



Office of Pupil Transportation

Transportation Overview New Charter Schools

Agenda

Request for Transportation Process

Eligibility

- Stop to School Transportation

- Student MetroCards

Specialized Transportation

- SE SIS/IEP and Medical Accommodations

- Key Contacts for Schools

Reporting Service Issues

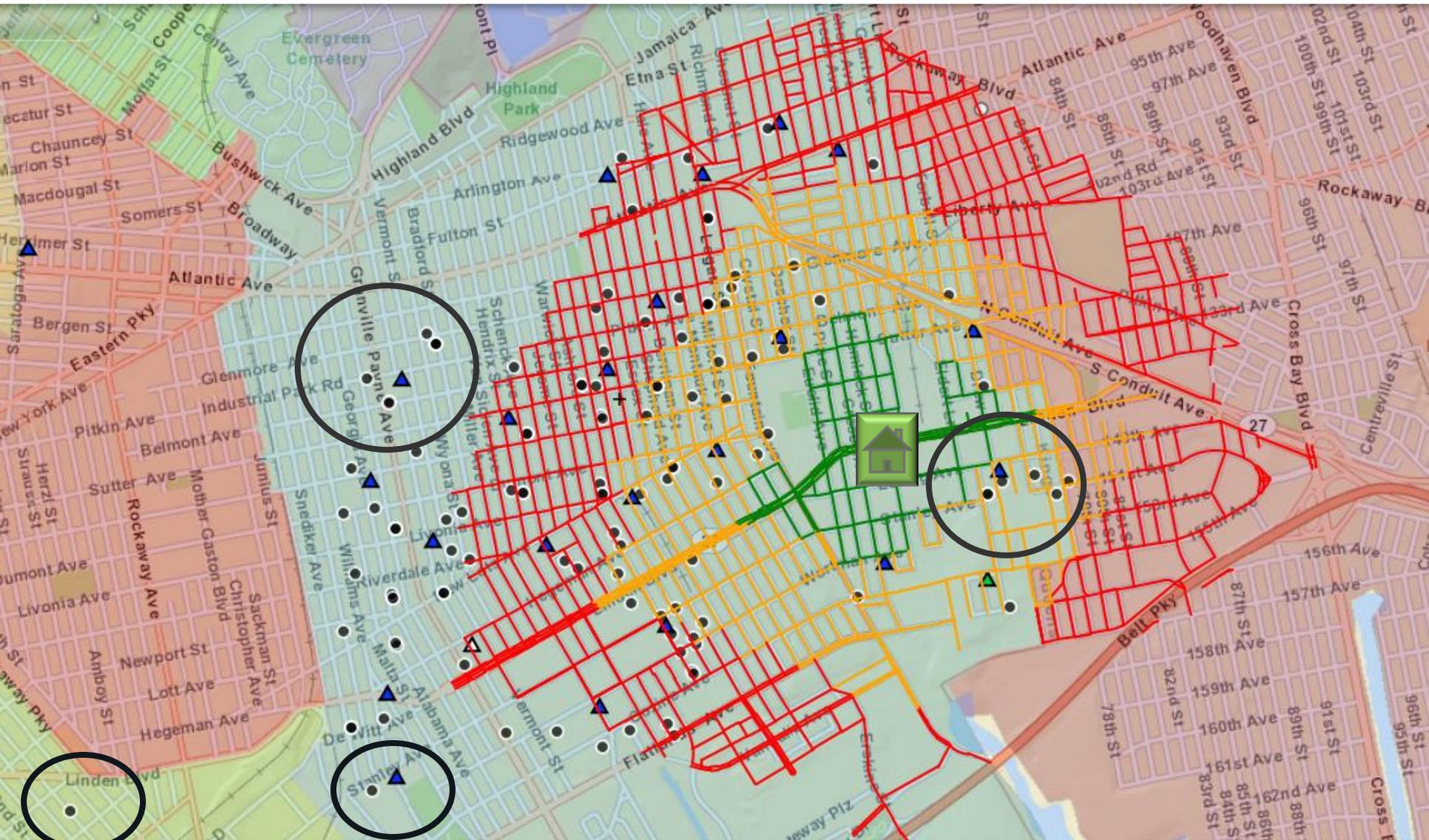
Support

Process Overview

1. Request for Transportation submitted
2. OPT reviews student data
 - Determine eligibility
 - Identify stops to serve as many students as possible
 - Develop routes for September
3. Stop to School information provided to schools
 - MetroCards shipped for students unable to be placed on stop to school transportation

Charter schools may contact vendors directly for early service/MTA for MetroCards

Identify start date for DOE service (Recommend using DOE start date)



Green—less than .5 mile

Yellow—.5 to less than 1 mile

Red—1 mile to less than 1.5 miles

All others—1.5 miles and greater

Eligibility for Transportation

What the letters mean

- A Less than .5 mile
- B .5 mile to less than 1 mile
- C 1 mile to less than 1.5 miles
- D 1.5 miles and greater

K-2	A	B	C	D
	Half fare	Full Fare (MetroCard or Yellow Bus stop)		
Students in grades K-2 are full fare eligible if they live more than ½ mile from school				
3-6	A	B	C	D
	Not Eligible	Half fare	Full Fare (MetroCard or Yellow Bus stop)	
Students with a B distance in grade 2 change eligibility in grade 3				
7-12	A	B	C	D
	Not Eligible	Half fare	Full fare (MetroCard)	
Students with a C distance in grade 6 change eligibility in grade 7				
Students in grades 7-12 receive only MetroCards				

Stop-to-School Transportation

Transportation is provided to schools when:

1. OPT can place at least 11 eligible students on a bus route measuring less than five miles as measured through each stop

Students will be assigned bus stops when:

1. Full fare eligible
2. Grades K-6
3. Additional stop keeps existing route less than five miles as measured through each stop

Student may receive a MetroCard if bus stop cannot be assigned

After initial routing is in place: late registration and new students

Schools manage their stop to school transportation

1. Request new stops
2. Delete unused stops

Moving Forward

OPT will place new students at existing stops/create new stops each school year

Variances

Request for Stop-to-School transportation for students not currently eligible

Variances grant exception to regular transportation guidelines or procedures

Forms available on OPT web site—Parent and school complete all fields and mail according to instructions on form—Variances renewed annually

Medical: Request for transportation based on medical issue—DOE medical reviews/approves

Hazard: Request for transportation due to hazardous condition on walking route to school

Emergency: Request for transportation due to emergency situation

Shelter: Request for transportation for student in temporary housing—Family Assistant at Shelter completes and submits

Distance Dispute: Parent believes distance calculation is incorrect

Student MetroCards

Schools need to manage three key tasks:

1. Distribute MetroCards based on current eligibility displayed on TLST
2. Assign serial number on individual student record in ATS
3. Deactivate and replace lost, stolen, or non-working MetroCards quickly

MetroCard Inventory

Updated when cards are shipped, requested, assigned or deactivated

Maintain inventory to replace cards when needed

OPT reviews inventory data before shipping replacement cards

Request replacement cards via email

Non-Publicschoolmetrocards@schools.nyc.gov

Include ATS and OPT code in subject line

Request cards by type

Include contact information

Specialized Transportation

Student IEP (or SESIS) has requirement for specialized transportation

Parent may request additional accommodations

1. Parent and student's physician complete—must tie request to student need
2. Forms forwarded to Committee on Special Education (CSE) for review
3. CSE reviews with DOH physician
4. If approved CSE updates STRE screen in ATS
5. OPT adjusts route

Not all SE students will be mandated for door-to-door transportation

Student may receive stop to school transportation or SE MetroCard

Non-mandated students may be assigned G ambulatory code by CSE—student assigned stop to school transportation or provided specialized transportation

Service Guidelines

Arrival time

Between 30 minutes and five minutes before scheduled session time

Departure

Between 5 minutes and 30 minutes after scheduled session time

Unattended Students

1. Student must inform driver no adult is present at the stop
2. Driver continues route
3. Contacts OPT through dispatcher to locate parent
4. Driver returns to stop: 911 may be called if parent does not arrive at stop

Schools may request all unattended students be dropped off at school

Document on OPT Web site can be distributed to parents

The Route to Success

Staff on hand when bus arrives to accept students

Students ready at the end of day when bus arrives

Develop a working relationship with your bus team

Principals address and manage disciplinary issues

Inform parents of procedures for unattended children

Report service issues to OPT Customer Service

Manage service calendar to reflect days of service

OPT Customer Service

718 392-8855—Why call?

Parents

- Route Information

- Report service issues—Bus is late, no pick up

Schools

- Late Arrival or Departure

- Accident Reporting

- Driver/Attendant Misconduct

Agents view data for students assigned transportation

- Issues requiring action by other teams: Caller receives reference number for follow up

- Specific call types generate violations to vendors for not meeting contract requirements

Contact Points

Borough/ Department	Contact	Email
Manhattan	Richie Scarpa	rscarpa@schools.nyc.gov
Brooklyn	Diane Beediahram	dbeediahram@schools.nyc.gov
Bronx	Seth Brown	sbrown14@schools.nyc.gov
Queens	Frank Jackson	fjackson@schools.nyc.gov
Staten Island	James Campbell	jcampbell8@schools.nyc.gov
MetroCards	Awilda Rentas	arentas@schools.nyc.gov
Variances	Robert Carney	rcarney@schools.nyc.gov

Staff Training

August 2

1. Transportation Overview for staff
2. Details on managing OPT applications and procedures

August 27

Hands-on lab with school staff

1. ATS: Assign stops and review MetroCard processes
2. Live review of all OPT applications

School Year

Transportation skill building workshops in Long Island City

OPT Training Team

Adrian Clarke	718 482-3897	aclarke23@schools.nyc.gov
Ed Jacobsen	718 482-3797	ejacobs2@schools.nyc.gov

OPT Web Site

Navigate from DOE Home Page

> Office and Programs > Pupil Transportation (Office of) > School Resources

Key Documents

Variance forms

Other documents outline and clarify procedures for staff

School Applications Login (save this page as a favorite)

School shares OPT username and password

[School and Route Information](#) shows route and vendor information

[Ridership Report](#) shows all students assigned transportation

[OPT 199](#) used by schools to request/manage bus stops

[Field Trips](#) used by schools to request trips

[Violations](#) used by schools to report lateness or no pick-up (or call OPT Customer Service)