



## MEMORANDUM

From: IPS Transportation Department  
Date: July 2023  
Subject: 2023-2024 Athletics & ECs Memo

### General Information

All requests must be entered in [Triptracker](#) **no less than 10 business days prior to the trip date**. Failure to do so may result in us not being able to accommodate your request. Due to prior commitments, even if you do request a bus within the required guideline, there are times that transportation may not be able to accommodate. We schedule trips in order that they are received. Here is some general information for you regarding school year pertaining to athletic trips:

- We ask that whenever possible to use white vans.
- For bus status, changes to trips, cancellations, Triptracker issues, general trip inquiries, etc. please contact [Sarah Lowe](#) 317.601.8435 or [Ben Burchfield](#) 317.954.9818.
- Failure to cancel any bus scheduled will result in your school or team being billed.
- Contact us if the bus is more than 10 minutes late of the scheduled arrival.
- All departures should be within 15 minutes of the requested bus arrival time.

### Athletics

- We ask all teams to submit trip requests for their entire season including tournaments as soon as the schedule is received. It is easier for us to cancel buses than to add buses at the last minute. We will work with teams to schedule games and practices should they advance in postseason.
- Athletic buses may depart as early as 2:30 p.m. for High School and Middle School athletics (7th & 8th grade). Trips departing between the hours of 2:30 p.m.-5:00 p.m. interfere with afternoon routes and we are only able to support a small number of these trips on any day as our number one priority is getting students home from school.
  - Triptracker will not let you submit trips earlier than 4:00 p.m., if you need to leave prior to 4:00 p.m. in the notes section indicate the actual time needed to leave and we will change it on our end.
- Athletic buses may depart as early as 5:15 p.m. for K-6<sup>th</sup> athletics.
- Extra stops must be approved prior to the trip. When scheduling your buses, please include all stops needing to be made (including food stops).
- Coaches should always ride with the team; they are not to ride alone.
- Only IPS students are authorized to ride as they are the only ones covered by insurance.
- All athletes are to remain dressed while on the bus. No dressing or undressing should be done on the bus.
- Coaches should do a walk through after the trip to make sure all items are removed. We are not responsible for

any items left or lost.

- If there are issues or concerns with any driver, please contact [Sarah Lowe](#) or [Detra Taylor](#).
- Middle school (7<sup>th</sup> & 8<sup>th</sup> grade) receive transportation home after games during the week; no other grade levels receive transportation home.
- Weekend transportation home is not provided for any students.

### Extra Curriculum Activities (ECs)

- ECs for middle schools are for 7<sup>th</sup> and 8<sup>th</sup> grade.
- Middle schools can select two days during the week to have EC buses scheduled; you will not be able to change these days from week to week.
- All ECs will have a scheduled arrival of 5:45 p.m. and departure of 6:00 p.m.
- Students must come out within the assigned pickup time as drivers may be assigned to other runs. Buses are instructed to depart at scheduled time.
- Buses assigned will have a side of town that they are responsible for.
- Inform us of any special needs students that require a ride home so that we can have a bus attendant on the bus at the scheduled time.
- Have a coach or teacher present during EC dismissal time to ensure students are getting on the right bus and to assist with any disciplinary issues.
- Contact name, email address and number for who will oversee the ECs.
- If you notice that a bus is overloaded or has low ridership, please notify [Sarah Lowe](#) so that adjustments can be made.
- To cancel any bus or side of town email [Sarah Lowe](#). Improper cancellations will result in your school being billed for the EC that day.

### Special Purpose Vans

- We encourage you to use white vans whenever possible for transportation to and from events and or practices where the load count is 12 or less, not including the driver.
- When white vans are unavailable, we ask that you make alternative arrangements for transportation in advance. Failure to do so may result in us not being able to accommodate your request.
- Vans are available at two locations: ED Center (120 E. Walnut) and Broad Ripple (1115 Broad Ripple Ave). They will be available to schools in order they are requested.
- Please use [White Van Request Link](#). If your request has been approved, [Kimberly Miranda](#) will email you a calendar invite with pick-up and drop-off location. If your request has been denied, we will notify you via email.
- Students are not to be transported home in the white vans as it is against state statute.
- Vans should never be taken under restaurant drive thru.
- When returning a white van, you will go through an inspection. This inspection includes cleanliness, full tank of gas, dent free and all trash removed.

## Special Purpose Buses

- Any coach and/or IPS employee who operates the white bus must go through training. Submit this [Attendee Registration Special Purpose Bus Training](#) to [Kris Scheele](#), at First Student to be added to the training schedule. Before attending the training, please familiarize yourself with this [Pre-Service Training Information](#).
- [Pre and Post Trips](#) are required by law whenever a minibus or white van is used. Also, doing the pre- trips helps us know what maintenance is needed.
- Requests for white buses must be made no less than five business days in advance.
- Accidents must be reported to IPS Police 317.226.4633, [Detra Taylor](#) and School Principal. An accident is anytime the bus makes contact with any object no matter if there is damage or not. If you have an accident, you are also required to submit this [Special Purpose Bus Accident Packet](#) to [Detra Taylor](#) and [Tracy Kinkade](#).
- Students are not to be transported to or from home in the mini white buses as it is against state statute.
- Minibuses should never be taken under restaurant drive thru.
- Make sure the bus has a full tank of gas, spray disinfectant, sweep and empty the trash after each use.

## Contact Information

<a href="#">Sarah Lowe</a>	Operations Manager, All Athletics, ECs & Trips	317.601.8435
<a href="#">Ben Burchfield</a>	Special Needs Manager, Additional Support for All Athletics, ECs & Trips	317.954.9818
<a href="#">Kimberly Miranda</a>	Fleet Coordinator	317.982.1543
<a href="#">Kris Scheele</a>	White Bus Training	317.454.2564
<a href="#">Detra Taylor</a>	Director of Transportation	317.226.4887



