

Using the OPT 199 Application

The OPT 199 Application serves two main functions:

1. OPT 199 form to Add, Delete, or Change Yellow Bus stops
2. Stop/Route Details to view/manage all stops for your school

Log in to the OPT 199 application using your school's OPT username and password

OPT 199 Form displays after logging in

To Request a new bus stop

1. Select **Add**
2. A button labeled **Choose Intersection** will appear: click it
3. Choose the cross streets by either clicking on a letter or number
Example: Lexington Avenue and East 86th street: select either L or 8
4. Scroll through the list to select the intersection: you will be redirected back to the previous screen and the selected intersection will be displayed
5. Press the **Submit** button

The application will process your request:

Stop Granted

1. A temporary stop number will be displayed with a message that the stop will be routed
2. Assigning the stop to a route will take seven days
3. If the new stop is not routed contact OPT CSU and ask agent to record "GE stop not routed"
4. Monitor Stop/Route Details section of the OPT 199 for further steps

Stop Denied

1. Reason for rejection will display
 - Stops must be more than .25 miles apart: select a different intersection or use existing stop location
 - Stop not added if new stop makes existing route more than 5 miles: Check inactive stops and delete, then make request again
2. Routers will review rejected stops, and schools can call CSU (agent will use "GE Stop Denied" call type) to prompt review

Stop Exists

This message means that the stop exists but is not currently routed

1. Click the Stop and Route details link at the top of the page, then choose List of Stops Yet to be Routed: the stop should appear on the list
2. Contact OPT Customer Service and ask the agent to use the call type "GE stop not Routed" to request the stop be reactivated
3. Stops are reactivated in 5-7 days

To Delete a Stop

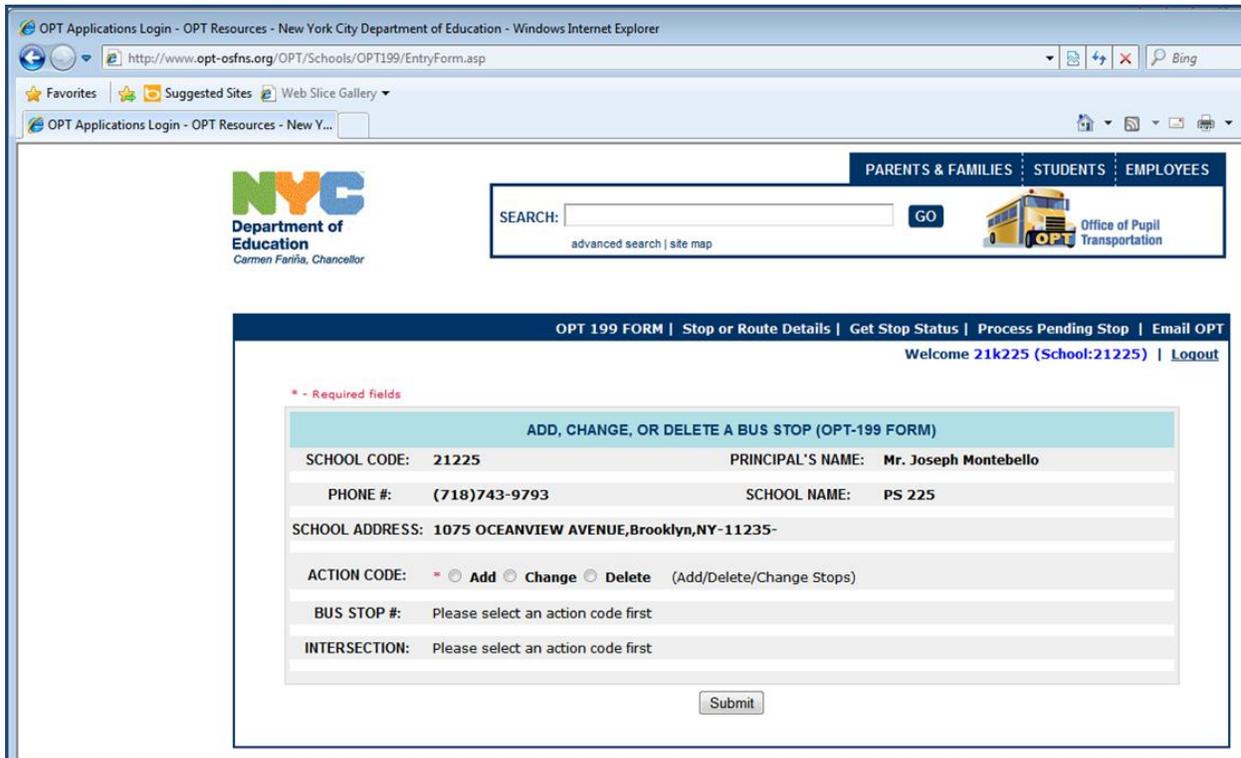
1. Select **Delete**
2. Enter stop number

3. Press **submit** button

To Change a stop

1. Select **Change**
2. Enter stop number
3. Choose new intersection
4. Click **Submit**
5. If approved, stop changed in XXX days: monitor Stop/Route Details

Screen Shot of the OPT 199 Form section of the OPT 199 application



Clicking the Add, Change, or Delete button will display different functions:

1. Click Add; then select an intersection; then click submit
2. Click Change; enter the stop number; then choose another intersection; then click submit
3. Click Delete; enter stop number; click Submit

Stop or Route Details

This section of the application provide an overview of your school's GE bus stops, including any variance or NCLB bus stops

Click on the link at the top of the page to view: Three buttons will display

Routed Stops – See Details: Lists stops assigned specific bus routes for AM, PM, and EXT DAY

This is most accurate list to show parents requesting a bus stop

Parents may select any regular stop for eligible students

Parents may not select NCLB or variance stops

Assign the stop number on the student record in ATS: Ridership will update and student can start using the bus

List of Stops Yet to be Routed: Displays new stops waiting to be routed **and** inactive stops

New stops are routed when stop numbers moves to Routes Stops, then stop will appear in ATS

Delete inactive stops to increase flexibility when requesting new stops

Contact OPT Customer Service to reactivate stops

List of All Stop Requests: Displays history of stops requests by school staff

Screen Shot of the Stop and Route Details section of the OPT 199 application

OPT Applications Login - OPT Resources - New York City Department of Education - Windows Internet Explorer
 http://www.opt-osfns.org/opt/schools/opt199/CheckRequest.asp?Schoolid=15230&routed=1¬routed=0&allstops=0&name=15230 PS 230

Routed Stops - See Details List Of Stops Yet to be Routed List Of All Stop Requests

DETAILS OF ALL ROUTED STOPS FOR SCHOOL 15230: Date: 1/24/2014

BUS STOP	INTERSECTION	ROUTE	SEQUENCE	NO OF CHILDREN	PICKUP TIME
0305	11 ST && 8 AVE	K1247	14	4	7:26 AM
0408	12 AVE && 39 ST	K0039	4	0	3:08 PM
0325	14 ST && 5 AV	K1247	11	1	6:38 AM
0323	4 AVE && 10 ST	K1247	8	1	8:03 AM
9502	455 EAST 4 STREET	K153	3	1	7:40 AM
		K0024	3	0	2:51 PM
0121	6 AVE && 45 ST	K1247	12	1	7:26 AM
0307	6 ST && 6 AVE	K1247	12	1	6:58 AM
0306	6 ST && 8 AVE	K1247	13	2	7:08 AM
		K0033	3	3	3:37 PM
0128	8 AV && 53 ST	K1208	4	11	7:20 AM
		K0039	14	0	3:33 PM
0120	8 AVENUE && 46 STREET	K1208	3	3	7:21 AM
		K1247	12	1	7:27 AM

Route information will display here

The example above includes one NCLB stop (all NCLB stops begin with "95"). Route information will be displayed on the right side of the screen showing the AM, PM, and Extended Day [if applicable] route for the stop.