

Using your Ridership Information on the OPT Web site

How do I access my school's Ridership?

Use the link on the OPT web site in School Resources > School Applications Log In

1. Log in using your school's shared OPT username and password

What is the Ridership report?

The Ridership report lists all students receiving bus transportation for your school:

1. Students with special needs mandated for specialized transportation with assigned routes
2. Students using stop to school transportation:
 - Regular stops (these stops start with the number 01, 02, 03, etc)
 - NCLB students using NCLB bus stops (these stops start with the numbers "95")
 - Students using shelter stops (these stops start with the number "35" or "75")

What does the information on the Ridership tell me?

Use the ridership report in the fall to verify the following information

1. Specialized transportation: work with your CFN liaison to make any corrections: remove students not using specialized transportation or updating records so students that do not appear are assigned a bus route
2. Stop to School transportation: Making sure students displayed have a stop number assigned on their record in ATS

Can I sort the data?

Clicking on any of the column heading will re-sort the list

1. SE Ridership
 - Sort data by Last Name: students appearing twice have an alternate route for pm service
 - Sort data by Last Change in service to see pending route changes
2. GE Ridership
 - Sort data by Last Name: each student should be listed twice with an AM and PM route
 - Sort data by stop number: use this to show parents your list of routed stops (remember parents may not choose NCLB or Shelter stops for service)

How does information appear on the Ridership report?

Specialized transportation data is changed each time OPT makes any changes to the bus route for a student. A future date is displayed identifying what date the new route will be in effect.

Stop to School information changes when school staff updates an individual student record in ATS by assigning or deleting a bus stop number. OPT will also change the stop number assigned an NCLB student if they have changed their home address.

How often should I check my Ridership information?

School staff should check their specialized transportation information weekly to see all pending changes, and their GE ridership every 2-3 weeks for new information.

I see a student on the Ridership report assigned a stop beginning with “95”: what do I need to do in ATS?

Any student assigned a stop number beginning with the numbers “95” is enrolled in your school under the No Child Left Behind (NCLB) school choice program. OPT staff creates stops for these students based on data provided by the NCLB placement office each summer and manages the stop if the student changes home address. School staff is responsible for two important tasks for these students:

1. Assign the NCLB stop number and the NCLB variance (N2003) on the student record in ATS
2. Update student data if the child changes address

Managing Address changes for NCLB students:

In ATS

1. Change the student address on the BIO screen
2. Change the assigned NCLB stop number to 9999 and save the record
 - OPT staff will flag the student record and create a new stop based on the new address
 - Review ridership to view the new stop number
 - Enter the new NCLB stop number on the student record in ATS and inform the student and parent the new stop is ready to use

What should I do if a student assigned a bus stop changes address?

In ATS, update student address in BIO

Check the TLST screen in ATS the next day to confirm student is still eligible for full fare transportation

If the student is eligible for half fare transportation

Offer to provide a half fare MetroCard for use on an MTA bus

If the student is still eligible for full fare transportation

Ask the parent to review your list of routed stops (from the OPT 199 application or your current ridership) to identify an intersection close to the new home address:

If a stop exists

1. Assign and save the new stop number on the student record in ATS
2. Student will appear with their new stop number and route information the next day on your ridership report and can start using the bus

If a stop does not exist

1. Ask the parent to identify an intersection close to their need address
2. Request a new stop using the OPT 199 application
 - If the stop is **granted**: assign the stop in ATS after it is routed
 - If the stop is **denied**: inform the parent the student may receive a full fare MetroCard: assign and save the MetroCard serial number on the student record in ATS

What should I do if a student assigned specialized transportation changes address?

In ATS, update student address in BIO

Contact your CFN transportation liaison to update the address on the STRE screen in ATS

Check the ridership information for the route update