

As of June 30, 2013, the fall 2012-13 Pre-K Rider System will be closed. No activity will be allowed in the system.

Summer School 2013

As we approach the summer transportation season, please be advised of the following critical pieces of information, which will aid in meeting your transportation needs. Please review the following steps below regarding data entry for sites with summer programs, as well as critical updates all sites will need to make at specific times regarding rider data. You may begin accessing and entering your summer schedule and ridership on Monday June 17, 2013. **Please note that these instructions do not apply to Early Intervention Programs, as early intervention programs will continue to utilize the regular year Pre-K Rider System.**

If your site will have a summer program, proceed to the following link

http://www.opt-osfns.org/opt/Resources/PreK_EI_Rider_Summer/ and log in to access your school's information.

From the OPT Web site, go to the **School Resources** page and then **School Applications Log In** :

<http://schools.nyc.gov/Offices/Transportation/SchoolResources/SchoolApplicationsLogin/>

Scroll to the bottom of the page and click **"Summer Pre-K Site and Rider System"** to log in. Once you have accessed your schools information, click on "site Information" at the top of your page.

1. Review and confirm your site's information, including the principal's name, contact person, phone numbers, email address and service end date:
2. Complete these tasks:
 - Click on Edit school
 - Click the calendar icon displayed next to service end date
 - Change or update the date to reflect the last actual date transportation is required for the summer session
 - Click Save
3. Create new summer session times if needed
 - Proceed to the bottom of the site information page to the section entitled "Session Information"
 - Click Add Session
 - Select the days of the week and the session time
 - Enter "Summer Session" in the comment box
 - Click Save Session
4. **Before you can remove or edit a session time, you must first remove all children who have been assigned to that session time, and then you may remove or edit that session time. As long as there is a child assigned to that session time slot, the system will not allow you to remove or edit that session time.**
5. To begin entering students who will require summer school bus transportation, click on the "Rider form Search" link, located at the top of the page:

- If you want to change the session time of an existing student, under “session status” located on the right of the screen, select “has session” and click on “search”. (This will allow you to see all current twelve month students who have been using bus service throughout the regular school year. Ten month students will not be visible as they do not attend the summer session)
- If the student is a new student who will be starting your school for the first time in the summer, under “session status” select “all” and click on search. This will allow you to view, in alphabetical order by last name, all students who have been entered under your school code.
- Click the icon next to the rider’s name to display their record
- Once the student’s record appears, you may enter a pick up address and drop off address if it is different from the home address, as well as select a session time.
- In the “Emergency Contact” Box located below the “session time” selection, you may indicate any relevant emergency contact information including other persons authorized to receive or take custody of the child and alternate phone numbers.
- For students that will **not** be attending summer sessions, under session time located on the right, change the assigned session time to “Select a Session Time” and save the record by clicking “save information” located below the emergency contact box.
- For students that will be attending a summer session, change the assigned session time to the summer session time you created above
- Click [Save Information](#)

Reminder: Before you can remove or edit a session time you will not be using for the summer, you must first remove all children who have been assigned to that session time, and then you may close or remove that session time. As long as there is a child assigned to that session time slot, the system will not allow you to remove that session time.

Also, be reminded that whatever information you change, will be changed only for summer only.

Summer Tip:

Provide your vendor with a summer calendar and identify dates you will not require service between the end of the regular year and the start of your summer program

If your site will not have a summer program

Complete these two tasks:

1. Review and confirm your site’s service end date in the Pre-K/EI Site and Rider System:
 - Check the Service End Date displayed
 - To change the date click [Edit School](#)
 - Use the calendar tool to identify your site’s last day of service in June
 - Click [Save](#)
2. On the last day of service in June for the 2012-13 school year, remove assigned session times from student records by going to the “Rider Form Search” located on the top left hand of your page
 - Under the “session status” drop down box located on your right select “has session” and click on search. All riders who had transportation during the school year will appear.
 - Click the icon next to the rider’s name to display their record
 - Change session time for each day of the week to “Select a Session Time”
 - Click [Save Information](#)

- Do this for each rider

Preparing for the 2013-14 School Year

OPT and vendors need the following information:

1. When your site will start service in September
2. Session times for all riders attending your site in September

The Office of Pupil Transportation (OPT) will provide detailed instructions in late July or early August on requirements for transportation for the 2013-2014 school year.

Additional information and specific dates will be posted on the OPT web site at the Pre-K/EI Rider page <http://schools.nyc.gov/Offices/Transportation/ServicesandEligibility/EarlyInterventionBusing/default.htm>

OPT staff will be contacting each site to provide assistance to sites in completing any part of these processes. Please contact The Pre-K/EI Transportation team by calling 718-855-2300, or via email at Prekhelp@schools.nyc.gov