



OFFICE OF PUPIL TRANSPORTATION

TRANSPORTATION BASICS

ATS WORKBOOK

Office of School Support Services
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OPT Customer Service: (718) 392-8855

Updated 6/2015

Specific screens and functions in ATS are used by both schools and OPT to manage transportation for students receiving MetroCards or assigned stop-to-school transportation. Effective management of ATS at the school level:

1. Provides OPT with information regarding Yellow Bus stop assignments to ensure efficient routing of students eligible for stop-to-school transportation: stop numbers in ATS allow OPT staff to know how many students are using the bus: stop entry in ATS populates the school's Ridership Information on the OPT web site.
2. Tracks assignment and inventory of student MetroCards: OPT reviews MetroCard inventory data to determine initial shipments and also when schools request additional and replacement MetroCards.
3. Maintains accurate student address information in order to identify current eligibility for transportation.

These materials have been created to assist in managing these critical processes in order to provide all eligible students safe, clean, and timely transportation to and from school. This guide focuses on several key ATS functions performed regularly in schools. Public School staff can contact their CFN Transportation Liaison or OPT Training staff for more information and support. Charter School staff rely on their OPT Account Manager for assistance.

1. **ATS Processes** [page 2-13]

The Sign On Process

The TLST Screen

Viewing an Individual Student Record (TUTD screen)

Assigning a MetroCard or Yellow Bus Stop to an Individual Student

Entering Variance Numbers

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TDMC Screen

SVR (End of Year Verification)

Transportation Reports

MetroCard Inventory

Assistance and Support

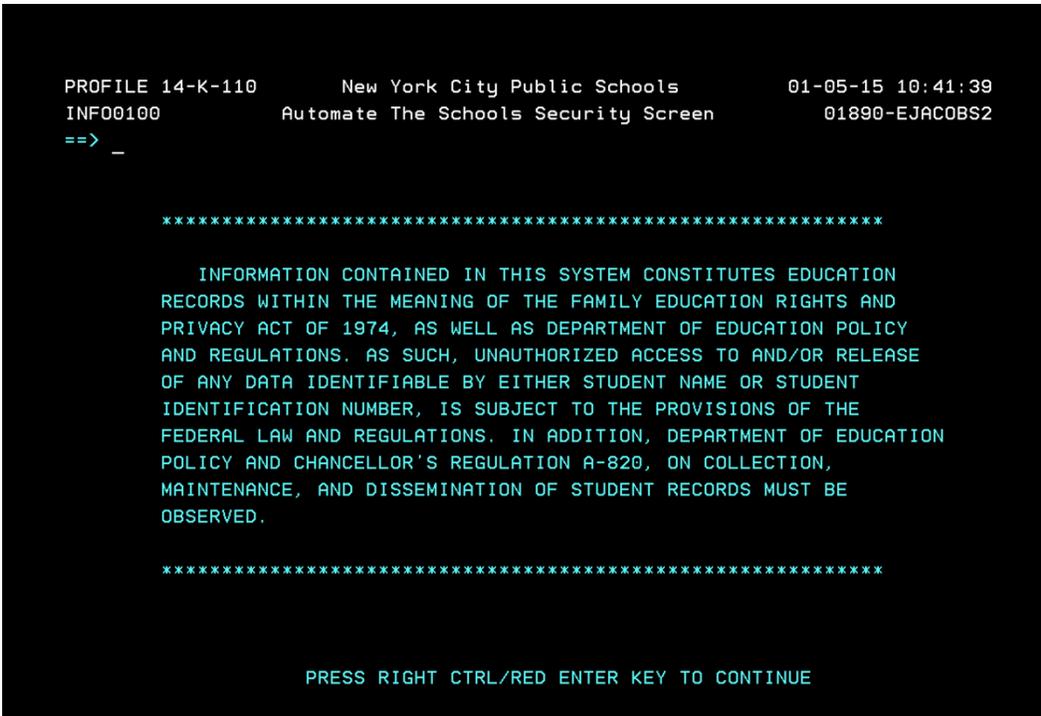
ATS Sign On and Navigation to Transportation Main Menu



At the Sign On screen:

Enter your ATS USERID and PASSWORD

Press **Enter**: The **Security screen** will be displayed



At the Security screen: Review Security Guidelines

Press **Enter**: The **Primary Menu** will be displayed

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:42:43
INIT0100             Automate The Schools Primary Menu      01890-EJAC0BS2
==> _
```

This is the Command Line
You can always navigate to this line by
pressing the "Home" key on your keyboard

```
1 NEWS The Latest News      2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance          6 REPT ATS Reports
7 MNTN Maintenance        8 SBMS School Based Management
9 PATD Period Attendance
```

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

From the Primary menu:

Select **Supplemental Services (SVCS)** by entering **2** or **SVCS** at the Command Line
Press Enter: **Supplemental Services Menu** will be displayed

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:42:43
INIT0100             Automate The Schools Primary Menu      01890-EJAC0BS2
==> SVCS or 2_
```

```
1 NEWS The Latest News      2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance          6 REPT ATS Reports
7 MNTN Maintenance        8 SBMS School Based Management
9 PATD Period Attendance
```

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

From the Supplemental Services Menu:

Select **Pupil Transportation (TRNS)** by entering **1** or **TRNS** at the Command Line
Press **Enter**: **Transportation Statistics** screen will be displayed

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:45:35
INIT0200             Supplemental Services Menu          01890-EJACOBS2
==> TRNS or 1_

 1 TRNS Pupil Transportation Menu      2 OPTT OPT - Transportation Menu
 3 DODA Downloading Data Menu         4 HLTH Health and Immunization Menu
 5 SUMM Summer School Menu           6 SEIS Special Ed Integration Surve
                                     8 CTWD Citywide Pgm. Maint. Menu
 9 SNAM School Name Search           10 CIMS Compreh. Inst. Management
11 SPAI Student PAI function          12 ZONE Zoned School Lookup
13 ERAK Regents Exam Menu            14 FLDT Field Trip Menu
15 HRAL HRA to ATS Student ID Link    16 USLF Selected field update
17 STHM Stdnts in Temp. Housing Menu  18 OTCS OTC School Referral Action
19 MCMT Meals Served Cash Track Menu  20 EXPD Extended Time Sessions Menu
21 ESSK Grades 3 - 8 SUMM Scan Menu   22 ODPL High School Diploma Ordering
                                     24 SFLU Free Lunch Code Update
25 GTRT Gifted and Talented Update    26 AILG Auto-Generate ILOG Entries
27 OACT Office Accountability Menu    28 PAID PAI Display Function
29 MATS Update My ATS preferences     30 SECL Spec Ed Medicaid Consent Men
31 D79R District 79 Referrals Menu    32 SILG School Customized ILOG

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/       F3/Quit-return F4/Lookup   F5/       F6/
F7/       F8/       F9/Refresh    F10/       F11/      F12/Exit
```

The **Transportation Statistics** screen will appear when you first log in

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:46:44
TRAN0101             Fall Transportation Statistics     01890-EJACOBS2
==>
----- METROCARD AND YELLOW BUS - STOP TO SCHOOL -----
AVAILABLE (A): 24 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
ASSIGNED (A): 12 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
DEACTIVATED (D): 2 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
ACTIVE (A): 13 YELLOW BUS TRANSPORTATION RECORDS
SUSPENDED (S): YELLOW BUS - EITHER UPDATE OR DELETE THESE RECORDS
LAST TRANSMISSION: 12/18/14 15:05:50
REGISTER FOR TRANSPORT SERVICE: METRO: YELLOW: DECLINE:

----- SPECIAL EDUCATION - DOOR TO DOOR -----
ACTIVE (A): 12 ACTIVE TRANSPORTATION RECORDS
REQUESTED (R): 0 REQUEST ENTERED - WAITING TO BE TRANSMITTED TO OPT
TRANSMITTED (T): 0 TRANSMITTED TO OPT - WAITING FOR RESPONSE FROM OPT
PENDING (P): 0 REQUESTED AND APPROVED - START DATE AFTER TODAY
LAST TRANSMISSION: 12/31/14 12:25:20
SVR: C(CONT)=3, D(DELETE)=0, G(TO BUS)=0, Y(CONF CHG)=0, UNPROC=12

Press RIGHT CTRL/RED ENTER to continue
F1/Help   F2/       F3/Quit-return F4/       F5/       F6/
F7/       F8/       F9/           F10/      F11/      F12/Exit
```

Press **Enter** to bypass this screen: **The Transportation Main Menu** will display

PROFILE 14-K-110 New York City Public Schools 01-05-15 10:48:29
 TRAN0100 Transportation Main Menu 01890-EJACOBS2

```

=> _
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  TAAS  Automatic Assignment of Metro Passes
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)
  
```

For Transportation reports, enter **RTRN** on Command Line
 Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**
 F1/Help F2/ F3/Quit-return F4/ F5/Stats F6/
 F7/ F8/ F9/Refresh F10/ F11/Inventory F12/Exit

These are the most common functions you will use at this screen:

TLST	View student transportation status, and assign transportation
TDMC	Check MetroCard status by serial number
SVER	Used each spring to provide information for the fall
RTRN (reports)	View and Print ATS Reports
F11/Inventory	View your inventory prior to requesting MetroCards
We will review each of these functions through this manual	

TLST Screen

This function will allow you to view all students, or students by official class or grade. The TLST screen is your **best resource** to see current eligibility and Transportation Status (TRAN STAT) for students.

From the Transportation Main Menu select **TLST**

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:55:05
TRAN0100             Transportation Main Menu          01890-EJACOBS2
==> TLST or 2_
METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
 1 TTRE Eligibility - By Individual Student
 2 TLST Eligibility - By School, Grade or Official Class
 3 TTTH Transaction History
 4 TBRM Run Number / Bus Stop Maintenance
 5 TDMC Display or Deactivate Metro Card
 6 TMPS Metro Card Mass Entry
 7 TAAS Automatic Assignment of Metro Passes
--- SPECIAL EDUCATION - DOOR TO DOOR ---
 8 STRE Eligibility - By Individual Student
 9 SLST Eligibility - By School, Grade or Official Class
10 STTH Transaction History
11 SPLA List of Biographical Changes
12 SVER End of Year Verification (OPT Reconciliation)

For Transportation reports, enter RTRN on Command Line
Place cursor next to selection and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh    F10/     F11/Inventory F12/Exit
```

Press **Enter**

A screen to select sorting options will display:

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:55:59
TRAN0110             Select Students By Grade Or Official Class (TL 01890-EJACOBS2
==>
DIST: 14 BORO: K SCHOOL: 110 GRADE: ___ OFFICIAL CLASS: ___ TRAN STAT: _

ACT          DST ADR GRD      OFF TRAN
CDE          CDE FLG CDE ELIG CLS  STAT
-----

Enter GRADE, OFF CL or leave blank for entire school and press RIGHT CTRL/RED
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit
```

To see all students: Press **Enter**

To view a specific Grade or Class: move cursor to field, enter grade or class, and then press **Enter**

From this screen you can:

- Request (T) a MetroCard for an eligible student with no TRAN STAT
- Update (U) a record to assign a MetroCard serial number or assign a yellow bus stop
- Delete (X) TRAN STAT for a student

To request a MetroCard for a student with no TRAN STAT

1. Find the student name on the TLST screen
2. In the ACT CDE column, enter the letter T and then press enter
3. AT will appear in the TRAN STAT column and inventory figures will be updated

PROFILE 14-K-XXXX
TRAN 1012
==>

New York City Public Schools
Select Students By Grade Or Official Class

DATE AND TIME
USERNAME
PAGE X OF XX

DIST:	BORO:	SCHOOL:	GRADE:	OFFICIAL CLASS:	TRAN STAT:					
ACT CDE	NAME	STUDENT ID	SEX	DOB	DST CDE	ADR FLG	GRD CDE	ELIG	OFF CLS	TRAN STAT
T	ACHAPELLE, BRANDON	405668556	M	06/09/05	D	V 110	F	102		
	ADAMS, SAMARIE	422056727	F	10/10/98	D	V 180	F	802		AP
	ALAMO, COOPER	435668558	M	11/13/03	D	V 130	F	303		AP
	ALAMO, ZEYNAP	439668559	M	06/01/00	D	V 160	F	601		AP
	ALTINORS, AMARIS	434668560	F	01/29/07	C	V 350	H	352		AT
	ALVAREZ, LEVI	438568561	M	06/14/02	D	V 140	F	401		AB
	ALVAREZ, JOSEPH	416568562	M	09/22/97	B	V 180		802		
	ANDERSON, CID	439568563	M	01/28/07	B	V 350		353		
	ANGLADA, MARIANNE	465668564	F	08/27/01	D	V 150	F	502		AB
	ANTONUCCI, CYRIL	541668565	M	03/07/06	C	V 310	F	313		AP

ACT CDE: METROCARD REQUEST: T = 3 TRIP
CURRENT BUS / METROCARD: U = UPDATE D = DISPLAY X = DELETE H = HISTORY

Press RIGHT CTRL/RED ENTER to continue
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit

PROFILE 22-K-XXXX
TRAN 1012
==>

New York City Public Schools
Select Students By Grade Or Official Class

DATE AND TIME
USERNAME
PAGE X OF XX

DIST:	BORO:	SCHOOL:	GRADE:	OFFICIAL CLASS:	TRAN STAT:					
ACT CDE	NAME	STUDENT ID	SEX	DOB	DST CDE	ADR FLG	GRD CDE	ELIG	OFF CLS	TRAN STAT
	ACHAPELLE, BRANDON	405668556	M	06/09/05	D	V 110	F	102		AT
	ADAMS, SAMARIE	422056727	F	10/10/98	D	V 180	S	802		AP
	ALAMO, COOPER	435668558	M	11/13/03	D	V 130	F	303		
	ALAMO, ZEYNAP	439668559	M	06/01/00	D	V 160	S	601		AP
	ALTINORS, AMARIS	434668560	F	01/29/07	C	V 350	H	352		SB
	ALVAREZ, LEVI	438568561	M	06/14/02	D	V 140	F	401		AB
	ALVAREZ, JOSEPH	416568562	M	09/22/97	B	180		802		
	ANDERSON, CID	439568563	M	01/28/07	B	V 350		353		
	ANGLADA, MARIANNE	465668564	F	08/27/01	D	V 150	S	502		
	ANTONUCCI, CYRIL	541668565	M	03/07/06	C	V 310	F	313		AP

ACT CDE: METROCARD REQUEST: T = 3 TRIP
CURRENT BUS / METROCARD: U = UPDATE D = DISPLAY X = DELETE H = HISTORY

Press RIGHT CTRL/RED ENTER to continue
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit

Assigning Transportation

Whether assigning a MetroCard or a yellow bus stop, you will follow these steps:

1. Find the student name on the TLST screen
2. In the ACT CDE column, enter the letter **U** and then press enter
3. You will be directed to the student's individual record
4. Enter the MetroCard serial number or the bus stop number and press F2/Save twice to save the information: The student's TRAN STAT on the TLST screen will be updated

The screenshot shows the 'New York City Public Schools Transportation Data Update (TUTD)' screen. At the top, it displays 'PROFILE 14-K-XXXX', 'TRAN 1012', and 'DATE AND TIME USERNAME'. The screen is divided into several sections for data entry:

- Personal Information:** LAST NAME, FIRST NAME, MI, GRADE CODE, OFF CLASS, DOB, SEX, OPT GRADE.
- Address:** HOUSE NO., CITY, BORO, STREET, STATE, APT NO., ZIP, CODE.
- Distance:** DISTANCE FROM HOME TO SCHOOL, CALCULATED.
- Special Ed:** SPECIAL ED, REQUEST 4-TRIP, VARIANCE NUMBER.
- Transportation Options:** METROCARD NUMBER, METROCARD TYPE, YELLOW BUS STOP NUMBER.

Four callout boxes provide instructions:

- A box at the top left points to the 'LAST NAME' field with the text: "Use the Tab key to navigate to the correct location on the screen".
- A box in the middle points to the 'STATE' field with the text: "If OPT provides a variance number, you will enter it here".
- A box at the bottom left points to the 'METROCARD NUMBER' field with the text: "Enter a MetroCard serial number in this field".
- A box at the bottom right points to the 'YELLOW BUS STOP NUMBER' field with the text: "Enter a yellow bus stop number in this field".

At the bottom of the screen, there are function key prompts: F1/Help, F2/F8, F3/Quit-return, F4/F10, F5/F11, and F6/F12/Exit.

Assign a student MetroCard:

At the TLST screen, enter U to update the student record and then press enter
 The numbers 55555555 will be displayed in the MetroCard number field: enter the serial number directly over the 55555555

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 14KXXX        GRADE CODE:                OFF CLASS
OPT SCHOOL: 14XXX        OPT GRADE:                DOB:                SEX:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP                VARIANCE NUMBER:

METROCARD NUMBER: 55555555                YELLOW BUS STOP NUMBER:
METROCARD TYPE:

PRESS F2 TO STORE NEW PASS #
F1/Help    F2/        F3/Quit-return    F4/        F5/        F6/
F7         F8/        F9/        F10/        F11/        F12/Exit
    
```

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 14KXXX        GRADE CODE:                OFF CLASS
OPT SCHOOL: 14XXX        OPT GRADE:                DOB:                SEX:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP                VARIANCE NUMBER:

METROCARD NUMBER: 2566893254                YELLOW BUS STOP NUMBER:
METROCARD TYPE:

PRESS F2 TO STORE NEW PASS #
F1/Help    F2/        F3/Quit-return    F4/        F5/        F6/
F7         F8/        F9/        F10/        F11/        F12/Exit
    
```

Press F2/Save twice: you will be directed back to the TLST screen and the student TRAN STAT will change to AP

Assign a Yellow Bus Stop:

At the TLST screen, enter U to update the student record and then press enter

There will be a set of numbers in the MetroCard Number field: use the space bar to remove the numbers and move the cursor to the Yellow Bus Stop Number Field: enter the yellow bus stop number

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
  ==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 22XXXX        GRADE CODE:                OFF CLASS                DOB:                SEX:
OPT SCHOOL: 22XXXX        OPT GRADE:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP                VARIANCE NUMBER:

METROCARD NUMBER: 1234567890                YELLOW BUS STOP NUMBER: _____
METROCARD TYPE:

F1/Help    F2/    F3/Quit-return    F4/    F5/    F6/
F7         F8/         F9/         F10/    F11/    F12/Exit
  
```

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
  ==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 14XXXX        GRADE CODE:                OFF CLASS                DOB:                SEX:
OPT SCHOOL: 14XXXX        OPT GRADE:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP                VARIANCE NUMBER:

METROCARD NUMBER:                YELLOW BUS STOP NUMBER: 0102
METROCARD TYPE:

F1/Help    F2/    F3/Quit-return    F4/    F5/    F6/
F7         F8/         F9/         F10/    F11/    F12/Exit
  
```

Press F2/Save twice: you will be directed back to the TLST screen and the student TRAN STAT will change to **AB**

Where will I find my list of Yellow Bus Stops?

The best place to find this list is on the OPT 199 application > Stop and Route Details > Routed Stops: you can also check your school’s [Ridership Information](#) on the OPT web site

In some cases, OPT will provide you with the proper stop number:

- Students enrolled under Public School Choice (NCLB)
- Stops created for approved Exceptions (medical, temporary housing, etc.)

For students enrolled under Public School Choice, the stop number will begin with the numbers “95” and the variance number N2003 must also be entered before saving:

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 14KXXXX       GRADE CODE:                OFF CLASS
OPT SCHOOL: 14XXXX        OPT GRADE:                DOB:                SEX:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP          VARIANCE NUMBER: N2003

METROCARD NUMBER:                YELLOW BUS STOP NUMBER: 9506
METROCARD TYPE:

-----
F1/Help                F2/                F3/Quit-return        F4/                F5/                F6/
F7/                F8/                F9/                F10/                F11/                F12/Exit
    
```

For students with approved exceptions you will enter the stop number and a variance number that will be provided by OPT:

```

PROFILE 14-K-XXXX          New York City Public Schools          DATE AND TIME
TRAN 1012                  Transportation Data Update (TUTD)          USERNAME
==>  ==

STUDENT ID                LAST NAME:                FIRST NAME                MI:
ATS SCHOOL: 14KXXXX       GRADE CODE:                OFF CLASS
OPT SCHOOL: 14XXXX        OPT GRADE:                DOB:                SEX:

HOUSE NO:                STREET:                APT NO:
CITY:                STATE:                ZIP:
BORO:                STREET NAME CODE:

DISTANCE FROM            CALCULATED:
HOME TO SCHOOL

SPECIAL ED:                REQUEST 4-TRIP          VARIANCE NUMBER: S2345

METROCARD NUMBER:                YELLOW BUS STOP NUMBER: 3502
METROCARD TYPE:

-----
F1/Help                F2/                F3/Quit-return        F4/                F5/                F6/
F7/                F8/                F9/                F10/                F11/                F12/Exit
    
```

In both cases, Press F2/Save twice: you will be directed back to the TLST screen and the student TRAN STAT will change to AB

Students receiving Special Ed Services

Because not all students receiving SE services at your school will be mandated to receive specialized transportation, you will use ATS to assign SE MetroCards or yellow bus stops for these students. You will identify these students based on their eligibility code (S) on the TLST screen. Students with S eligibility receive full fare transportation regardless of grade and distance. Students with S eligibility receive SE MetroCards or can be assigned yellow bus stops through grade 8.

Deactivate a MetroCard

Lost or stolen MetroCards must be deactivated in order to inform the MTA to invalidate the card so it cannot be used for transportation. Students should receive a replacement card as soon as possible. When deactivating MetroCards, schools must provide the reason for deactivation by using the appropriate deactivation code. When a student reports a MetroCard missing, take the following action to properly deactivate the old card and assign a new card. Based on available inventory of MetroCards at the school, use one of the following procedures if a student reports a lost or stolen MetroCard and needs a replacement:

If you have a card to provide to the student

- Enter **U** in **ACT CDE** to update record: Press **Enter** to continue
- Enter the new serial number of the new card directly over the current number
- Press **F5/Deactivate**
- Enter the deactivation code (or press **F4/Lookup** to review and choose code)
- Press **F5/Deactivate** twice

The old MetroCard number will be deactivated and the new card assigned: TRAN STAT will remain AP

If you do not have a card to provide to the student

- Enter **U** in **ACT CDE** to update record: Press **Enter** to continue
- Press **F5/Deactivate**
- Enter the deactivation code (or press **F4/Lookup** to review and choose code)
- Press **F5/Deactivate** twice
- You will be directed back to the TLST screen: Enter a **T** in the ACT CDE column and then press Enter
- Student TRAN STAT will change to AT

The old MetroCard number will be deactivated and the new card requested: Check your MetroCard Inventory and send an email requesting additional cards

Use one of the codes below when deactivating a student MetroCard	
AA	Student Moved
AC	Eligibility changed by school
AD	Damaged by Student
AL	Lost by Student
AR	Will not read in turnstile
AS	Student reported as stolen
AT	Student Transferred/Discharged

Additional Information

TDMC Screen

The TDMC screen is a valuable tool to identify the status and type of MetroCard by the serial number. You can also deactivate an unassigned card using the function. After selecting TDMC from the Main Transportation Menu and entering a serial number, the screen will display the following information:

Card Status: A= Active, which may be assigned to a student or unassigned
 D=Deactivated, which means card has been deactivated and should be discarded

Student ID and Name: If assigned, ATS will display the student name and ID number

Pass Type: Displays the type of card: this is valuable if the cards have been mixed up and you are unsure what type of card it is, or if you are getting error messages when trying to assign a card, you can use TDMC to verify you are assigning the correct card for a student

From the Main Transportation Menu enter **TDMC** or **5**: Press **Enter**

```
PROFILE 14-K-XXXX      New York City Public Schools      DATE AND TIME
TRAN 1012              Transportation Main Menu      USERNAME
==>  TDMC

      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---

1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade, or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro card
6  TMPS  Metro Card Mass Entry
7  TAAS  Automatic Assignment of Metro Passes

      --- SPECIAL EDUCATION - DOOR TO DOOR ---

8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade, or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Chnages
12 SVER  End of Year Verification [OPT Reconciliation]

      --- PROJECT READ ---

13 PLST  Eligibility - By School, Grade, or Official Class

For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
```

The TDMC screen will display: Enter the MetroCard serial number and press **Enter**

In this example, the card is assigned to a student and the card is active: you would go to the student's individual record to deactivate this card

```

PROFILE 14-K>>>>X New York City Public Schools DATE AND TIME
TRAN 1012 Display or Deactivate Metro Pass (TDMC) USERNAME
==>

METROCARD NUMBER: 2365486932

STATUS : A
STUDENT ID : 656369842
NAME : JONATHAN GREENWOOD

OPT SCHOOL : 14110
ATS SCHOOL : 14K110

PASS TYPE : H2 (HALF FARE [K - 12] )
SCHOOL YEAR : 2013
TERM : FALL
DISTANCE : B
OPT GRADE CODE : 07
SPEC ED IND :
FOUR TRIP FLAG :

Metro pass assigned to 656369842 use TUTD to deactivate

F1/Help F2/ F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

```

In this example, the card is not assigned to a student, is active, and you can view the card type. If the card needs to be deactivated, you press F5/Deactivate, and enter a deactivation code that begins with "U"

```

PROFILE 14-K>>>>X New York City Public Schools DATE AND TIME
TRAN 1012 Display or Deactivate Metro Pass (TDMC) USERNAME
==>

METROCARD NUMBER: 2365486935

STATUS : A
STUDENT ID :
NAME :

OPT SCHOOL : 14110
ATS SCHOOL : 14K110

PASS TYPE : H2 (HALF FARE [K - 12] )
SCHOOL YEAR : 2013
TERM : FALL
DISTANCE : B
OPT GRADE CODE : 07
SPEC ED IND :
FOUR TRIP FLAG :

Press PF5 to deactivate the card

F1/Help F2/ F3/Quit-return F4/ F5/Deactivate F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

```

Use one of the codes below when deactivating an unassigned MetroCard	
UL	Lost in Transit
UM	Not included in shipment
UP	Misplaced at school
US	Stolen at school

Students assigned Specialized Transportation

Data for students using specialized transportation are managed using different ATS screens. Public school staff work with their CFN liaisons to update address or other information to manage transportation: Charter School staff work with their CSE chairperson to make updates to student data. These students will appear on the TLST screen (with S eligibility) but their TRAN STAT should be blank.

The SVER (End of Year Verification)

Each spring, the SVER will be available for schools to enter changes regarding students receiving specialized transportation, based on their most recent IEP. OPT uses the SVER data to develop bus routes for the new school year. Schools complete the SVER to identify current students mandated to receive specialized transportation that will:

1. Return to the school in the fall
2. Transfer to a different school in the fall
3. No longer require specialized transportation in the fall

A separate document outlining steps to complete the SVER, including deadlines, is posted on the OPT web site each school year

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:48:29
TRAN0100             Transportation Main Menu           01890-EJAC0BS2
==> _
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  TAAS  Automatic Assignment of Metro Passes
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)

For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/       F3/Quit-return F4/       F5/Stats   F6/
F7/       F8/       F9/Refresh    F10/      F11/Inventory F12/Exit
```

Charter schools use a different application; the Non-Public Summer School and Fall Reconciliation to provide OPT with information for the upcoming school year

Transportation Reports

ATS allows schools to view reports based on ATS data entry.

1. School staff should print and save a copy of the **RTRR** (Ridership) information at the end of each term
2. Schools may use the **RTPL** (Passlog report) as a manual log to use when distributing MetroCards at the beginning of each term

Access Reports from the **Transportation Main Menu**

At the command line, enter **RTRN** and then press **Enter**

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:48:29
TRAN0100             Transportation Main Menu              01890-EJACOBS2
==> RTRN_

  --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
  1 TTRE  Eligibility - By Individual Student
  2 TLST  Eligibility - By School, Grade or Official Class
  3 TTTH  Transaction History
  4 TBRM  Run Number / Bus Stop Maintenance
  5 TDMC  Display or Deactivate Metro Card
  6 TMPS  Metro Card Mass Entry
  7 TAAS  Automatic Assignment of Metro Passes
  --- SPECIAL EDUCATION - DOOR TO DOOR ---
  8 STRE  Eligibility - By Individual Student
  9 SLST  Eligibility - By School, Grade or Official Class
 10 STTH  Transaction History
 11 SPLA  List of Biographical Changes
 12 SVER  End of Year Verification (OPT Reconciliation)

For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh   F10/     F11/Inventory F12/Exit
```

The Reports menu will be displayed: Select a Report type to view or print

```
PROFILE 14-K-110      New York City Public Schools      01-05-15 10:53:59
REPT1000             Transportation Reports Menu        01890-EJACOBS2
==> _

  1 RTRR  Gen Ed Students w/Assigned Transportation - Metro or Bus
  2 RTSM  Yellow Bus Summary Report
  3 RTWK  Gen Ed Eligible Students w/o Transportation
  4 RTBS  Approved Yellow Bus / Bus Stop Report
  5 RTRT  Registration For Transportation Service
  6 RTMC  Metro Card Un-Assigned / Deactivated
  7 RTPL  Gen Ed Students w/Assigned Metro Card

  8 RDRS  Door To Door Ridership Report

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/
F7/      F8/      F9/Refresh   F10/     F11/     F12/Exit
```

MetroCard Inventory

Schools will email OPT using the email address publicschoolmetrocards@schools.nyc.gov when additional or replacement MetroCards are needed. Review the MetroCard Inventory screen prior to requesting additional cards to confirm that inventory data supports the shipment of additional cards: The OPT MetroCard team reviews this screen as well before shipping cards

From the Transportation Main menu: Press the F11/Inventory key

```

PROFILE 14-K-110      New York City Public Schools      01-05-15 10:48:29
TRAN0100             Transportation Main Menu      01890-EJAC0BS2
==> _
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  TAAS  Automatic Assignment of Metro Passes
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)

For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/          F3/Quit-return F4/          F5/Stats  F6/
F7/      F8/          F9/Refresh   F10/         F11/Inventory F12/Exit
    
```

```

PROFILE 28-Q-440      New York City Public Schools      04-24-15 08:56:35
TRAN0102             Metrocard Inventory Statistics     01948-EJAC0BS2
==> _
      SPRING METROCARD INVENTORY FOR ALL SITES
      PASS TYPE          SHIPD ASSIGN DEACT ASSIGN UNASSGN
                        CARDS  CARDS  CARDS  5555  CARDS
ELEM - FULL FARE E1          0      0      0      0      0
ELEM - FULL FARE FOUR TRIP E3  0      0      0      0      0
ELEM - FULL FARE SPECIAL ED. E5  0      0      0      0      0
ELEM - FULL FARE SPEC ED. FOUR TRIP E6  0      0      0      0      0
HIGH - FULL FARE H1          2886   2083   723    18     62
HIGH - FULL FARE FOUR TRIP H3    20      3      1      1     15
HIGH - FULL FARE SPECIAL ED. H5    507    329   154     6     18
HIGH - FULL FARE SPEC ED. FOUR TRIP H6  0      0      0      0      0
HIGH - HALF FARE (K - 12) H2    1205   1020   126    53     6
HIGH - FULL FARE S1           0      0      0      0      0
HIGH - FULL FARE S3           0      0      0      0      0
HIGH - FULL FARE SPECIAL ED. S5    0      0      0      0      0
HIGH - HALF FARE S2           0      0      0      0      0

Press RIGHT CTRL/RED ENTER to continue
F1/Help  F2/          F3/Quit-return F4/          F5/          F6/
F7/      F8/          F9/           F10/         F11/         F12/Exit
    
```

Review [MetroCard Practices and Procedures](#) on the OPT web site for more information about distribution and day-to-day management of student MetroCards

Managing Transportation Deadlines

At specific times of the year OPT will notify schools to review and, if necessary, correct or update ATS data in order to manage key processes. Schools should review **ATS News** and the OPT Web site for instruction and assistance in managing these functions. OPT will identify and communicate deadlines in advance of critical projects: MetroCard shipments, summer school information, SVER, etc. Because OPT relies so heavily on accurate data it is important for school staff to be aware of these deadlines and take appropriate action to ensure transportation services for students are not interrupted.

Address Verification

Home address, along with grade level, is critical in determining eligibility for transportation. When a student's address is changed in ATS, the new address is verified based on city planning maps. The verification process generally takes 24 hours. If the process takes longer, schools should review and troubleshoot the issue. If an address change is not verified within two days schools should review and double-check that the address has been entered correctly:

- Street must be entered with the required east/west designation
- Verify that the address is listed correctly with avenue, street, road, place, etc.
- The address must be within the five boroughs of New York City

Please Note:

Once an address change is verified and results in a change of eligibility for the student, the correct eligibility code is displayed on the **TLST** screen: Schools must update the individual student record to reflect the new eligibility. This may require deactivation of an assigned MetroCard and issuance of a new MetroCard or deletion of a Yellow Bus stop and issuance of a MetroCard. It is important to review new eligibility status each time an address change is entered and verified in ATS.

Assistance and Support

Schools have a range of support structures to assist them in managing transportation:

1. Basic Information: Schools staff should encourage parents to use P311, the OPT web site Student Search, or call the OPT Customer Service team (718 392-8855) for basic route information.
2. The OPT web site has information and applications for schools to review bus ridership, enter service complaints, book field trips, discuss eligibility, and other information.
3. Schools and parents should always call OPT Customer Service to report service issues (lateness, no pick-up) or issues with drivers or attendants on the bus.
 - Public School staff contact the Borough Field Support center (BFSC) help resolve chronic service issues or clarification on procedures. OPT Borough Directors and Account Managers assist BFSC staff in problem-solving and resolving service issues.
 - Charter School staff contact their OPT Account Manager to help resolve chronic service issues or clarification on procedures, and their CSE Chairperson to address data updates for students using specialized transportation.

ATS Help Desk: (718) 935-5100.

Managing ATS and student data can be complicated when discussing guidelines and procedures for specific programs and students. Schools should rely on support and guidance from both OPT and BFSC teams. OPT Training provides over-the-phone assistance for most ATS transportation-related questions: Call OPT Customer Service and request ATS Help. Professional Development workshops focusing on providing all schools with resources and information to best manage services for eligible students.