



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Pokapū Waka Kura

User Guide

For SESTA transport service providers

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Introduction

This user guide is designed to support you, as a SESTA Transport Service Provider, to use Pokapū Waka Kura.

Audience

SESTA Transport Service Provider

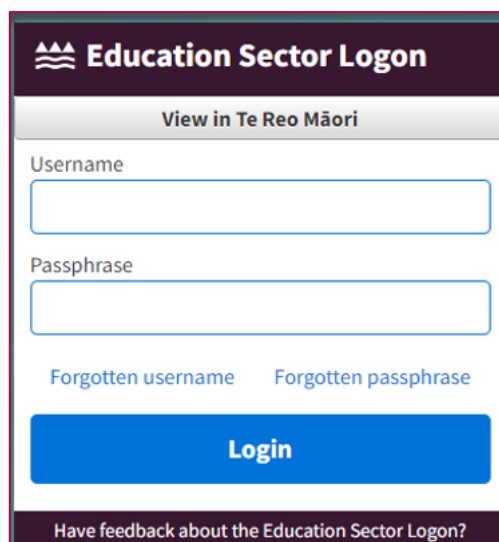
How to get access to Pokapū Waka Kura portal

Prerequisites

- Education Sector Login (ESL) account. Visit [our website](#) for information on how to apply for an ESL account.
- Your ESL account has either the 'TSP Contract Administrator' user role or the 'TSP Route-Group Administrator' user role added to it.
- Google Chrome browser.
- Logged into Pokapū Waka Kura (PWK) supplier portal.

Steps

1. Navigate to [Pokapū Waka Kura](#).
2. Enter your ESL login details and click 'Login'.



Education Sector Logon

[View in Te Reo Māori](#)

Username

Passphrase

[Forgotten username](#) [Forgotten passphrase](#)

Login

[Have feedback about the Education Sector Logon?](#)

3. You are now logged into the Pokapū Waka Kura portal.

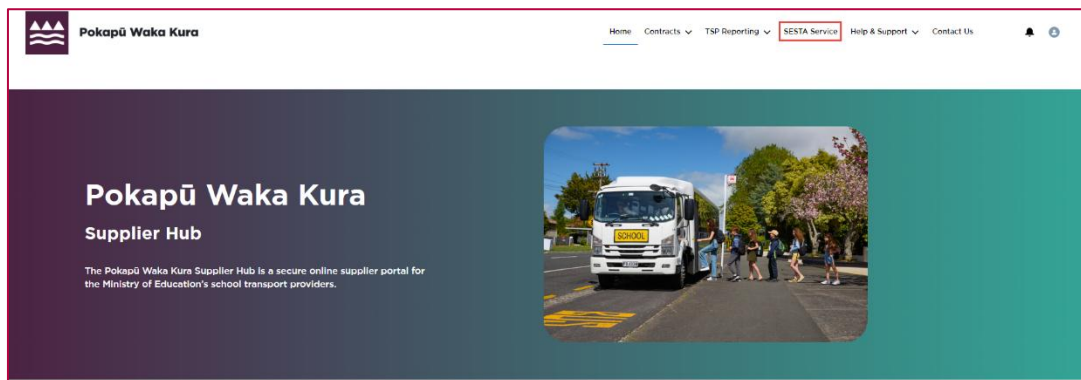
SESTA service requests



An email notification will be sent to you when a SESTA service request is generated by the School Transport team. This email will advise that your service request is available in Pokapū Waka Kura to acknowledge and submit to the Ministry.

How to navigate to SESTA Service Requests from the Home page

1. Navigate to the 'SESTA Service' tab.



User guide for SESTA Transport Service Providers

2. Two list views will appear:
 - a. New service requests
 - b. Current services (Active)

New service requests (14)						
Q Search this list...						
Application Numb...	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...	
SESTA-0000006	Wellington				Waiting for TSP review	
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000800	Wellington				Waiting for TSP review	
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000829	Wellington				Waiting for TSP review	
SESTA-0000835	Wellington				Waiting for TSP review	
SESTA-0000842	Wellington			3/10/2024	Waiting for TSP Acknow...	
SESTA-0000863	Wellington				Waiting for TSP review	
SESTA-0000865	Wellington				Waiting for TSP review	
< Previous Showing Page 1 of 2 View All Next >						
Current services (Active) (390)						
Q Search this list...						
Application Number	Cluster	Student	Enrolling School	Service Start Date		
SESTA-0000020	Wellington			2/09/2024		
SESTA-0000009	Wellington			2/09/2024		
SESTA-0000030	Wellington			28/08/2024		

User guide for SESTA Transport Service Providers

How to acknowledge a SESTA Service Request

1. Under the 'New service requests' list view, all pending service requests that need to be acknowledged will be listed, as indicated by the status 'Waiting for TSP Acknowledgement.'

SESTA Service Requests

New service requests (13)

Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status
SESTA-0000000	Wellington	[REDACTED]	[REDACTED]	18/09/2024	Waiting for TSP Acknow...
SESTA-0000006	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000785	Wellington	[REDACTED]	[REDACTED]	1/10/2024	Waiting for TSP review
SESTA-0000800	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000828	Wellington	[REDACTED]	[REDACTED]	1/10/2024	Waiting for TSP review
SESTA-0000829	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000835	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000842	Wellington	[REDACTED]	[REDACTED]	3/10/2024	Waiting for TSP Acknow...
SESTA-0000863	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000865	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review

< Previous Showing Page 1 of 2 View All Next >

2. You can search for a student by entering their name or the name of their cluster in the 'Search this list' field.

SESTA Service Requests

New service requests (13)

Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status
SESTA-0000000	Wellington	[REDACTED]	[REDACTED]	18/09/2024	Waiting for TSP Acknow...
SESTA-0000006	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000785	Wellington	[REDACTED]	[REDACTED]	1/10/2024	Waiting for TSP review
SESTA-0000800	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000828	Wellington	[REDACTED]	[REDACTED]	1/10/2024	Waiting for TSP review
SESTA-0000829	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000835	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000842	Wellington	[REDACTED]	[REDACTED]	3/10/2024	Waiting for TSP Acknow...
SESTA-0000863	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review
SESTA-0000865	Wellington	[REDACTED]	[REDACTED]		Waiting for TSP review

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User guide for SESTA Transport Service Providers

3. Select the SESTA service request you wish to acknowledge by clicking on the blue 'Application Number' hyperlink.

New service requests (14)						
Q Search this list...						
Application Numb...	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...	
SESTA-0000006	Wellington				Waiting for TSP review	
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000800	Wellington				Waiting for TSP review	
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review	

4. The TSP acknowledgement screen will display.

[Back](#)

TSP Acknowledgement

I acknowledge that I have received SESTA Service Request SESTA-0000000.

[Yes, I acknowledge](#)

5. Click on the 'Yes, I Acknowledge' button to confirm receipt of the SESTA service request.

[Back](#)

TSP Acknowledgement

I acknowledge that I have received SESTA Service Request SESTA-0000000.

[Yes, I acknowledge](#)

User guide for SESTA Transport Service Providers

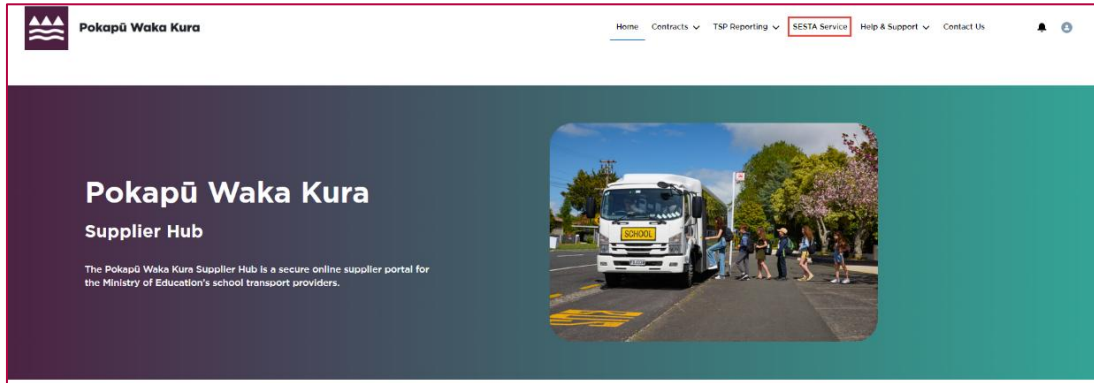
6. The status of the application will then change to 'Waiting for TSP Review'.

New service requests (13)						
Q Search this list...						
Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...	
SESTA-0000006	Wellington				Waiting for TSP review	
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000800	Wellington				Waiting for TSP review	
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000829	Wellington				Waiting for TSP review	
SESTA-0000835	Wellington				Waiting for TSP review	
SESTA-0000842	Wellington			3/10/2024	Waiting for TSP Acknow...	
SESTA-0000863	Wellington				Waiting for TSP review	
SESTA-0000865	Wellington				Waiting for TSP review	
< Previous Showing Page 1 of 2 View All Next >						

User guide for SESTA Transport Service Providers

How to view and accept a service request

1. Navigate to the 'SESTA Service' tab.



2. In the 'New Service Requests' list view, all pending service requests waiting for you to review them will have the status 'Waiting for TSP review.'

New service requests (13)

Q

Search this list...

Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...
SESTA-0000006	Wellington				Waiting for TSP review
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review
SESTA-0000800	Wellington				Waiting for TSP review
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review
SESTA-0000829	Wellington				Waiting for TSP review
SESTA-0000835	Wellington				Waiting for TSP review
SESTA-0000842	Wellington			3/10/2024	Waiting for TSP Acknow...
SESTA-0000863	Wellington				Waiting for TSP review
SESTA-0000865	Wellington				Waiting for TSP review

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Next >

User guide for SESTA Transport Service Providers

3. You can search for a student by entering their name or the name of their cluster in the 'Search this list' field.

SESTA Service Requests

New service requests (13)

Q Search this list...

Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...
SESTA-0000006	Wellington				Waiting for TSP review
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review
SESTA-0000800	Wellington				Waiting for TSP review
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review
SESTA-0000829	Wellington				Waiting for TSP review
SESTA-0000835	Wellington				Waiting for TSP review
SESTA-0000842	Wellington			3/10/2024	Waiting for TSP Acknow...
SESTA-0000863	Wellington				Waiting for TSP review
SESTA-0000865	Wellington				Waiting for TSP review

< Previous

Showing Page 1 of 2

View All

Next >

4. Select the application you want to view by clicking on the blue 'Application Number' hyperlink.

New service requests (14)						
					Q Search this list...	
Application Numb...	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000000	Wellington			18/09/2024	Waiting for TSP Acknow...	
SESTA-0000006	Wellington				Waiting for TSP review	
SESTA-0000785	Wellington			1/10/2024	Waiting for TSP review	
SESTA-0000800	Wellington				Waiting for TSP review	
SESTA-0000828	Wellington			1/10/2024	Waiting for TSP review	

User guide for SESTA Transport Service Providers

5. The student's information will be displayed.

Student profile

Student Details

Student First Name

Student Middle Name

Student Last Name

Date of Birth

Gender

(RT) Address

Travel Information

Vehicle Needed

Has student previously received SESTA

Shared Custody Arrangement

Date the service is required to start

Caregiver Details

Primary Caregiver Details

Caregiver Title

Caregiver First name(s)

Caregiver Last name(s)

Caregiver Relationship to Child

Caregiver Email Address

Caregiver Address

Caregiver Primary Contact Number

Caregiver Additional Contact Number

Caregiver Work Phone

Emergency Contact

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Relationship to Child

Emergency Contact Primary Number

Emergency Contact Additional Number

Emergency Contact Email Address

Student Needs

Safety Needs

Mobility needs

Students share a vehicle with others?

Is specialist equipment required?

Does Student Behaviour Pose a Risk?

Medical/behavioural/physical condition?

School and Address Information

(S1) Enrolling School Name

(S1) Enrolling School Street Address

(S1) Enrolling School Suburb

(S1) Enrolling School Town/City

Attended Site 1

(S1) School Name

(S1) School or Attended Name

(S1) School or Attended Street Address

(S1) School or Attended Suburb

(S1) School or Attended Town/City

Attended Site 2

6. If you are happy with the information provided and there are no over costs or over time concerns, click on the 'Accept' button at the bottom of the page.

If you have any concerns or if the request involves additional costs or time, select 'Out of Contract Service Elements' to provide details.
By selecting 'Accept', you agree to provide the requested service.

Out of Contract Service Elements

Accept

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[UNCLASSIFIED]

User guide for SESTA Transport Service Providers

a. The following page will appear.

Service request details

[Back](#)

Accept service request

* Is a delay to starting this service likely?

☐ Yes

☐ No

Please select a choice.

[Cancel](#) [Submit](#)

If it is likely that there will be a delay in starting the service, select 'Yes', otherwise select 'No' and continue to step (d).

Important: If you select 'No', the next screen is not displayed.

Service request details

[Back](#)

Accept service request

* Is a delay to starting this service likely?

☐ Yes

☐ No

[Cancel](#) [Submit](#)

b. If you selected 'Yes', enter the expected service start date in 'Select the Service Start Date', if known.

Service request details

[Back](#)

Accept service request

* Is a delay to starting this service likely?

☒ Yes

☐ No

Select the service start date, if known

31/10/2024

[Cancel](#) [Submit](#)

c. Click on the 'Submit' button to accept the service request.

Service request details

[Back](#)

Accept service request

* Is a delay to starting this service likely?

☒ Yes

☐ No

Select the service start date, if known

31/10/2024

[Cancel](#) [Submit](#)

User guide for SESTA Transport Service Providers

- d. The following message will display.

Service request accepted

Thank you!
The family and their school have been notified and are now expecting to hear from you with a confirmed start date.

Done

- e. You have completed accepting the service request.

7. If you have questions about the service request, click on the 'Out of Contract Service Elements' button.

If you have any concerns or if the request involves additional costs or time, select 'Out of Contract Service Elements' to provide details.
By selecting 'Accept', you agree to provide the requested service.

Out of Contract Service ElementsAccept

- a. The following page will display. 'Do you have any queries/comments about this service?'

Service request details

Back

∨ Out of contract service elements

Do you have any queries/comments about this service
☐ Yes
☒ No

Is the service request over cost
☐ Yes
☐ No

Is the service request over time
☐ Yes
☐ No

CancelSubmit

User guide for SESTA Transport Service Providers

- b. If you have queries or a comment to make, select 'Yes', and type your queries or comments in the section labelled 'Enter your queries and comments here.'

If 'No' is selected, continue to step (c).

Service request details
[Back](#)

▼ **Out of contract service elements**
Do you have any queries/comments about this service
☒ Yes
☐ No

*Enter your queries and comments here

Is the service request over cost
☐ Yes
☐ No
Is the service request over time
☐ Yes
☐ No

[Cancel](#) [Submit](#)

- c. Click on the 'Submit' button to send the information to the Ministry.

Service request details
[Back](#)

▼ **Out of contract service elements**
Do you have any queries/comments about this service
☒ Yes
☐ No

*Enter your queries and comments here

Is the service request over cost
☐ Yes
☐ No
Is the service request over time
☐ Yes
☐ No

[Cancel](#) [Submit](#)

Service request details
[Back](#)

▼ **Out of contract service elements**
Do you have any queries/comments about this service
☐ Yes
☒ No
Is the service request over cost
☐ Yes
☐ No
Is the service request over time
☐ Yes
☐ No

[Cancel](#) [Submit](#)

User guide for SESTA Transport Service Providers

- d. The following message will appear: 'Submission received'.

Submission Received

Submission Complete!
Information received! Thank you for providing the extra information. We will be in touch with you about this information shortly.

Done

8. If the service request will be over cost and/or over time, click on the 'Out of Contract Service Elements' button.

If you have any concerns or if the request involves additional costs or time, select 'Out of Contract Service Elements' to provide details.
By selecting 'Accept', you agree to provide the requested service.

Out of Contract Service Elements Accept

- a. The following page will display.

Service request details

Back

▼ Out of contract service elements

Do you have any queries/comments about this service

☐ Yes
☒ No

Is the service request over cost

☐ Yes
☐ No

Is the service request over time

☐ Yes
☐ No

Cancel Submit

- b. If the service request will be over cost, select 'Yes' and fill in the required information.

Is the service request over cost

☒ Yes
☐ No

Is the service request over time

☐ Yes
☐ No

* Cost per Day

* Cost per Week

* Type of Vehicle

--None--

* Daily km

* Number of Students

* Route Number

Enter any comments about service over cost or/and over time here

User guide for SESTA Transport Service Providers

- c. If the service request will be over time, select 'Yes' and fill in the required information.

Is the service request over time

☒ Yes
☐ No

* Time on Vehicle (per trip)

* Daily km

* Number of Students

* Route Number

Enter any comments about service over cost or/and over time here

Cancel

Submit

- d. You can provide any additional information in the field 'Enter any comments about service over cost and/or over time here.'

Service request details

Back

▼ Out of contract service elements

Do you have any queries/comments about this service

☐ Yes
☒ No

Is the service request over cost

☐ Yes
☒ No

Is the service request over time

☒ Yes
☐ No

* Time on Vehicle (per trip)

* Daily km

* Number of Students

* Route Number

Enter any comments about service over cost or/and over time here

Cancel

Submit

User guide for SESTA Transport Service Providers

e. Click the 'Submit' button.

Service request details

Back

▼ Out of contract service elements

Do you have any queries/comments about this service

☐ Yes

☒ No

Is the service request over cost

☐ Yes

☒ No

Is the service request over time

☒ Yes

☐ No

* Time on Vehicle (per trip)

* Daily km

* Number of Students

* Route Number

Enter any comments about service over cost or/and over time here

CancelSubmit

f. The following page will display.

Submission Received

Submission Complete!

Information received! Thank you for providing the extra information. We will be in touch with you about this information shortly.

Done

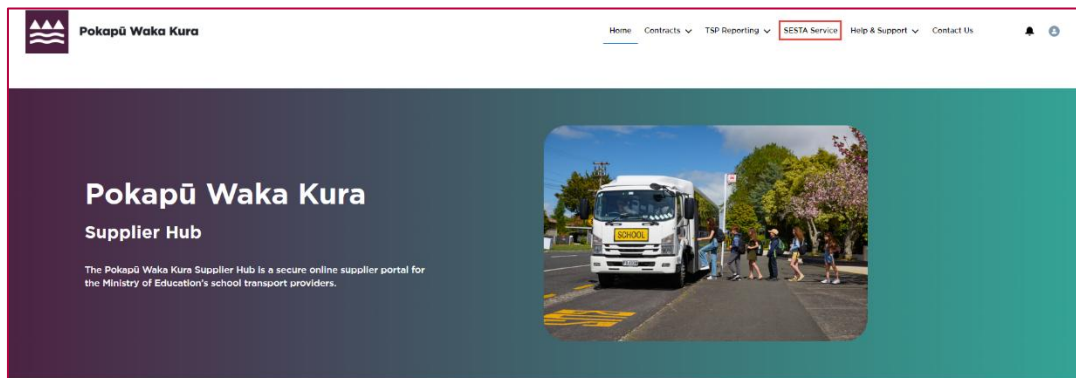
User guide for SESTA Transport Service Providers

How to view additional information supplied by the Ministry.



An email notification will be sent to you when the School Transport team either answers your queries or replies to your notification of a service being over cost or over time. This email will advise that updated service request information is available to view in Pokapū Waka Kura.

1. Navigate to the 'SESTA Service' tab.



2. Select the application you want to view by clicking on the blue 'Application Number' hyperlink.

New service requests (44)						
Q Search this list...						
Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000007	Palmerston North	Year 10/11/12 Year 10/11/12	Palmerston North	17/09/2024	Waiting for TSP review	
SESTA-0000200	Palmerston North	Year 10/11/12	Palmerston North	19/09/2024	Waiting for TSP review	
SESTA-0000214	Palmerston North	Year 10/11/12	Palmerston North	16/09/2024	Waiting for TSP review	
SESTA-0000219	Hutt Valley / Lower Hutt	Year 10/11/12	Palmerston North	11/09/2024	Waiting for TSP review	
SESTA-0000243	Palmerston North	Year 10/11/12	Palmerston North		Waiting for TSP review	
SESTA-0000266	Palmerston North	Year 10/11/12	Palmerston North	18/09/2024	Waiting for TSP review	
SESTA-0000275	Palmerston North	Year 10/11/12	Palmerston North	18/09/2024	Waiting for TSP review	
SESTA-0000294	Palmerston North	Year 10/11/12	Palmerston North	18/09/2024	Waiting for TSP review	
SESTA-0000296	Hutt Valley / Lower Hutt	Year 10/11/12	Palmerston North	18/09/2024	Waiting for TSP review	
SESTA-0000297	Palmerston North	Year 10/11/12	Palmerston North	18/09/2024	Waiting for TSP review	

3. Scroll down to the 'Out of Contract Service Elements' section at the end of the student profile page.

If you have any concerns or if the request involves additional costs or time, select 'Out of Contract Service Elements' to provide details.
By selecting 'Accept', you agree to provide the requested service.

[Out of Contract Service Elements](#) [Accept](#)

User guide for SESTA Transport Service Providers

4. The additional information provided is displayed in the ‘Information from the Ministry’ area.

▼ Out of contract service elements

Service Request other details

TSP Queries/Comments

Nothing seemed out of place except the wedding reception in the hall. A glittering gem is not enough. The beauty of the African sunset against the orange-burning horizon. He noted that he loved what she looked about him. He said he was not there yesterday because many people saw him there. If any one who was there you were just say you were visiting friends. I used to practice working with people. Three hours a day but stopped because I didn't want to be alone. On each full moon they say people remember important moments in their life work, and no one ever remembers their own work. He was the type of guy who liked Christmas lights on his house in the middle of July. Last Friday I saw a spotted cat and blue worm chide hands with a broken heart. There's a growing trend among teenagers of using Facebook as go-cart wheels. She opened up her first bottle of wine of the night. Today arrived with a crash of my car through the garage door. The green tea and smoothie smoothie turned out exactly as would be expected. There's probably enough glass in my cupboard to build an outdoor aquarium. After exploring the abandoned building, he started to believe in ghosts. She was the type of girl that always found sugar to drive the car. She borrowed the book from her many years ago and hasn't yet returned it. Lightning Paradise was the last longest point where the group usually ended up spending the night.

▼ Information from the Ministry

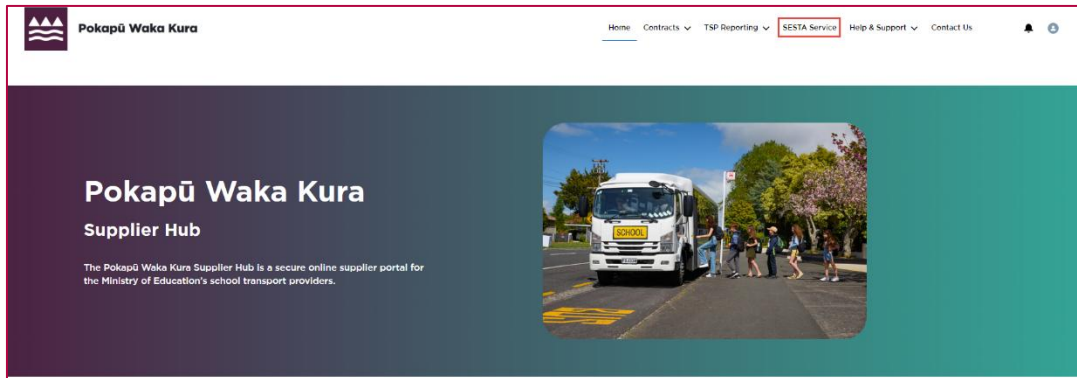
Service Information

Told to leave, look at the birds. Whatever it takes. All kinds of happy little speeches. Clouds are free they come and go as they please. Work on one thing at a time. Don't get carried away – we have plenty of time. Let all these things just sort of happen. You have to make slightly decisions when you're the creator.

User guide for SESTA Transport Service Providers

How to view the reply from the Ministry over cost and/or over time notification

1. Navigate to the ‘SESTA Service’ tab.



2. Select the application you want to view by clicking on the blue ‘Application Number’ hyperlink.

New service requests (44)						
Q Search this list...						
Application Number	Cluster	Student	Enrolling School	Request Sent Date	Status	
SESTA-0000007	Palmerston North	John White	Palmerston North School	17/09/2024	Waiting for TSP review	
SESTA-0000200	Palmerston North	John White	Palmerston North School	19/09/2024	Waiting for TSP review	
SESTA-0000214	Palmerston North	John White	Palmerston North School	16/09/2024	Waiting for TSP review	
SESTA-0000219	Hutt Valley / Lower Hutt	John White	Palmerston North School	11/09/2024	Waiting for TSP review	
SESTA-0000243	Palmerston North	John White	Palmerston North School		Waiting for TSP review	
SESTA-0000266	Palmerston North	John White	Palmerston North School	18/09/2024	Waiting for TSP review	
SESTA-0000275	Palmerston North	John White	Palmerston North School	18/09/2024	Waiting for TSP review	
SESTA-0000294	Palmerston North	John White	Palmerston North School	18/09/2024	Waiting for TSP review	
SESTA-0000296	Hutt Valley / Lower Hutt	John White	Palmerston North School	18/09/2024	Waiting for TSP review	
SESTA-0000297	Palmerston North	John White	Palmerston North School	18/09/2024	Waiting for TSP review	

3. Scroll down to the ‘Out of Contract Service Elements’ section at the end of the student profile page.

If you have any concerns or if the request involves additional costs or time, select ‘Out of Contract Service Elements’ to provide details.
By selecting ‘Accept’, you agree to provide the requested service.

[Out of Contract Service Elements](#) [Accept](#)

User guide for SESTA Transport Service Providers

4. The reply from the Ministry on the over cost and/or over time notification is displayed in the ‘Information from the Ministry’ section.

▼ Out of contract service elements

Service Request other details

TSP Queries/Comments

Over cost/Overtime details

Is the service request over cost?

Yes

Cost per day

10

Cost per week

50

Type of Vehicle

Car or Van

Is the service request over time?

Yes

Time on Vehicle per trip

2

Daily km

20

Number of Student

2

Route Number

Comments about service over cost / over time here

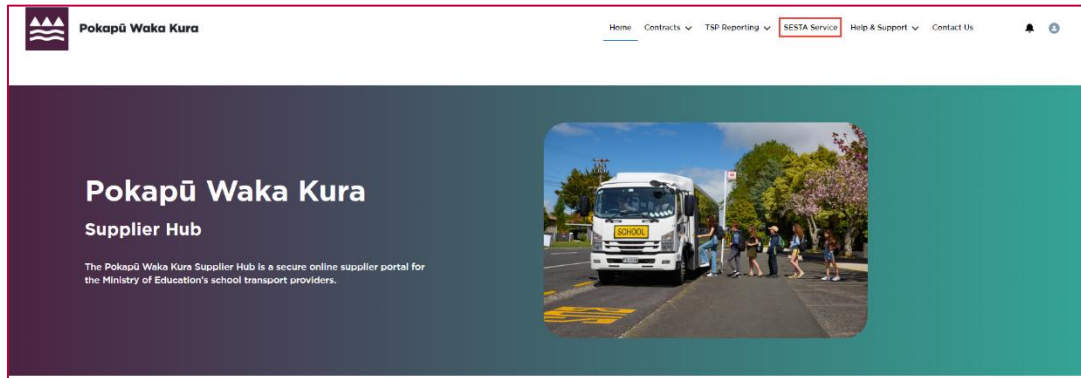
▼ Information from the Ministry

Over cost or/and over time information

User guide for SESTA Transport Service Providers

How to view completed SESTA service requests

1. Navigate to the 'SESTA Service' tab.



2. Under the heading 'Current services', click on the blue hyperlink 'Application Number' of the current service that you wish to view.

Current services (Active) (61)					
<input type="text" value="Search this list..."/>					
Application Number	Cluster	Student	Enrolling School	Service Start Date	
SESTA-0000001	Hutt Valley / Lower Hutt	Year 1-8	St. Mary's School	1/07/2024	
SESTA-0000113	Auckland Central - Non TMV	Year 1-8	St. Mary's School	4/09/2024	
SESTA-0000168	Palmerston North	Year 1-8	St. Mary's School	1/07/2024	
SESTA-0000225	Hamilton B	Year 1-8	St. Mary's School	7/08/2024	
SESTA-0000224	Hamilton B	Year 1-8	St. Mary's School	27/05/2024	
SESTA-0000229	Feilding	Year 1-8	St. Mary's School	5/09/2024	
SESTA-0000226	Feilding	Year 1-8	St. Mary's School	5/09/2024	
SESTA-0000228	Feilding	Year 1-8	St. Mary's School	5/09/2024	
SESTA-0000233	Hutt Valley / Lower Hutt	Year 1-8	St. Mary's School	12/09/2024	
SESTA-0000235	Feilding	Year 1-8	St. Mary's School	6/09/2024	
< Previous Showing Page 1 of 7 View All Next >					

User guide for SESTA Transport Service Providers

3. Alternatively, you can search for a student by entering their name or the name of their cluster in the 'Search this list' field. Select the application by clicking on the blue hyperlink 'Application Number'.

Current services (Active) (61)					Q Search this list...
Application Number	Cluster	Student	Enrolling School	Service Start Date	
SESTA-0000001	Hutt Valley / Lower Hutt	Year 10/11 Year 10/11	Woodhouse School	1/07/2024	
SESTA-0000113	Auckland Central - Non TMV	Year 10/11 Year 10/11	Woodhouse School	4/09/2024	
SESTA-0000168	Palmerston North	Year 10/11	Woodhouse School	1/07/2024	
SESTA-0000225	Hamilton B	Year 10/11	Woodhouse School	7/08/2024	
SESTA-0000224	Hamilton B	Year 10/11	Woodhouse School	27/05/2024	
SESTA-0000229	Feilding	Year 10/11	Woodhouse School	5/09/2024	
SESTA-0000226	Feilding	Year 10/11	Woodhouse School	5/09/2024	
SESTA-0000228	Feilding	Year 10/11	Woodhouse School	5/09/2024	
SESTA-0000233	Hutt Valley / Lower Hutt	Year 10/11 Year 10/11	Woodhouse School	12/09/2024	
SESTA-0000235	Feilding	Year 10/11	Woodhouse School	6/09/2024	
<div><div>< Previous</div><div>Showing Page 1 of 7</div><div>View All</div><div>Next ></div></div>					

User guide for SESTA Transport Service Providers

4. The student's information will be displayed, along with other details submitted and information received from the Ministry.

Student profile

Student Details

Student First Name

Student Middle Name

Student Last Name

Date of Birth

Gender

(Rt) Address

Travel Information

Vehicle Needed

No

Has student previously received SESTA

No

Shared Custody Arrangement

No

Date the service is required to start

02/04/2024

Caregiver Details

Primary Caregiver Details

Caregiver Title

Caregiver First name(s)

Caregiver Last name(s)

Caregiver Relationship to Child

Caregiver Email Address

Caregiver Address

Caregiver Primary Contact Number

Caregiver Additional Contact Number

Caregiver Work Phone

Emergency Contact

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Relationship to Child

Emergency Contact Primary Number

Emergency Contact Additional Number

Emergency Contact Email Address

Student Needs

Safety Needs

test

Mobility needs

test

Students share a vehicle with others?

Yes

Is specialist equipment required?

No

Does Student Behaviour Pose a Risk?

No

Medical/behavioural/physical condition?

Yes

School and Address Information

(S1) Enrolling School Name

Kimi Ora School

(S1) Enrolling School Town/City

(S1) Enrolling School Street Address

100 Walters Street

(S1) Enrolling School Suburb

Naenae

Attended Site 1

(S1) School Name

Wa-Ora School

(S1) School or Attended Name

Wa-Ora School

(S1) School or Attended Street Address

Waddington Drive

(S1) School or Attended Suburb

Naenae

(S1) School or Attended Town/City

Attended Site 2

(S1) School Name

(S1) School or Attended Name

(S1) School or Attended Street Address

(S1) School or Attended Suburb

(S1) School or Attended Town/City

SESTA waybill reports

How to view pending and completed waybill reports.

1. Click on the 'TSP Reporting' tab and select 'SESTA Waybill'.



2. A list of Pending Reports and Completed Reports will be displayed.

Pending Reports (3)
3 items • Sorted by Submitted Date

Monthly Metric Rep...	Contract Title	Cluster	Operating Period	Due Date	Status	Action
MMR-2274	SESTA Tranz 5	Hamilton North - SE...	May 2023	7/06/2023	Draft	Complete Waybill
MMR-2350	SESTA Tranzit	Palmerston North - ...	June 2023	6/07/2023	Draft	Complete Waybill
MMR-2351	SESTA Tranzit	New Plymouth - SE...	June 2023	6/07/2023	Draft	Complete Waybill

Completed Reports (11)
11 items • Sorted by Submitted Date

Monthly Metric Report ...	Submission Date	Contract Title	Cluster	Operating Period	Action
MMR-2203	26/07/2023	SESTA_Napier	Cluster Napier - SESA ...	April 2023	View Waybill
MMR-2204	26/07/2023	SESTA_Napier	Cluster Napier - SESA ...	May 2023	View Waybill
MMR-2210	27/07/2023	SESTA_Napier	Cluster Napier - SESA ...	June 2023	View Waybill
MMR-2211	1/08/2023	SESTA_Napier	Cluster Napier - SESA ...	July 2023	View Waybill
MMR-2222	28/07/2023	SESTA Taupo	Taupo - SESA - 2023	March 2023	View Waybill

User guide for SESTA Transport Service Providers

Field	Description
Monthly Metric Report Name	The waybill report ID. This is a unique value.
Contract Title	The name of the contract associated with the waybill report.
Cluster	The name of the single cluster associated with the waybill report. There is one cluster per waybill report.
Operating Period	The operating period (Month YYYY) associated with the waybill report.
Due Date	The date by which the waybill report must be submitted. Each waybill report must be submitted before the end of the 5th working day of the month.
Status	<p>The status of a pending waybill report.</p> <ul style="list-style-type: none"> To Do: The waybill report has been created by the system and is ready to be worked on. Draft: A draft of the waybill report has been saved.
Action	<p>The available actions that can be taken on a waybill report.</p> <ul style="list-style-type: none"> View a Waybill: View details of any waybill report in To Do, Draft, Submitted, or Completed status. Edit and Save a Draft Waybill: make and save changes to a waybill report in To Do and Draft status. Complete and Submit a Waybill: Fill out a waybill report to completion and submit it to School Transport for processing.

How to process waybill reports

Prerequisites

- You must have a pending waybill report marked as either 'To Do' or 'Draft'.
- You must have the following Route and Student Information required to process a waybill report:
 - Route Information
 - Route ID
 - Vehicle Type
 - Number of Days Run
 - AM and PM KMs
 - Student Information
 - Name
 - School


User guide for SESTA Transport Service Providers

▪ Residential Address

1. Click on the 'Complete Waybill' button for the waybill report you wish to process.

Pending Reports (3) 3 Items • Sorted by Submitted Date						
Monthly Metric Rep...	Contract Title	Cluster	Operating Period	Due Date	Status	Action
MMR-2274	SESTA Tranz 5	Hamilton North - SE...	May 2023	7/06/2023	Draft	Complete Waybill
MMR-2350	SESTA Tranzit	Palmerston North - ...	June 2023	6/07/2023	Draft	Complete Waybill
MMR-2351	SESTA Tranzit	New Plymouth - SE...	June 2023	6/07/2023	Draft	Complete Waybill

2. Then click on the 'Start' button on the Waybill Introduction page.


Pokapū Waka Kura
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Introduction

Introduction

Each Waybill must be submitted before the 5th working day of the month.

What you'll need to create a Waybill

Route Information

- Route Id
- Vehicle type
- # of days run
- Morning and afternoon kms

Student Information

- Name
- School
- Residential Information

If you need any help please contact School Transport: 0800 287 272 or email school.transport@education.govt.nz

Start


3. The routes and student details in the waybill report are pre-populated from the previously completed waybill report. Click the down arrow to expand full route and student details.

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[UNCLASSIFIED]

User guide for SESTA Transport Service Providers



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Routes and Students

Hamilton North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run		
HM01	Sedan	12.00	12.00	24.00			2			
HM02	TMV/Oth	30.00	30.00	60.00			2			

Add Route

PreviousNext



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Routes and Students

Hamilton North - SESTA - 2023 May 2023


Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run		
HM01	Sedan	12.00	12.00	24.00			2			
* Student name(s)		* Student school(s)		* Student residential address(es)						
[Student Name]		Palmerston North Intermediate		[Student Residential Address]						
[Student Name]		Palmerston North Intermediate		[Student Residential Address]						
HM02	TMV/Oth	30.00	30.00	60.00			2			

Add Route

PreviousNext

4. Enter the number of days the route was run in the *Days Run* field.

User guide for SESTA Transport Service Providers



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Routes and Students


Hamilton North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run		
HMO1	Sedan	12.00	12.00	24.00			2			
* Student name(s)		* Student school(s)		* Student residential address(es)						
		Palmerston North Intermediate								
		Palmerston North Intermediate								
HMO2	TMV/Oth	30.00	30.00	60.00			2			

Add Route

PreviousNext

5. If there is a change required to a route or student details for a particular route, click the pencil icon (on the right of your screen) to edit the route and student details as required, then click the ‘Done’ button.



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Routes and Students

Auckland North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run		
R01	TMV/Other	0.00	12.50	12.50			2			
* Student name(s)		* Student school(s)		* Student residential address(es)						
		Middle School West Auckland								
		Auckland Normal Intermediate								
<input type="checkbox"/> Need to leave a comment?										
Add Student										Done
HMO2	TMV/Oth	19.75	0.00	19.75			2			

Add Route


PreviousNext

User guide for SESTA Transport Service Providers

Field	Description
Route ID	The route ID reference designated by the TSP. This must be a unique ID for each route on the waybill report.
Vehicle Type	The type of vehicle associated with the route: <ul style="list-style-type: none"> • Sedan • TMV/Other
AM KMs	Number of any morning KMs applicable to the route. This field can be left blank or have a value of "0" if there are no morning KMs associated with the route.
PM KMs	Number of any afternoon KMs applicable to the route. This field can be left blank or have a value of "0" if there are no afternoon KMs associated with the route.
Daily KMs	The total number of AM and PM KMs for the route in a single day (display only).
Monthly KMs	The total number of AM and PM KMs for the route for every day the route was run in the reporting period (display only).
Monthly Flagfalls	The total number of flagfalls for every AM and/or PM run of the route in the reporting period (display only).
# Students	The number of unique students associated with the route (display only).
Days Run	The number of days the route was run. This field must contain a value. A route submitted with a Days Run value of "0" will be ignored for payment processing, but it will be preserved for pre-population on the next waybill report.
Student Name	The name of each student on the route. Students are selected by progressively typing a student's name in the field and clicking on the appropriate match.
Student School	The school associated with the student for the route. Schools are selected by clicking on the appropriate school from the available list of schools associated with the student.
Student Residential Address	The residential address associated with the student for the route. Addresses are selected by clicking on the appropriate address from the available list of residential addresses associated with the student.

6. If a student needs to be added to a route, click the 'Add Student' button, and enter the student details.

User guide for SESTA Transport Service Providers



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Routes and Students

Auckland North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run	
RO1	TMV/Other	0.00	12.50	12.50			2		

* Student name(s)

* Student school(s)

* Student residential address(es)

Middle School West Auckland

Auckland Normal Intermediate

☐ Need to leave a comment?


Add Student

Done

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run	
HM02	TMV/Oth	19.75	0.00	19.75			2		

Add Route

PreviousNext



Pokapū Waka Kura

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Routes and Students

Auckland North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run	
RO1	TMV/Other	0.00	12.50	12.50			2		

* Student name(s)

* Student school(s)

* Student residential address(es)

Select

Select

☐ Need to leave a comment?

Add Student

Done

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run	
HM02	TMV/Oth	19.75	0.00	19.75			2		

Add Route

PreviousNext

7. Once all student details have been added, then click the ‘Done’ button.

User guide for SESTA Transport Service Providers

8. If you wish to leave a comment against a route:

- Click the 'Need to leave a comment?' tick box to expand the comment dialog box.
- Once you have entered your comment, click the 'Done' button to apply it to the route.
- To remove a previously entered comment, un-tick the 'Need to leave a comment?' tick box.

Important:

- Comments entered can be meant for either the Ministry of Education or for your own reference.
- All data-related details for the route must be completed for the comment to be applied to the route.
- Comments will only be saved to the waybill report upon submission or using the 'Save for later' feature.

Comments made against a route in a submitted waybill report will be retained in the next waybill report.

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Routes and Students

Auckland North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run
R01	TMV/Other	0.01	12.50	12.50			2	
HMO	TMV/Other	19.7	0.00	19.75			2	

Route Details: R01

*Student name(s): Itina Italy, Warrick Rangler

*Student school(s): Middle School West Auckland, Auckland Normal Intermediate

*Student residential address(es): 57C WELLINGTON STREET, HOWICK, AUCKLAND 2014, 10A PIPITEA PLACE, MASSEY, AUCKLAND 614

☒ Need to leave a comment?

Comment: Leave your comment here...

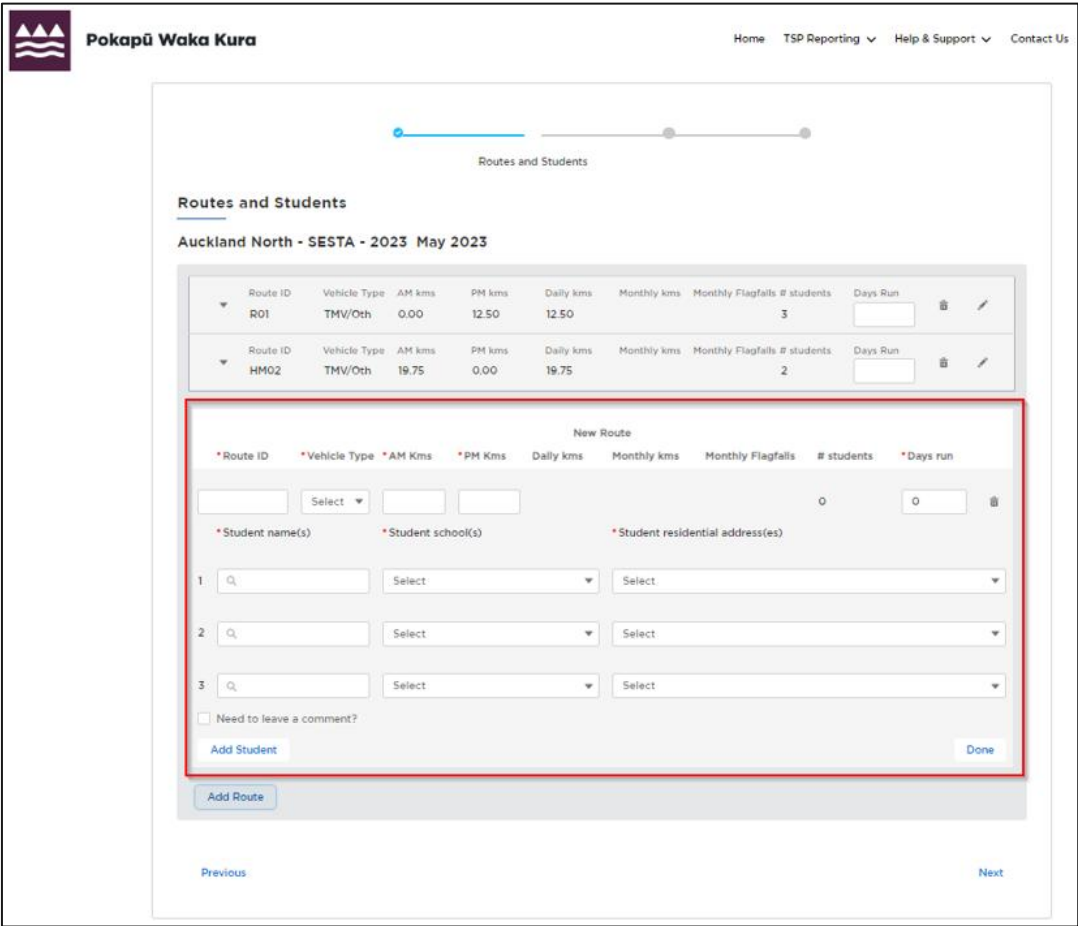
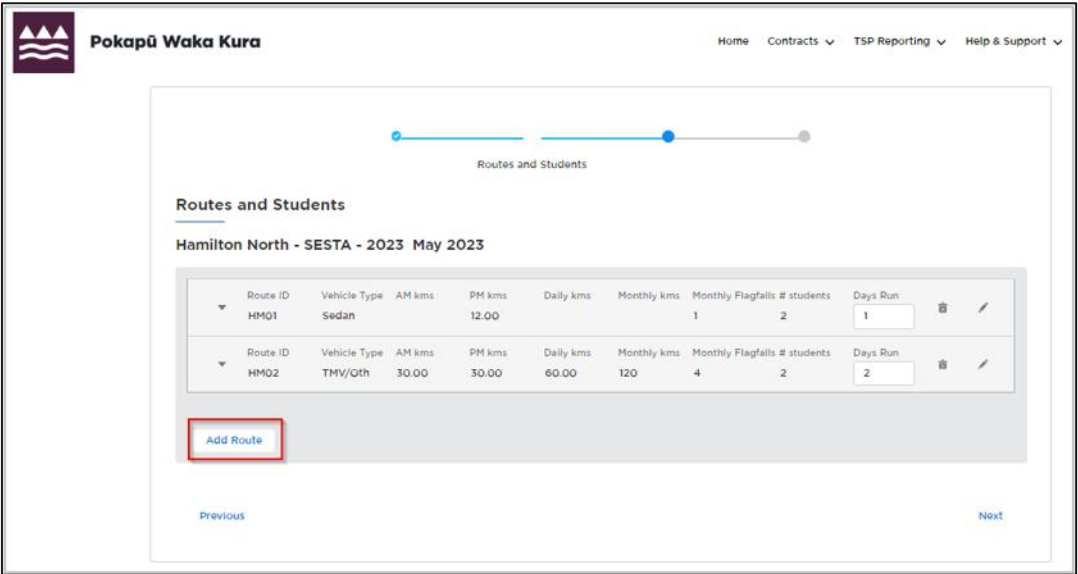
Add Student Done

Add Route

Previous Next

9. If a route needs to be added to the waybill report, click the 'Add Route' button, and enter the route and student details.

User guide for SESTA Transport Service Providers



10. Once the route and student details have been added, then click the 'Done' button.

User guide for SESTA Transport Service Providers

11. If a particular route is no longer required for the waybill report, click the rubbish can icon next to that route to remove it from the report. Routes that have been removed will not be prepopulated in future waybill reports.

How to save a draft waybill report

You have updated route and/or student information in the ‘Routes and Students’ step of the waybill processing flow.

1. Click on the ‘Next’ button on the waybill form to move to the confirmation step of the waybill.

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run
HM01	Sedan	12.00	12.00	24.00	24	2	2	1
HM02	TMV/Oth	30.00	30.00	60.00	120	4	2	2

2. Click on the ‘Save for later’ button.

Total Sedan Kms: [input] Total TMV/other km's: [input] Total km's: [input] Total flagfalls: [input] Number of Students: [input]

You have now completed all the required sections of your monthly report. To submit your report, please select 'Submit'. By selecting submit, you are confirming that all the information in your monthly report is true and correct. Please note once you select 'Submit', your monthly report is final, and no changes can be made.

User guide for SESTA Transport Service Providers

3. Click on 'OK' to save the waybill report as a draft or 'Cancel' to return to editing the waybill report.

Confirm

Are you sure you want to save it for later?


Cancel

OK

How to submit a completed waybill report

You have updated route and/or student information in the 'Routes and Students' step of the waybill processing flow.

1. Click on the 'Next' button on the waybill form



Pokapū Waka Kura

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Routes and Students

Routes and Students

Hamilton North - SESTA - 2023 May 2023

Route ID	Vehicle Type	AM kms	PM kms	Daily kms	Monthly kms	Monthly Flagfalls	# students	Days Run		
HM01	Sedan	12.00	12.00	24.00	24	2	2	1		
HM02	TMV/Oth	30.00	30.00	60.00	120	4	2	2		

Add Route

Previous

Next

User guide for SESTA Transport Service Providers

- Review the details on the confirmation screen, then click the 'Submit' button.

Note: To return to editing the waybill report, click on 'Previous', or click on 'Save for Later' to save the current waybill report draft.

Field	Description
Total Sedan KMs	The total of Sedan KMs travelled across ALL routes in the waybill report.
Total TMV/Other KMs	The total of TMV / Other KMs travelled across ALL routes in the waybill report.
Total KMs	The total of Sedan KMs + TMV / Other KMs travelled across ALL routes in the waybill report.
Total Flagfalls	The total of flagfalls across ALL routes in the waybill report.
Number of Students	The count of unique students transported in the waybill period.


- Click on the 'Finish' button. The SESTA Waybill Reporting page will then be displayed.

User guide for SESTA Transport Service Providers

How to view a completed waybill report

You are on the SESTA Waybill Reporting page.

1. Click on the ‘View Waybill’ button for the completed waybill report you wish to view.




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SESTA Waybill Reporting

 Pending Reports (3)

3 Items • Sorted by Submitted Date

Monthly Metric Rep...	Contract Title	Cluster	Operating Period	Due Date	Status	Action
MMR-2350	SESTA Transit	Palmerston North - ...	June 2023	6/07/2023	Draft	Complete Waybill
MMR-2351	SESTA Transit	New Plymouth - SE...	June 2023	6/07/2023	Draft	Complete Waybill
MMR-2352	SESTA NEW	Palmerston 2 - SEST...	June 2023	6/07/2023	To Do	Complete Waybill

 Completed Reports (12)

12 Items • Sorted by Submitted Date

Monthly Metric Report ...	Submission Date	Contract Title	Cluster	Operating Period	Action
MMR-2203	26/07/2023	SESTA_Napier	Cluster Napier - SESTA - ...	April 2023	View Waybill
MMR-2204	26/07/2023	SESTA_Napier	Cluster Napier - SESTA - ...	May 2023	View Waybill
MMR-2210	27/07/2023	SESTA_Napier	Cluster Napier - SESTA - ...	June 2023	View Waybill
MMR-2211	1/08/2023	SESTA_Napier	Cluster Napier - SESTA - ...	July 2023	View Waybill
MMR-2222	28/07/2023	SESTA Taupo	Taupo - SESTA - 2023	March 2023	View Waybill

User guide for SESTA Transport Service Providers

2. You can view the route-related details by selecting the 'Details' tab.

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Provider Reporting **MMR-2203** [New Note](#) [Printable View](#)

Cluster: Cluster Napier - SESTA - 2023 Operating Period: April 2023 Status: Complete Submitted By: [Tranzit CA](#)

Details Student Information

▼ Details

Monthly Metric Report Name MMR-2203	TSP Name Tranzit Group Limited
Cluster Cluster Napier - SESTA - 2023	Status Complete
Number of Students 3	Submitted By Tranzit CA
Group Name Cluster Napier - SESTA - 2023	Submission Date 26/07/2023

▼ Trip Information

Total Flagfalls 20.00	Total Sedan Distance 40.00
Total Distance 350.00	Total TMV/Other Distance 30.00

Field	Description
Monthly Metric Report Name	The waybill report ID for the period.
Cluster	The name of the single cluster associated with the waybill report. There is one cluster per waybill report.
Operating Period	The operating period (Month YYYY) associated with the waybill report.
Status	The status of the completed waybill report.
Submitted By	TSP contact that submitted the waybill.
# Students	The number of unique students associated with the route.
Group Name	The cluster group name of the single cluster associated with the waybill report.
TSP Name	Name of TSP entity associated with the waybill and contract.
Submission Date	The date the waybill was submitted.
Total Flagfalls	The total number of flagfalls per every AM and/or PM run of the route in the reporting period.
Total Distance	The total number of AM and PM KMs travelled for sedan and TMV / other vehicles across all routes run in the reporting period.
Total Sedan Distance	The total number of AM and PM KMs travelled for all sedan routes run in the reporting period.

User guide for SESTA Transport Service Providers

Field	Description
Total TMV/Other Distance	The total number of AM and PM KMs travelled for all TMV / other vehicle routes run in the reporting period.

3. You can view student-related details by selecting the 'Student Information' tab.

The screenshot shows the Pokapū Waka Kura reporting interface. At the top, there's a navigation bar with links: Home, Contracts, TSP Reporting, Help & Support, and Contact Us. Below this, the reporting period is MMR-2716. The cluster is Auckland North - SESTA - 2023, operating period is May 2023, status is Submitted, and submitted by is Nirangi AKLtaxiCA. The 'Details' section has a tab labeled 'Student Information' which is highlighted with a red box. Below this, there's a table titled 'Provider Report Line Items (4)' with columns: Route No., Student Name, Address, Attended School, Number of Days Run, AM KMs, PM KMs, Vehicle, and Comments. The table contains four rows of data.

Route No.	Student Name	Address	Attended School	Number of Days Run	AM KMs	PM KMs	Vehicle	Comments
1 R01	Itina Italy	57C WELLIN...	Middle Schoo...	10	0.00	12.50	TM...	Route link in Google Map...
2 R01	Warrick Rangl...	10A PIPITEA ...	Auckland Nor...	10	0.00	12.50	TM...	Route link in Google Map...
3 R02	Itina Italy	57C WELLIN...	Auckland Girl...	12	19.75	0.00	TM...	
4 R02	Warrick Rangl...	10A PIPITEA ...	Auckland Nor...	12	19.75	0.00	TM...	

Field	Description
Route ID	The route ID reference designated by the TSP. Must be unique per route on the waybill report.
Student Name	The name of each student on the route. Students are selected by progressively typing a student's name in the field and clicking on the appropriate match.
Residential Address	The residential address associated with the student for the route. Addresses are selected by clicking on the appropriate address from the available list of residential addresses associated with the student.
Attended School	The school associated with the student for the route.
Days Run	The number of days the route was run. This field must contain a value. A route submitted with a Days Run value of "0" will be ignored for payment processing, but it will be preserved for pre-population on the next waybill report.

SESTA payment history

How to view SESTA payment history

1. Click on the 'Contracts' tab and select 'Payments'.



2. A list of past payments will be displayed with payment summary information.

The screenshot shows the 'Payments' page in the Pokapū Waka Kura portal. The page title is 'Payments'. Below the title, there is a section for 'My Payments' with a search bar and a filter dropdown. The table below lists 10 payments, sorted by Payment Name. The columns are: Payment Name, Agreement Type, Payment Period, Payment Sent Date, FUSION, Total Ex. GST, and Total Inc. GST.

	Payment Name	Agreement Type	Payment Period	Payment Sent Date	FUSION	Total Ex. GST	Total Inc. GST
1	Pairstest	Daily-Tech	-			\$10.0000	\$11.50
2	Scheduled - SESTA - Apr 2023	SESTA	2023-04-01 - 2023-04-30			\$4,500.0000	\$5,175.00
3	Scheduled - SESTA - Apr 2023	SESTA	2023-04-01 - 2023-04-30	300000009...		\$80.0000	\$92.00
4	Scheduled - SESTA - Apr 2023	SESTA	2023-04-01 - 2023-04-30	300000009...		\$655.0000	\$753.25
5	Scheduled - SESTA - Jun 2023	SESTA	2023-06-01 - 2023-06-30			\$13.5171	\$15.54
6	Scheduled - SESTA - Jun 2023	SESTA	2023-06-01 - 2023-06-30			\$14.5519	\$16.73
7	Scheduled - SESTA - Jun 2023	SESTA	2023-06-01 - 2023-06-30			\$9,300.0000	\$10,695.00
8	Scheduled - SESTA - Jun 2023	SESTA	2023-06-01 - 2023-06-30	300000009...		\$875.0000	\$1,006.25
9	Scheduled - SESTA - Mar 2023	SESTA	2023-03-01 - 2023-03-31	300000009...		\$2,172.6500	\$2,498.55
10	Scheduled - SESTA - May 2023	SESTA	2023-05-01 - 2023-05-31			\$9,340.0000	\$10,741.00

User guide for SESTA Transport Service Providers

Field	Description
Payment Name	The reference name associated with the payment.
Agreement Type	The service type of the agreement associated with the payment. SESTA
Payment Period	The payment period associated with the payment.
Payment Sent Date	The date the payment was paid by the Ministry of Education.
FUSION Invoice ID	The invoice ID associated with the payment.
Total Ex. GST	The total payment amount excluding GST.
Total Inc. GST	The total amount paid including GST.

3. Click on a 'Payment Name' to see extended payment details in the 'Details' tab.

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Payment Scheduled - SESTA - Apr 2023

Account Name Tranzit Group Limited	Agreement Type SESTA	Payment Period April - 2023	Total Ex. GST \$4,500.0000	Total Inc. GST \$5,175.00
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Details Payment Lines

Payment Name Scheduled - SESTA - Apr 2023	Status Waiting for Approval
MoE Contract Name CON-10717	Payment Period - Start Date 1/04/2023
Invoice Number TSP-0001285	Payment Period - End Date 30/04/2023
	Payment Period April - 2023

▼ **Payment Amount**

Total Ex. GST \$4,500.0000	GST \$675.00
Total Inc. GST \$5,175.00	

▼ **Payment Breakdown**

Scheduled Payment ⓘ \$4,500.0000	Adjustment Payment ⓘ \$0.0000
Manual Payment ⓘ \$0.0000	Cancelled Trip Payment ⓘ \$0.0000

Field	Description
Payment Name	The reference name associated with the payment.
MoE Contract Name	The Ministry of Education contract reference associated with the payment.
Invoice Number	The invoice ID associated with the payment.

User guide for SESTA Transport Service Providers

Field	Description
Status	The status of the payment.
Payment Period – Start Date	The start date associated with the payment period.
Payment Period – End Date	The end date associated with the payment period.
Payment Period	The payment period associated with the payment.
Total Ex. GST	The total payment amount excluding GST.
Total Inc. GST	The total amount paid including GST.
GST	The amount of GST associated with the payment.
Scheduled Payment	The proportion of payment that is from scheduled payment lines.
Manual Payment	The proportion of payment that is from manual payment lines.
Adjusted Payment	The proportion of payment that is from adjusted payment lines.
Cancelled Trip Payment	The proportion of payment that is from cancelled trip adjustment payment lines.

- Click on the 'Payment Lines' tab to see individual payment lines associated with the payment.

Pokapū Waka Kura

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Payment Scheduled - SESTA - Apr 2023

Account Name: [Tranzit Group Limited](#) Agreement Type: SESTA Payment Period: April - 2023 Total Ex. GST: \$4,500.0000 Total Inc. GST: \$5,175.00

Details **Payment Lines**

Payment Lines (3) 3 items • Updated a few seconds ago

	Payment Line Name	Contract Route	TSP Contract Group	Payment Cre...	Route Type	Total (ex GST)
1	Apr 2023 - Scheduled - Cluster Napier - SESTA - 2023 - Sedan		Cluster Napier - SESTA - 2023	Scheduled	Cluster	\$4,000.0000
2	Apr 2023 - Scheduled - Cluster Napier - SESTA - 2023 - Other		Cluster Napier - SESTA - 2023	Scheduled	Cluster	\$300.0000
3	Apr 2023 - Scheduled - Cluster Napier - SESTA - 2023 - Flagfall		Cluster Napier - SESTA - 2023	Scheduled	Cluster	\$200.0000

[View All](#)

Field	Description
Payment Line Name	The reference name associated with the individual payment line.
Contract Route	Not applicable to SESTA

User guide for SESTA Transport Service Providers

Field	Description
TSP Contract Group	TSP Contract Group associated with the individual payment line.
Payment Creation Type	The type of payment method associated with the individual payment line.
Route Type	The type of route associated with the payment line. Will always be "Cluster" for SESTA.
Total Ex. GST	The total payment amount excluding GST.

How to download SESTA payment history into a CSV file

You must be on the details page for a previous SESTA payment.

1. Click on the 'Download to CSV' link to download a CSV file with details related to the individual payment.

Pokapū Waka Kura

Home Contracts TSP Reporting Help & Support

Payment Scheduled - SESTA - Apr 2023

Account Name Tranzit Group Limited	Agreement Type SESTA	Payment Period April - 2023	Total Ex. GST \$4,500.0000	Total Inc. GST \$5,175.00	Download CSV
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Details Payment Lines

Payment Name Scheduled - SESTA - Apr 2023	Status Waiting for Approval
MoE Contract Name CON-10717	Payment Period - Start Date 1/04/2023
Invoice Number TSP-0001285	Payment Period - End Date 30/04/2023
	Payment Period April - 2023

Payment Amount

Total Ex. GST \$4,500.0000	GST \$675.00
Total Inc. GST \$5,175.00	

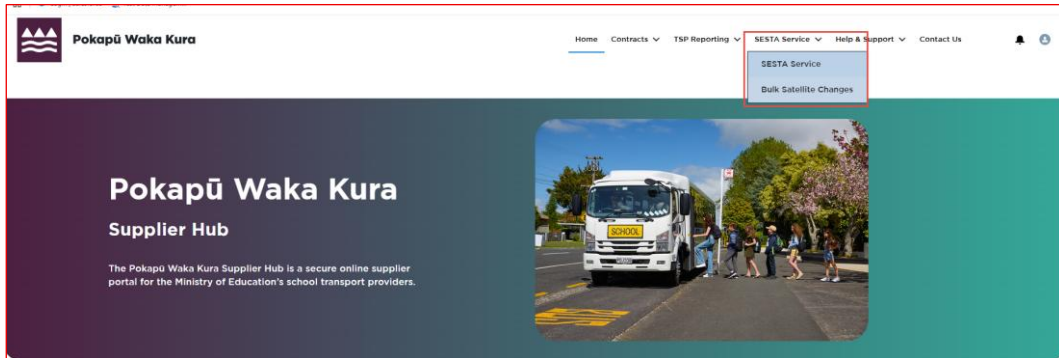
Payment Breakdown

Scheduled Payment \$4,500.0000	Adjustment Payment \$0.0000
Manual Payment \$0.0000	Cancelled Trip Payment \$0.0000

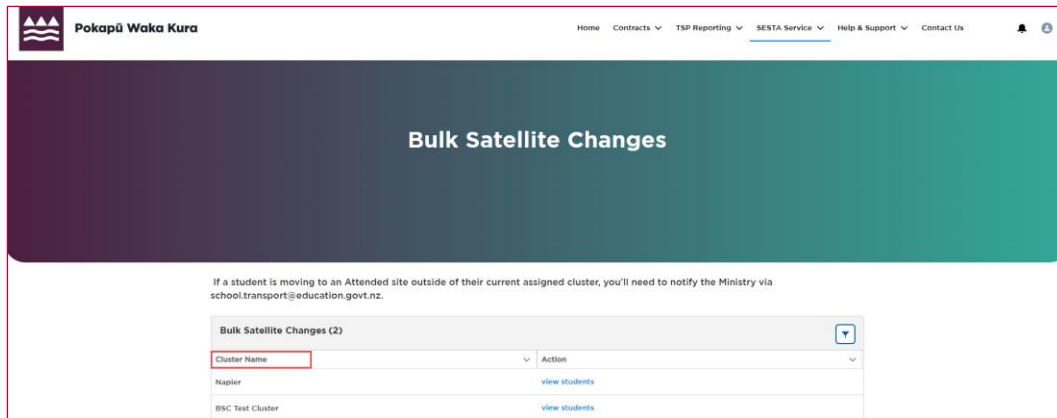
SESTA Bulk Satellite changes

How to view bulk satellite changes

1. Navigate to the 'SESTA Service' tab, then select 'Bulk Satellite Changes' from the menu.



2. The following page will open, displaying a list of all your clusters. Click on 'Cluster Name' to sort your clusters into alphabetical order.



User guide for SESTA Transport Service Providers

3. You can also search for a cluster by using the 'Filter' button.

The screenshot shows the 'Bulk Satellite Changes (2)' interface. It features a table with two columns: 'Cluster Name' and 'Action'. The table lists 'BSC Test Cluster' and 'Napier', each with a 'view students' link. To the right of the table is a filter sidebar with three sections: 'Field' (a dropdown menu currently showing 'Select an Option'), 'Operator' (a dropdown menu currently showing 'Select an Option'), and 'Value' (a text input field). At the bottom of the sidebar are two buttons: 'Apply Filter' and 'Clear Filters'. A red box highlights the 'Apply Filter' button.

For example, to find the cluster 'Napier':

- select 'Cluster Name' in the 'Field' dropdown
- select the option 'Contains' in the 'Operator' field
- enter 'Nap' in the 'Value' field

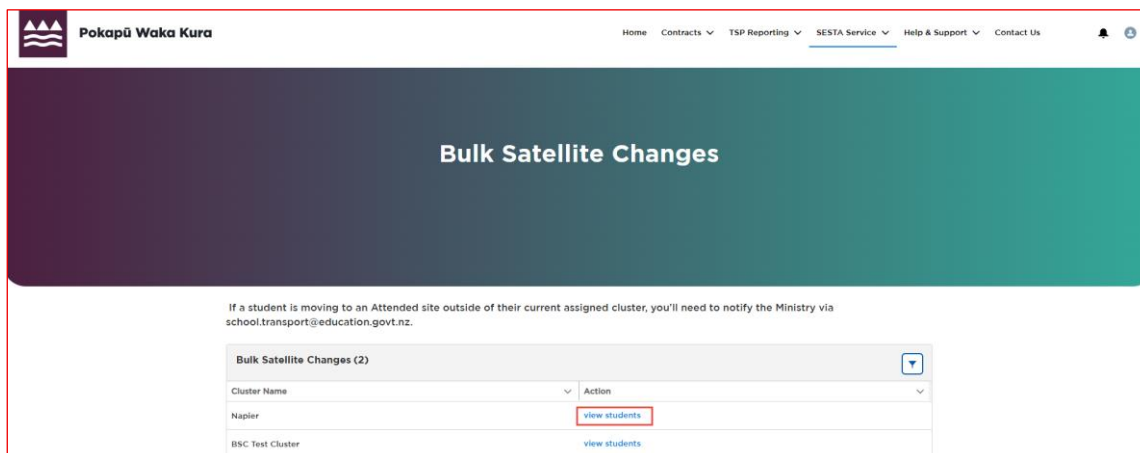
This screenshot shows the 'Bulk Satellite Changes (2)' interface with the filter sidebar open. The 'Field' dropdown is set to 'Cluster Name', the 'Operator' dropdown is set to 'Contains', and the 'Value' text input field contains 'Nap'. The 'Apply Filter' button is highlighted with a red box. Above the table, there is a note: 'If a student is moving to an Attended site outside of their current assigned cluster, you'll need to notify the Ministry via school.transport@education.govt.nz.'

Click the 'Apply Filter' button and the list will display with any cluster who have 'Nap' in their cluster name.

The screenshot shows the 'Bulk Satellite Changes (1)' interface after applying the filter. The table now only displays 'Napier' with a 'view students' link. The filter sidebar on the right shows the same settings: 'Field' set to 'Cluster Name', 'Operator' set to 'Contains', and 'Value' set to 'Nap'. The 'Apply Filter' button is highlighted with a red box.

User guide for SESTA Transport Service Providers

- To view the students who are in the Napier cluster, select the hyperlink 'view students' next to the name of the cluster.



- A page will open listing all students in the cluster. The following will display for each student:

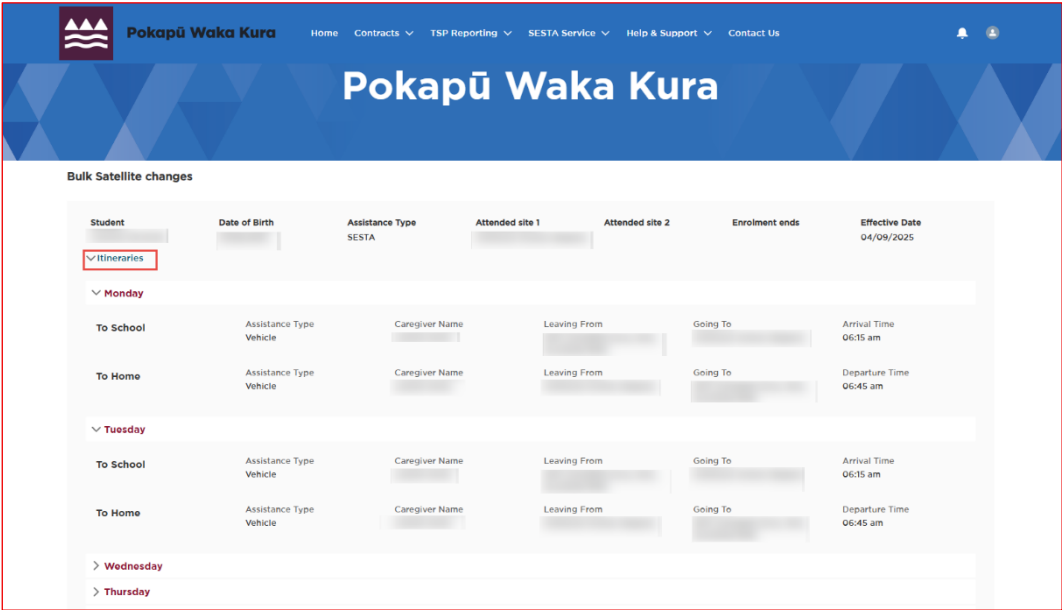
- Attended site(s)
- Itineraries
- Enrolment ends date (if applicable)
- Effective Date

Bulk Satellite changes

Student	Date of Birth	Assistance Type	Attended site 1	Attended site 2	Enrolment ends	Effective Date
Student	13/08/2014	SESTA				
Itineraries						
Student	13/08/2012	SESTA				
Itineraries						
Student	22/08/2015	SESTA				
Itineraries						
Student	30/07/2011	SESTA				
Itineraries						
Student	08/08/2013	SESTA				
Itineraries						
Student	21/08/2014	SESTA				
Itineraries						
Student	20/08/2014	SESTA				
Itineraries						

User guide for SESTA Transport Service Providers

6. To view a student’s itinerary, click on the arrow next to ‘Itineraries’ below the student’s name.





**Te Tāhuhu o
te Mātauranga**
Ministry of Education

He mea tārai e mātou te mātauranga kia
rangatira ai, kia mana taurite ai ōna huanga

We shape an education system that delivers
equitable and excellent outcomes
