



## UNDERUTILIZED BUS STOPS REPORT

The Underutilized Bus Stops report is an aggregate report of the last 30 days, and which bus stops were consistently skipped. This report helps you to identify bus stops that should be made inactive or identify stops that your bus driver may be missing.

### RUNNING THE REPORT:

#### STEP 1:

Log in to the Admin Panel of SafeStop, click Premium Reports.

The screenshot shows the Admin Dashboard interface. At the top, there is a dark red header with the text "Admin Dashboard". Below the header is a navigation menu with the following items: Jurisdictions, Bus Swaps, Send Alerts, Announce Disruption In Service, Buses, Basic Reports, Premium Reports, Blogs, and Help Library. A red arrow points to the "Premium Reports" item. To the right of the navigation menu, there are two small boxes: "How to use Bus Swap" and "How to use Alerts". At the bottom center of the dashboard, there is a small text label "ip-172-31-3-39".

#### STEP 2:

Click Underutilized Bus Stops.


The screenshot shows the Usage section of the Admin Dashboard. It contains three items: "Usage", "Add Additional Admin Users", and "Underutilized Bus Stops". A red arrow points to the "Underutilized Bus Stops" item.



**STEP 3:**

From the drop down, select your jurisdiction.

**Underutilized Bus Stops**  
(Reported skipped stops within the last 30 days and their percentage)


All Allowed Jurisdictions Search 

Route Name	Bus Stop Name	Utilization Score(%)	Deactivate
Loading, please wait...			

**STEP 4:**

The report will then populate, showing the Route Name, Bus Stop Name, and Utilization Score. From here, you can quickly click the “Deactivate” button to deactivate any bus stops that are not being used.

**Underutilized Bus Stops**  
(Reported skipped stops within the last 30 days and their percentage)

All Allowed Jurisdictions Search 

Route Name	Bus Stop Name	Utilization Score(%)	Deactivate
NMHS Bus 01 FROM SCHOOL	Normandy High School	0	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	N Pasadena Blvd & Nelson Dr	100	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	N Pasadena Blvd & Oakridge Blvd	100	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Begg Blvd & Kenwood Dr	77.8	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Bircher Ave & Edgewood Blvd	66.7	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Edgewood & Lillian Ave	88.9	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Fletcher St & Lillian Ave	66.7	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Lillian Ave & Nelson Dr	100	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Groveland Dr & Lucas Hunt Rd EAST SIDE	100	<a href="#">Deactivate</a>
NMHS Bus 01 FROM SCHOOL	Farley Ave & Lucas and Hunt Rd	55.6	<a href="#">Deactivate</a>