



PETRA SHUTTLE BUS GUIDEBOOK



B A K A



PETRA SHUTTLE BUS

Selamat datang di Layanan Shuttle Bus Universitas Kristen Petra. Buku panduan ini dirancang untuk membantu mahasiswa, dosen, dan staf menggunakan layanan shuttle dengan mudah, aman, dan bertanggung jawab.

(Welcome to Petra Christian University Shuttle Bus Service. This guidebook is designed to help students, lecturers, and staff use the shuttle service conveniently, safely, and responsibly.)

Titik jemput/titik antar (pickup/drop-off point):

Universitas Kristen Petra - Kampus Pusat

Rute Surabaya Barat (West Surabaya Route)

Titik jemput/titik antar (pickup/drop-off point):

Fairway nine – Main Lobby

Rute Surabaya Timur (East Surabaya Route)

Titik jemput/titik antar (pickup/drop-off point):

Galaxy Mall 2 – Lobby SOGO



Status Penumpang (*Passenger Status*) :

- **Reserved**

Penumpang berhasil mendapatkan kursi.
(*The passenger successfully secured a seat.*)

- **Waiting List**

Penumpang tidak mendapatkan kursi dan harus menunggu jika ada penumpang lain yang membatalkan jadwal. (Belum tentu mendapatkan kursi)
(*The passenger did not get a seat and must wait for a cancellation. (Seat is not guaranteed.)*)

Kapasitas Bus Petra Shuttle (*Petra Shuttle Bus Capacity*) :

Setiap bus Petra Shuttle memiliki kapasitas sebanyak **25 kursi penumpang**.

Untuk setiap rute, akan disediakan **2 unit bus**, sehingga total kuota per rute adalah **50** penumpang per keberangkatan.

(*Each Petra Shuttle bus has a capacity of **25 passenger seats**.
For each route, **2 buses are provided**, making the total seat quota **50** passengers per departure.*)



PETRA SHUTTLE BUS APP

Untuk mempermudah dan meningkatkan kenyamanan pengalaman Anda dalam menggunakan shuttle, Universitas Kristen Petra menyediakan Aplikasi Shuttle Bus yang tersedia di platform Android dan iOS.

(To make your shuttle experience easier and more efficient, Petra Christian University provides a Shuttle Bus App available on Android and iOS platforms.)





HOW TO LOG IN TO THE PETRA SHUTTLE BUS APP

Untuk menggunakan aplikasi mobile Petra Shuttle Bus, Anda harus masuk menggunakan akun resmi universitas Anda.

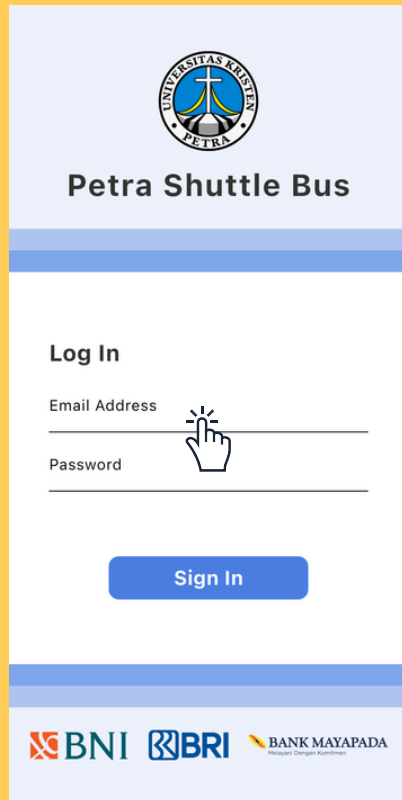
(To use the Petra Shuttle Bus mobile application, you must log in using your official university credentials.)



Buka Aplikasi
(Open the App)

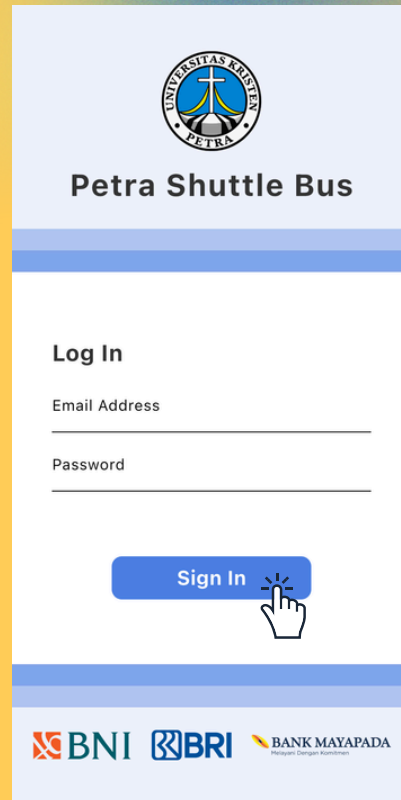


Pilih Opsi Next
(Select Next Option)



The image shows the login screen of the Petra Shuttle Bus app. At the top is the Petra Christian University logo. Below it is the title "Petra Shuttle Bus". The screen has a "Log In" section with two input fields: "Email Address" and "Password". A hand icon is shown pointing at the "Email Address" field. Below the input fields is a blue "Sign In" button. At the bottom, there are logos for BNI, BRI, and BANK MAYAPADA.

Masukkan Data Akun Anda
(Enter Your Credentials)



This image is identical to the previous one, showing the login screen of the Petra Shuttle Bus app. However, a hand icon is now pointing at the blue "Sign In" button, indicating the next step in the process.

Ketuk "Sign In"
(Tap "Sign In")

Note :

- **Alamat Email:** NRP@john.petra.ac.id atau akun@peter.petra.ac.id
(**Email Address:** NRP@john.petra.ac.id or user@peter.petra.ac.id)
- **Kata Sandi:** Gunakan kata sandi akun kampus Anda (sama seperti untuk email kampus)
(**Password:** Use your Petra campus account password (same as for campus email))



HOW TO BOOK YOUR SCHEDULE

Anda dapat memesan jadwal shuttle langsung melalui aplikasi mobile Petra Shuttle Bus.

(You can book your shuttle ride directly through the Petra Shuttle Bus mobile application.)

The screenshot shows the Petra Shuttle Bus mobile application interface. At the top, there are logos for BNI, BRI, and BANK MAYAPADA. Below the logos, the text "Depart at : 19 June 2025" is displayed. An arrow points to this text with the annotation "Klik untuk memilih tanggal ¹ (Click to select a date¹)". Below the departure date, there is a section for selecting pick-up and drop-off points. The "From" field is set to "Galaxy Mall 2" and the "To" field is set to "UK Petra". An arrow points to the "From" field with the annotation "Klik untuk memilih titik jemput/titik antar ² (Click to select pick-up/drop-off point ²)". Below the pick-up and drop-off points, there is a section for the schedule. The date "19 June 2025" is displayed. The schedule shows a departure time of "06:00" from "Galaxy Mall 2" and an arrival time of "06:28" at "UK Petra". The duration is "28 min". Below the schedule, there is a "Seat Availability" section showing "11/25" and a "Book a seat" button. An arrow points to the schedule section with the annotation "Jadwal Tersedia (Available schedule)". At the bottom of the screen, there are three icons: "Destination", "History", and a blue square icon with a white "P" inside.

Klik untuk memilih tanggal ¹
(Click to select a date¹)

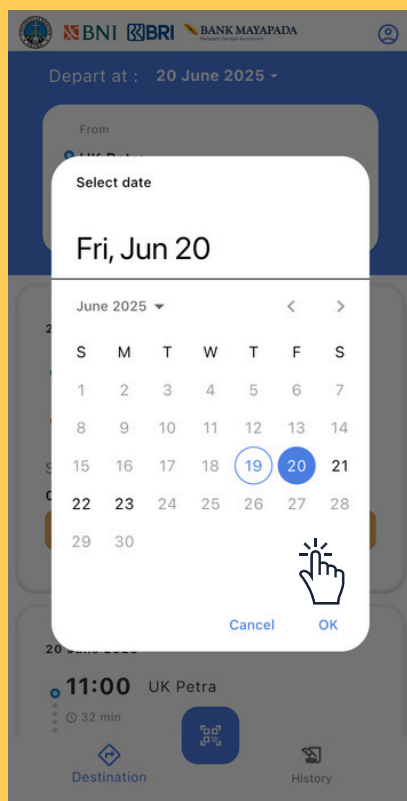
Klik untuk memilih titik jemput/titik antar ²
(Click to select pick-up/drop-off point ²)

Jadwal Tersedia
(Available schedule)

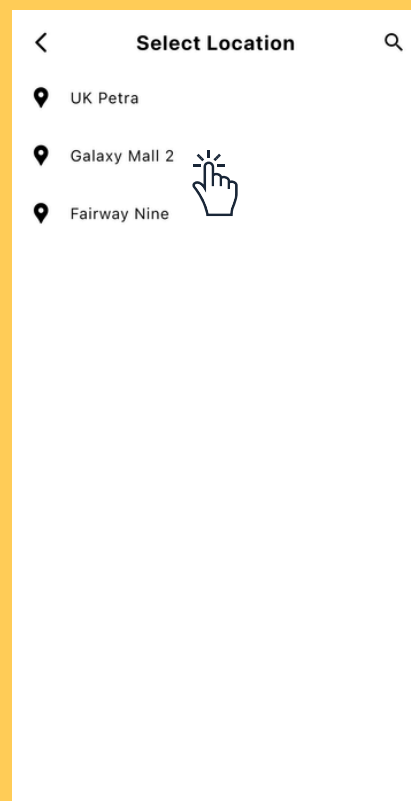


Berikut merupakan tampilan untuk memilih tanggal¹, lokasi titik jemput/titik antar².

(Below is the interface for selecting date¹, pickup point/drop-off point².)



Ketuk ikon kalender untuk memilih tanggal yang diinginkan¹
(Tap the calendar icon to select your preferred booking date¹)

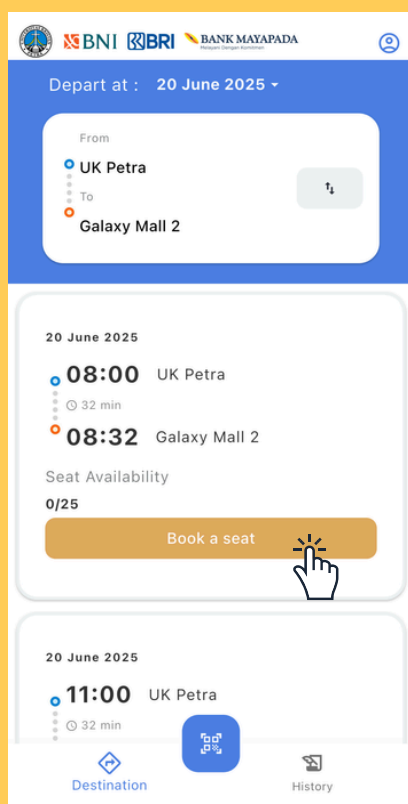


Pilih lokasi titik jemput Anda²
contoh: Galaxy Mall 2 ke UK Petra
(Choose your pickup location²)

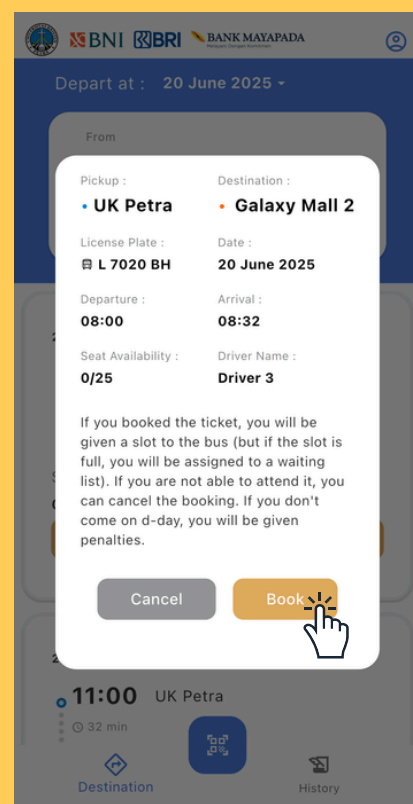


Setelah memilih tanggal dan lokasi, silakan lanjutkan dengan memilih jadwal yang ingin Anda booking.

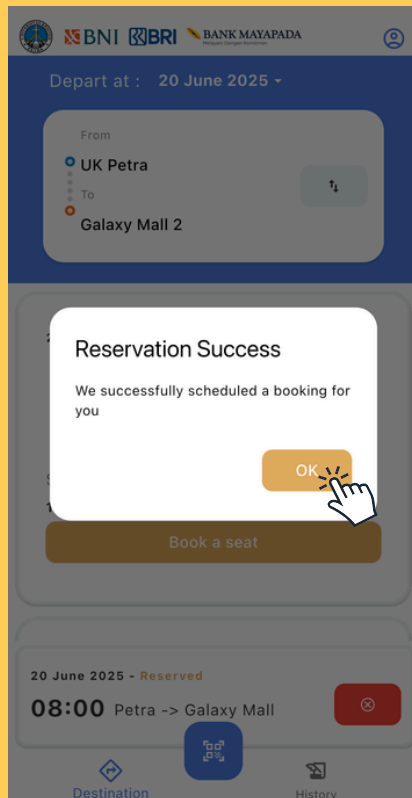
(After selecting the date and locations, please proceed to choose the available schedule you would like to book.)



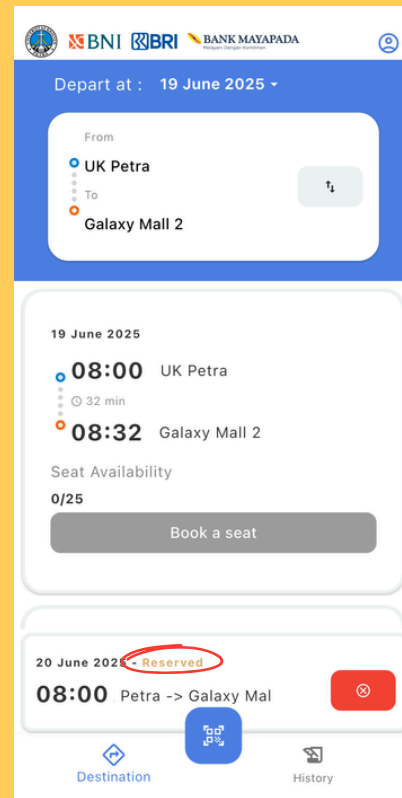
Setelah memilih, Klik "Book a Seat" apabila kursi masih tersedia pada jadwal yang dipilih.
(Click "Book a Seat" if seats are still available for the selected schedule)



Klik "Book" untuk mendapatkan tiket Anda.
(Click "Book" to get your ticket)



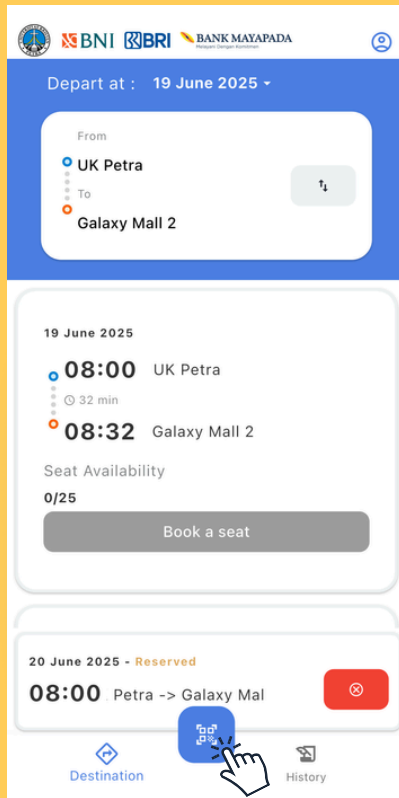
Klik "OK", untuk menyelesaikan proses pemesanan jadwal
(Click "OK" to complete the booking process)



Jika tertera tulisan 'reserved', penumpang mendapatkan kursi.
Jika 'waiting list', penumpang harus menunggu ketersediaan kursi

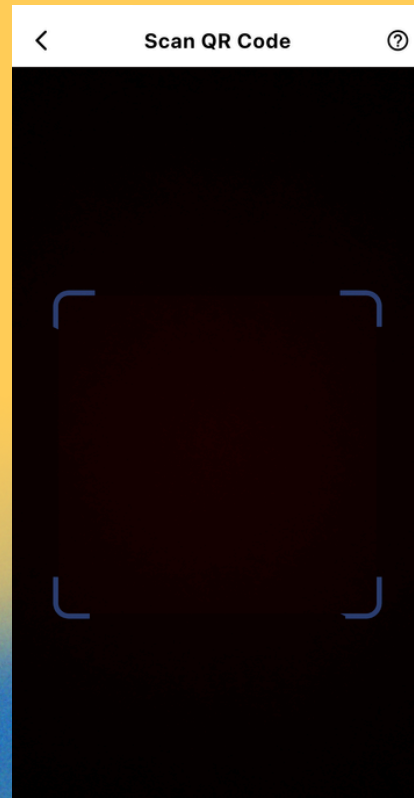
(If the status shows 'Reserved', the passenger has secured a seat.

If it shows 'Waiting List', the passenger must wait for seat availability.)



Klik icon 'QR' untuk memindai kode QR Driver saat masuk ke dalam bus agar akun Anda tidak terkena ban.

(Click the 'QR' icon to scan the Driver's QR Code when entering the bus to prevent your account from being banned)



Arahkan kamera untuk memindai kode QR Driver saat masuk ke dalam bus agar akun Anda tidak terkena ban.

(Point your camera to scan the Driver's QR Code when entering the bus to prevent your account from being banned.)



QR Code Success

Enjoy your trip!

Close

Berikut adalah tampilan yang akan muncul jika Anda telah berhasil memindai kode QR Driver. *(Here is the screen that will appear once you have successfully scanned the Driver's QR Code)*

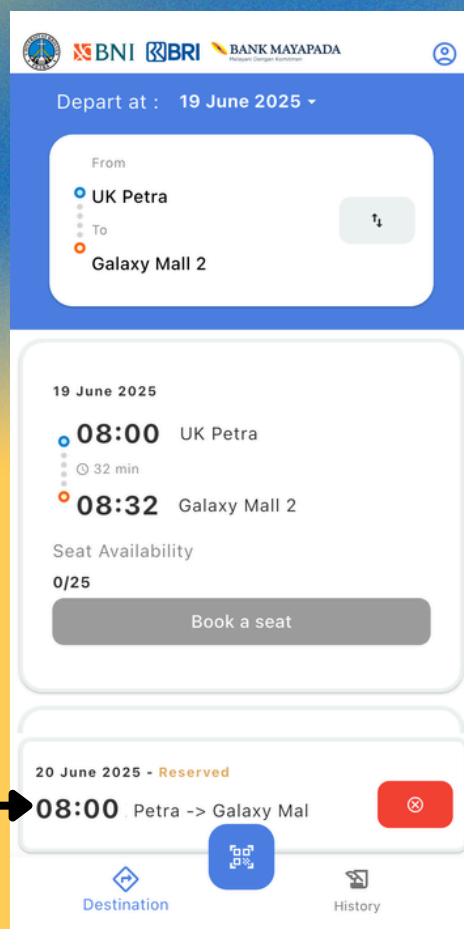


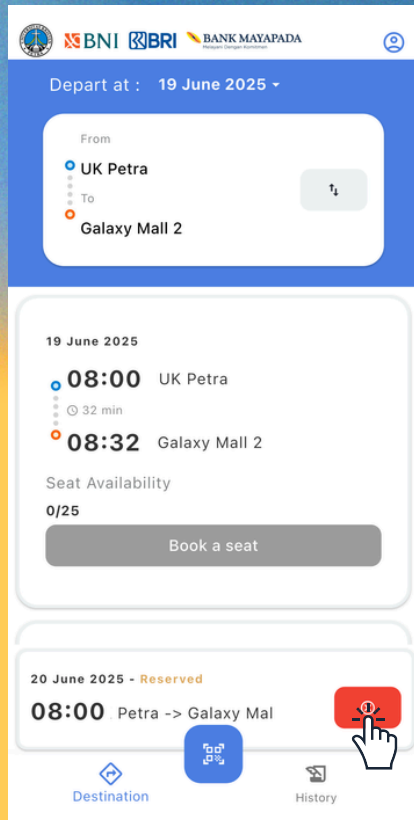
HOW TO CANCEL YOUR SCHEDULE

Anda dapat membatalkan jadwal shuttle langsung melalui aplikasi mobile Petra Shuttle Bus.

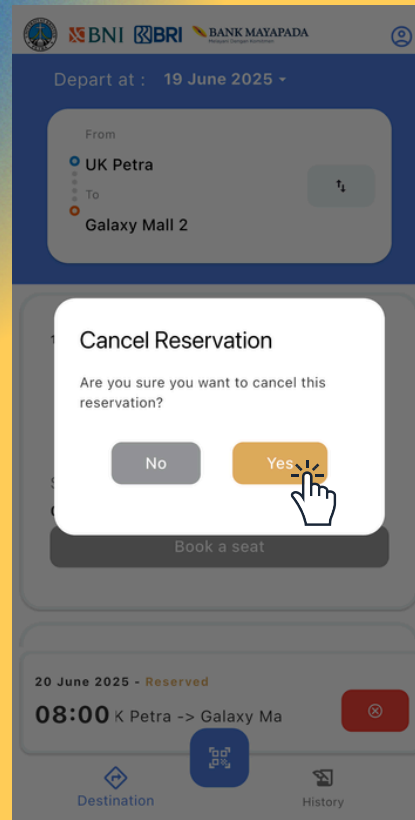
(You can cancel your shuttle ride directly through the Petra Shuttle Bus mobile application.)

**Jadwal yang
sudah dipesan
(Your Booked
Schedule)**

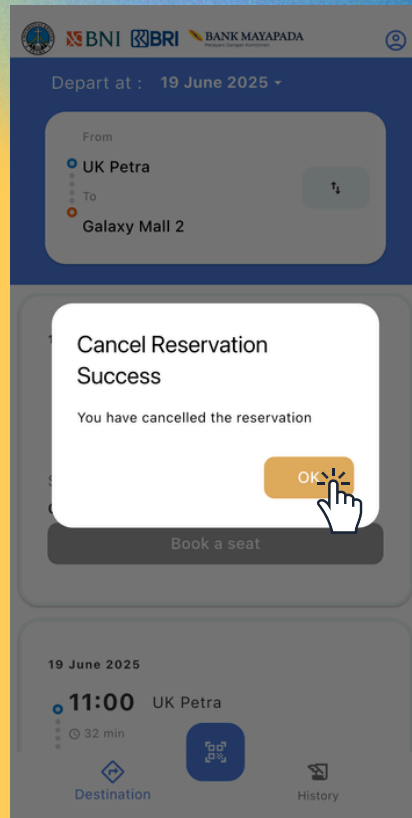




Klik tanda (x) untuk membatalkan jadwal yang sudah dipesan
(Click the (x) icon to cancel a booked schedule)



Klik "Yes" untuk persetujuan pembatalan jadwal yang dipesan
(Click "Yes" to confirm the cancellation of your booked schedule)



Klik 'OK' untuk menyelesaikan proses pembatalan jadwal.
(Click 'OK' to complete the cancellation process)



PERATURAN PETRA SHUTTLE BUS

Peraturan Penumpang Petra Shuttle Bus:

- Datang paling lambat 5 menit sebelum keberangkatan, bus tidak akan menunggu penumpang.
- Wajib melakukan scan QR Driver sebagai bukti bahwa Anda telah memesan jadwal.
- Tanpa bukti pemesanan, penumpang tidak dapat masuk ke dalam bus.
- Penumpang berstatus Waiting List tidak dapat naik, karena tidak mendapat kuota kursi.
- Berbagilah tempat duduk dengan penumpang lain, mengingat kapasitas bus yang terbatas.
- Jika tidak jadi menggunakan layanan, silakan batalkan jadwal Anda.
- Jika tidak membatalkan dan tidak naik bus, akun akan terkena ban selama 5 hari.
- Jadwal yang ditampilkan adalah jadwal untuk 5 hari ke depan.
- Jadwal mingguan akan ditampilkan setiap hari Kamis pukul 15.00.
- Mohon menjaga kebersihan bus bersama-sama.



RULES PETRA SHUTTLE BUS

Shuttle Bus Rules for Passengers :

- Arrive at least 5 minutes before departure. The bus will not wait for late passengers.
- You must scan the Driver's QR Code as proof that you have booked a seat.
- Without booking proof, passengers will not be allowed to enter the bus.
- Passengers with 'Waiting List' status are not allowed to board the bus as they do not have a seat quota.
- Please share seats with other passengers, as the bus has limited seating capacity.
- If you no longer plan to use the shuttle service, please cancel your booking.
- If you don't cancel and miss the bus, your account will be banned for 5 days.
- The displayed schedule shows rides available for the next 5 days.
- Weekly schedules are released every Thursday at 3:00 PM.
- Please help keep the bus clean for everyone.



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