



## Who to Contact:

Schools with questions about +Pass can email [+passadmin@dpsk12.org](mailto:+passadmin@dpsk12.org).

Knowing when and where each student gets on and off the school bus is vital. The +Pass is an RFID-card that the student scans with the card reader when entering or exiting the school bus. Every transportation-eligible student in DPS who rides a yellow school bus is expected to use their +Pass every day, no exceptions.

**Please note that for the 2017-18 school year, it will be mandatory for students to use their +Pass to ride the school bus.** Each school's front office can submit the request for new or replacement +Passes. Replacement passes will cost \$5 starting the 2017-18 school year.



DISCOVER MORE OPPORTUNITIES

### Check +Pass Utilization:

Schools can track how the +Pass utilization is doing for their school using our Zonar software. Schools must have a log-in to access Zonar. Gain access by submitting a HEAT ticket through DoTS.

To gain access to Zonar, visit the "+Pass" tab on the "Information for Schools and Departments" page at [transportation.dpsk12.org](http://transportation.dpsk12.org).

There, you can also submit a HEAT ticket with DoTS to gain log-in information to Zonar.

### +Pass School Responsibilities:

- Schools will receive a +Pass for every transportation-eligible student. These are to be delivered based on the manifest of all students, along with an electronic copy from the router.
- Schools will determine what type of distribution method they will use. Schools can develop a process that works best for them.
- In the event of a lost or misplaced +Pass, schools will provide a temporary +Pass to students.
- Schools will request a +Pass for new students, or if students have lost their card, through Infinite Campus. Allow 5-7 student days turnaround.
- Transportation will download and reprint replacement cards entered by the school through Infinite Campus. Replacement cards will be delivered by driver to office where students will sign for new cards.
- Special Education students will also receive cards. Teachers are asked to assist students as needed with +Pass scanning at schools, and ask parents to assist with the scanning in the morning and exiting the afternoon bus.
- We ask school principals to encourage their staff, students and parents to fully participate in the +Pass program.
- School officials (secretaries) will monitor student use in Zonar, and then work with students to ensure full adoption of the +Pass in support of District safety goals.

### +Pass Student's Responsibilities:

- All transportation-eligible students using district transportation to commute to and from school are required to have their +Pass at all times.
- Students are expected to place their cards in front of the card reader when they get on and off the yellow school bus.
- Students are expected to attach their cards to a lanyard, and then attach lanyard to their school back pack.
- Students are expected to carry their card with him every day.
- If a student losses or misplace his/her +pass, he/she are expected to obtain a temporary +Pass form their school office. If the +Pass is missing for more than two weeks, students should request a replacement +Pass form their school office secretary.



### Ordering New/ Replacement +Passes:

School Secretaries should put in requests for New/Replacement +Passes through the +Pass request form in Infinite Campus. Once a request is received, Transportation Services will work to print and distribute back to schools.