



OFFICE OF PUPIL TRANSPORTATION

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Preparations for Student Transportation – September 2012

The Office of Pupil Transportation (OPT) offers these guidelines for schools to help prepare for student transportation:

Last Day to Enter SE Children: The last download of children from ATS for door-to-door routing will be at noon on August 28, transportation requests entered after that date will be routed for September 19 and thereafter. Please complete ATS STRE data entry by noon on August 28.

Pre-Flight Checks: OPT provides service based on the information it has and if that information isn't correct the transportation won't run properly. Four things to check:

Time and Place: After August 28 OPT's website ([here](#)) will list your school's session time(s) and address – check to make sure this is correct.

Metro Cards: If your school uses Metro Cards they will arrive on August 27, 28 or 29. Check now to make sure we sent enough. If we didn't, follow the procedures on the instructions sent with the cards or ([here](#)) to let OPT know. If you don't receive cards by August 30, let your network transportation liaison know. Please note that a special request must be made by your school if you think a student warrants a four-trip MetroCard. See page 2 ([here](#)) for full details of that.

Who's On Buses: After August 28 you can see who we plan to bus by looking at your school's [ridership list here](#).

User IDs / Passwords for Schools: OPT applications like field trip and bus stop requests use a single password. If no one in your school knows your password, please email [Mia Wilder](#) and she will provide it to the principal on record in LCGMS. Please include your OPT / ATS code in the email.

School bus safety drills: Schools who have busing are required to conduct at least 3 school bus safety drills per school year. The first drill is during the first week of the fall term. Click [here](#) for full details.

Assign Students to Busing: OPT only buses children who are assigned busing in ATS, so if an eligible GE student wants busing you should provide a list of your bus stops and enter the stop they select in the student's ATS record (TUTD screen). If an SE student who thinks they should be receiving busing is not, you should speak with your school assessment team and/or your Network Transportation Liaison for clarification.

Extended day indicators: If your school has an extended day program, students have been routed based on the indicator in their record as of the ATS roll over. Schools can review student's extended day indicators and adjust if needed. Update the extended day indicator (EX INSTR PD) to either **M** if the student will be mandated, **V** if the student will be participating voluntarily or **N** if the student will not be participating. **No changes** will be made in regard to busing **after the October 2 deadline**. All updates made now through October 2 will be reflected in routing by **October 29**. Click [here](#) for step-by-step instructions on how to update extended day indicators in ATS.

How Parents Can Get Route Information: After August 28, bus route information will be posted on [our website](#) and is available by phone from 718-392-8855. That number is staffed daily, including weekends and holidays from August 28 through September and has an automated system that can provide route information during night hours.

First Day of School Preparation: Remember, you'll need to record which students receive which MetroCards (they are shipped in serial number order to make this easy). Every package of MetroCards we ship contains a set of detailed instructions ([here](#)) with suggestions for good management of the cards. You should also prepare to greet buses, give drivers instructions about where to stop for drop off and pick up and otherwise welcome bus staff into your school community.

OPT Training for School Staff: We provide training for the folks in your school who manage transportation information. Among other things, we can train your staff to effectively manage your bus stops, and MetroCards. Details (including how to sign up and when the workshops are) can be found [here](#).

Ask for Help: OPT has a limited number of people who could come to your school to help with transportation during school opening. If you'd like us to send someone, please contact your network's transportation liaison and, if someone is available, we'll schedule someone to come.