



OFFICE OF PUPIL TRANSPORTATION
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March 27, 2012

Dear Principal:

The National School Transportation Specifications & Procedures indicate that during operation of a wheel chair lift on a school bus (including manual operation), “no one shall be allowed to stand on the lift platform”¹. In a joint effort to improve student safety, the Office of Pupil Transportation and the Division of Students with Disabilities (Special Education) are advising you that students served by the NYC DOE will no longer be permitted to stand on lifts to board / unload school buses.

To assist you in addressing this issue, we’ve included guidelines below. Please make every effort to address both the operational and administrative issues involved as soon as possible.

If further information or assistance is required, please contact the NYC DOE Office of Pupil Transportation. Borough Director contact information is on the next page.

Very Truly Yours,

Lauren Katzman
Executive Director, Special Education

Alexandra Robinson
Executive Director, Office of Pupil
Transportation

¹ The 2010 National School Transportation Specifications and Procedures. Page 223, section E

Guidelines to address students coded as requiring a bus with a lift, but not identified as using a wheelchair

Note: Only school staff within District 75 has the access to update the STRE screen. Non D-75 public schools should work with their network's transportation liaison to update.

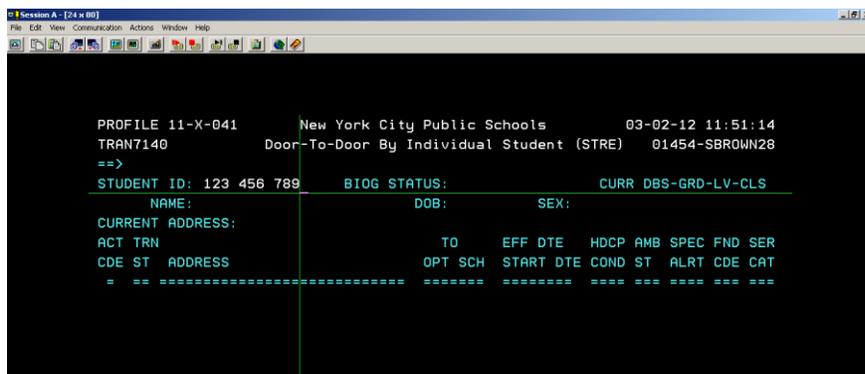
- **If the student uses the stairs to board the bus:**
 - **District 75 schools:** please update the ambulatory code from "L" to "N"
 - **Public schools:** please work with your school's network transportation liaison to update the ambulatory code from "L" to "N"
 - *See instructions on how to update a student's ambulatory code on the next page*
- **If the student uses a wheelchair on the bus:**
 - **District 75 schools:** please update the ambulatory code from "L" to "W"
 - **Public schools:** please work with your school's network transportation liaison to update the ambulatory code from "L" to "W"
 - *See instructions on how to update a student's ambulatory code on the next page*
- **If the student does not utilize the busing service to your school:**
 - **District 75 schools:** please delete the transportation request for this student (the request can be put back in if the student requires busing later on)
 - **Public schools:** please work with your school's network transportation liaison to delete the transportation request for this student
 - *See instructions on how to delete a student's transportation request on the next page*
- **If the student does not routinely utilize a wheelchair, AND is not able to climb the steps (even with assistance),** the student can board the bus via the lift but only **in a seating position** such as in a wheelchair or boarding chair. Once on board, the student may then transfer to a regular bus seat.
 - In these cases, the students should remain coded with the ambulatory code "L" which means "the lift is required for boarding and unloading the bus"

See further details on the next page about updating ambulatory codes in ATS / STRE. For more information contact either the student's physical therapist or your respective OPT Borough Director (listed here).

Borough	OPT Director	Phone	Email
Manhattan	Richie Scarpa	(718) 482-3740	RScarpa@schools.nyc.gov
The Bronx	Seth Brown	(718) 482-3850	SBrown14@schools.nyc.gov
Brooklyn	Diane Beediahram	(718) 482-3769	DBeediahram@schools.nyc.gov
Queens	Frank Jackson	(718) 482-3763	FJackson@schools.nyc.gov
Staten Island	James Campbell	(718) 482-6299	JCampbell8@schools.nyc.gov

Instructions on how to update a student's ambulatory code

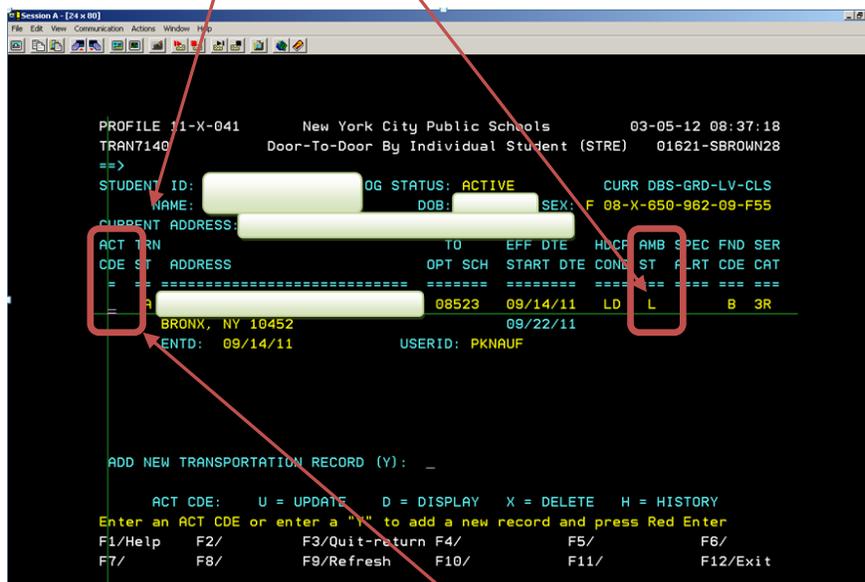
- Go to the STRE screen within ATS and enter the student's ID number



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Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 11-X-041      New York City Public Schools      03-02-12 11:51:14
TRAN7140      Door-To-Door By Individual Student (STRE)  01454-SBROWN28
==>
STUDENT ID: 123 456 789      BIOG STATUS:      CURR DBS-GRD-LV-CLS
NAME:      DOB:      SEX:
CURRENT ADDRESS:
ACT TRN      TO      EFF DTE      HDCP AMB SPEC FND SER
CDE ST ADDRESS      OPT SCH      START DTE COND ST ALRT CDE CAT
=====
= = =====
  
```

- To **update** the ambulatory code from "L" to "N" or "W":
 - Enter action code (ACT CDE) "U" and press "red enter" / right control. The code to be updated is the "L" under the "AMB ST" heading



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Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 11-X-041      New York City Public Schools      03-05-12 08:37:18
TRAN7140      Door-To-Door By Individual Student (STRE)  01621-SBROWN28
==>
STUDENT ID: [REDACTED]      OG STATUS: ACTIVE      CURR DBS-GRD-LV-CLS
NAME: [REDACTED]      DOB: [REDACTED]      SEX: F 08-X-650-962-09-F55
CURRENT ADDRESS: [REDACTED]
ACT TRN      TO      EFF DTE      HDCP AMB SPEC FND SER
CDE ST ADDRESS      OPT SCH      START DTE COND ST ALRT CDE CAT
=====
= = =====
[REDACTED]      08523      09/14/11      LD      L      B 3R
[REDACTED]      BRONX, NY 10452      09/22/11
ENTD: 09/14/11      USERID: PKNAUF

ADD NEW TRANSPORTATION RECORD (Y): _

ACT CDE:  U = UPDATE      D = DISPLAY      X = DELETE      H = HISTORY
Enter an ACT CDE or enter a "Y" to add a new record and press Red Enter
F1/Help  F2/      F3/Quit-return  F4/      F5/      F6/
F7/      F8/      F9/Refresh      F10/      F11/      F12/Exit
  
```

- To **delete** the transportation request (if the student does NOT ride the bus to your school):
 - Enter action code (ACT CDE) "X" and press "red enter" / right control