



**OFFICE OF PUPIL TRANSPORTATION**  
Alexandra Robinson, M.Ed. CDPT, *Executive Director*  
44-36 Vernon Boulevard  
Long Island City, NY 11101  
Telephone: (718) 392-8855  
Fax: (718) 482-3702

**MEMORANDUM**

**TO:** Principals and Transportation Coordinators at Public and Non-Public Schools 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 Service by Atlantic, Amboy, Staten Island Bus, and Atlantic Queens Bus

---

This memo is to inform you that school bus service provider Atlantic 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 cease operation on December 31, 2013. **We are working to get other bus vendors to step in and serve these routes.** However, it is possible that some or all of the Atlantic-related school bus routes will not be in service when school resumes on January 2, 2014. Should that occur, our contingency plan is as follows:

1. We are providing special MetroCards for use by all school-aged students currently traveling on Atlantic buses, and the parents of those students in grades K-6 may also receive MetroCards upon request. These MetroCards are being shipped to schools immediately but should not be distributed until specific instructions to do so have been issued to schools by OPT. Please note that *if* MetroCards are distributed to parents and students, such distribution will occur on or after January 2, 2014. Accordingly, parents will need to make arrangements for their children to be transported to school on January 2, 2014. For your information, a copy of the instructions sent with each package of those MetroCards is attached; for DOE schools it is available on the [Principal's Portal](#).
2. For students with disabilities, if travel by bus or subway is not a viable option, parents of students may also submit claims for reimbursement if they provide transportation using their own cars, car services, taxis or Access-A-Ride. Parents will need to submit

(Continued on reverse)

mileage reports or original receipts for expenses incurred. Forms and directions for submitting such claims will be posted to OPT's website.

We understand the anxiety and inconvenience that this situation brings to all the members of your school community. The MetroCards being shipped to your school for potential use by students riding buses now serviced by Atlantic may turn out to be needed by only some of those students and their parents when school resumes on January 2. We will communicate with parents about this situation in the following ways:

- We will be posting a letter to parents on OPT's website (click [here](#)). Translations will be posted as soon as they are available. This letter explains the potential service disruption, how to check the OPT website for updated information, and informs parents that, if needed, MetroCards will be distributed at school on January 2, 2014. The letter also explains to parents of students with disabilities that, in the event that their child's bus route is not in service starting on January 2, they may be reimbursed for alternative transportation and should begin to identify the companies and service providers that they may need to provide an alternative method of transportation.
- **We ask that you download the Parent Letter and distribute it to all students on affected routes before the holidays.**
- In the event we are able to confirm a new bus operator before the holidays, we will inform your school and post notification to parents on the OPT website.
- We will call all families of students receiving Special Education bus services to provide families with updated bus provider information prior to January 2, 2014.
- Schools and parents should begin regularly checking the OPT website at the following location <http://schools.nyc.gov/Offices/Transportation/default.htm> beginning Friday, December 27, for updated information regarding the transition of bus services for their children.

Thank you for your support. If you have any questions, please contact OPT at (718) 392-8855.

cc: Kathleen Grimm  
Kevin Moran  
Eric Goldstein