



TRANSPORTATION UPDATES

PREPARING YOUR SCHOOL FOR THE 2019-20 SCHOOL YEAR



As the 2018-19 school year comes to a close, we would like to thank school leaders and staff for a great year. Transportation is a gateway to academic achievement, facilitating equitable access to all eligible students and meeting the needs of parents and schools. Please review these transportation updates, which outline changes, resources and tips for the 2019-20 school year.

New School Year Action Items

Helpful steps that your school can take to be prepared for the first day of school

Additional information at thecommons.dpsk12.org/transportation.

✔ Identify a Transportation Ambassador

A school administrator who will serve as a point-of-contact for your school to receive training on requesting excursions (Trip Tracker), requesting and tracking +Passes, and receiving route information prior to the first week of school from our Routing Department. As a reminder, bus stop and time information should not be shared with families or students who are not eligible to ride the bus, as doing so leads to over-capacity situations that cause delays and safety concerns.

✔ Help Families access Parent Portal

For eligible students not riding the Success Express Shuttles, bus route information will be available in the Parent Portal beginning in late July/early August. If a student does not have bus information in his/her student record, chances are he/she is not eligible for transportation and the family should complete the online Transportation Exception Request form via the Portal. For students riding the Success Express Shuttles, schedules are available in late July/early August at transportation.dpsk12.org.

✔ Register for MFSAB Training

Identify and register any school staff that needs training on the Multi-Functional School Activity Buses. For additional information and training dates visit thecommons.dpsk12.org/transportation and click on the training page.

✔ Develop your School/Campus Transportation Plan

Campus Transportation Plans outline safe arrival and dismissal procedures for bus riders, bikers, walkers and commuters coming to your school. These plans are shared with your families in order to promote efficiency and safety around your school or campus. Schools interested in creating a Campus Transportation Plan should reach out to Transportation Services beginning in July to ensure a plan is ready for families at the start of the school year.

✔ Communicate with us

Email any questions or concerns to transportation@dpsk12.org so that we can assist you and your families. You can also find helpful information for families at transportation.dpsk12.org, and information for schools at thecommons.dpsk12.org/transportation.



+Passes FOR 2019-20 SCHOOL YEAR

All transportation-eligible students who ride the yellow school bus **will be required to use their +Pass to ride the bus.** +Passes are to be scanned by the student when he/she enters and exits the bus. Requests for new or replacement passes must be placed through Infinite Campus. +Pass printed during the 2018-19 school year are valid for 2019-20 school year as long as the student remains eligible for transportation.

Special Education Transportation for 2019-20:

About the Process

Special Education teachers play a vital role in setting up transportation services for students with disabilities. Families of students with special needs, whose IEP has transportation as a related service, should start the process by reaching out to their student's special needs teacher. An online 1066 form must be completed by the student's teacher, or school representative, and submitted to DPS Student Equity and Opportunity (SE&O). Once the form has been received, the SE&O support partner will coordinate transportation with DPS Transportation Services. **All forms and questions should be submitted to your SE&O support partner directly.** The online form can be found at thecommons.dpsk12.org/Page/2200.

Timeline for Processing Transportation Requests

Once the SE&O OSII submits the request to Transportation Services, it can take up to 10 business days to process the request. This time frame can take longer if address and contact information is not current. In order to assist with reducing the delay of transportation arrangements at the start of the school year, families of students with special needs will receive notification reminders during the summer months, to make sure that their information is current.

Who to Contact

All questions about the process of setting up and maintaining special education transportation must go to your SE&O support partner directly. Please encourage families to work with you and only reach out to Transportation Services directly to submit feedback on a driver (transportation@dpsk12.org), or report student absences.

Reporting Student Absences:

- Students riding Yellow Bus: 720-423-4624 DPS Radio Dispatch
- Students using American Logistics Company 855-292-4364, option 1

Additional information about this process can be found at transportation.dpsk12.org/eligibility-and-routing/special-education-services/.



2019-20 Transportation Mailer to Families

Each year, DPS Transportation Services sends a mailer to families and students at the end of July that details important transportation-related information, including safety tips, contact information and instructions on how to check bus route information.

DPS Transportation Services will also be sending out a mailer to students who are not eligible for transportation, outlining safe walking, biking and commuting tips. This information can also be helpful for schools as they promote safety during morning and afternoon dismissal times.