrow

Find your Bus # and left click

Go to Defect down Arrow and click on it

Scroll down until you find the defect that most represents the problem with your bus and then left click on it.

There will be a description box. You can type in it.

Then go to the Report button and left click to report defect.

Exit back to desktop.

You are all Done!!