



MEMORANDUM

From: IPS Transportation Department
Date: December 1, 2022
Subject: Transportation Updates

Transportation Updates Regarding Athletics and Field Trips

As you may recall, last year we examined our processes and effectiveness in transportation. At that time, it was determined that all bus requests need to be placed 10-business days in advance. It was also determined that cannot provide door to door evening transport to children's homes after events for Elementary and High Schools but that Middle School students would remain eligible for take home after games during the 2022-23 school year. In addition, requests for field trip meals also need to be submitted 10-business days in advance.

To ensure that we are providing the best service possible, please schedule all transportation needs for competitions and tournaments as if you will be playing until the very end. It is easier to cancel services once scheduled than to schedule them last minute. We appreciate your partnership as we work to provide support to all students and to deliver co-curricular activities in a fiscally responsible way.

General

- Request for transportation must be requested in the portal 10-business days prior to departure date.
- We will try to accommodate groups that have schedule changes due to weather, cancellations, reschedules, emergencies, etc. We ask that you get these to us immediately upon them being rescheduled.
 - If a game is rescheduled and you must give us less than 10 days' notice, waiting any amount of time may prevent us from being able to secure transportation for your group.
 - We understand that rare unforeseen circumstances happen outside of your control. Please email [Kim Meyer](#) and [Sarah Lowe](#) so that we can work together for a resolution.
 - When emailing transportation for unforeseen changes, please attach documentation that the change is a result of circumstances outside your control (ie. late notice from the governing authority for the event, notification of cancellation/weather complication, evidence of emergency, etc.).
- Inform us of any changes or cancellation by email to [Kim Meyer](#) and [Sarah Lowe](#). Please do not delete trips from the portal.
- ECE busses for Middle and High School will continue to run at their standard time to existing stops. Those are not to be door to door drop off. Home stops are reserved for children with IEPs/504s. There is no ECE for elementary schools.
- For High School and Elementary travel games/events door to door drop will not be provided for any children. Participants will be transported from the school to the event and back to the school. For this year only Middle School will receive take home transportation after evening athletic events. We will likely cease the Middle School exception at the end of this year.

Athletics

- All schedules should be entered through the portal once schedules have been received. Schedule out all games as if your school is advancing to the end of competition.
- White Busses should be utilized whenever possible to transport to and from games.
 - If you do not have enough White Busses, please communicate that to both [Detra Taylor](#) and [Bill Murphy](#).
- High Schools and Middle schools (7th and 8th grade) can request departures as early as 3:00pm. Elementary (K-6th grade) can request transportation as early as 5:15pm.
- Elementary and High School teams receive transportation to and from their school site and the game site only – home drop off will not be provided.
- Middle School teams may request home drop off for the remainder of the 2022-23 school year.

Music / Co-Curriculars

- Co-Curricular and Music Performance transportation is available for Middle and High School Students.
- All schedules should be entered through the portal once schedules have been received. Schedule out all games as if your school is advancing to the end of competition.
- White busses may be available. Please contact [Detra Taylor](#) to learn more.
- Middle and High School Co-Curriculars and Music will receive transportation to and from their school and event site only – home drop off will not be provided.

Field Trips/College Tours

- Standard Field Trip Hours are 9:30am – 1:30pm.
 - Students must be back in their building no later than 1:30pm so that we do not impact after take home.
 - For College Tours **only**, Transportation will support schools in identifying possible vendors with whom to work if college tour transportation is needed outside normal field trip hours.
- Inform us of any changes or cancellation by email to [Kim Meyer](#) and [Sarah Lowe](#). Do not delete trips from the portal.
- Trips that require immediate attention, please contact [Kim Meyer](#) and [Sarah Lowe](#).

Support from Directors and Assistant Directors of Athletics

- Schedules for fall, winter, spring, and summer sports and co-curricular competitions should be submitted to the transportation department two weeks prior to start of the season.
- **All trips must be requested in the portal as soon as possible.**
- We will work with teams that have a schedule change to weather, cancellations, reschedules, etc. We ask that you get these rescheduled games to us as soon as possible
 - If it is less than five-business days prior to the trip date of the event we may not be able to accommodate the request.