



OFFICE OF PUPIL TRANSPORTATION
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MEMORANDUM

TO: Parents of Students with School Bus Service Provided by Atlantic and Affiliated Companies

FROM: Alexandra Robinson, Executive Director, Office of Pupil Transportation (OPT)

DATE: December 17, 2013

RE: Student Transportation in Event of Lack of Contract Bus Service by Atlantic, Amboy, Staten Island Bus, and Atlantic Queens Bus

This memo is to inform you that Atlantic Bus Company and its affiliated companies (including Amboy, Staten Island Bus, and Atlantic Queens Bus) have filed for bankruptcy protection. These companies have informed the DOE that they will not provide transportation for your child when school starts after Winter Recess on January 2, 2014.

We are working hard to make sure that there will be alternate transportation for your child on January 2, 2014. This letter explains what you and your child need to know about getting to school on January 2 and the days after.

Ways that Your Child May be Able to Get to School

1. *Another Bus Company.* We are working to arrange for other companies to cover the routes currently serviced by Atlantic. We are hopeful that other companies will take over these routes.
2. *Special MetroCards.* If we are not able to find a new company to take your child to school in a bus, we will be providing special MetroCards for students; parents of students in grades K-6 may also receive a MetroCard upon request. If we need to use these cards, they will be distributed at your school on January 2, 2014. This means that parents will be responsible for arranging transportation for their children to get to school on January 2, 2014.

(Continued on reverse)

3. *Reimbursement.* For students receiving Special Education bus service, if the student cannot travel by bus or subway, parents may submit claims for reimbursement for privately arranged transportation. Parents of students with disabilities may be reimbursed if they provide transportation using their own cars, car services, taxis or Access-A-Ride. Parents will need to submit mileage reports or original receipts for expenses incurred. Forms and directions for submitting such claims will be posted to OPT's website. You may wish to begin identifying service providers in advance.

How to Stay Informed

1. Parents should begin regularly checking the OPT website at <http://schools.nyc.gov/Offices/Transportation/default.htm> beginning Friday, December 27, for updated information regarding bus service for their children. Please look for the box titled "Operations Update."
2. Parents may also call the OPT customer service line at (718) 392-8855.
3. We will call all families of students receiving Special Education bus service to provide families with updated bus provider information prior to January 2, 2014.

We understand the anxiety and inconvenience that this situation may bring. We appreciate your support.

cc: Kathleen Grimm
Kevin Moran
Eric Goldstein