



## MEMORANDUM

From: IPS Transportation Department  
Date: July 27, 2022  
Subject: Athletics, ECs and Mini Buses

### Athletics

- Team Schedules - We ask all teams to submit their trip requests once they have their team schedules. Schedule trips all the way through tournaments. It is easier for us to cancel buses than to add buses last minute
- All buses must be requested no less than two business days prior to the trip date. Failure to do so may result in us not being able to accommodate your request
- Coach contact number for trips should be provided for transportation when requesting bus
- Trips may depart as early as 3 pm for High Schools. There are a small number of drivers set aside to support athletic trips. We can accommodate these on a first come first serve basis and may not be able to support your trip. We ask that whenever possible to use white buses
- Any 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
- Teams are *required to come out within 15 minutes of the assigned pickup time* as drivers may be assigned to other runs
- All athletes are to remain dressed while on the bus. No dressing or undressing should be done on the bus
- We transport students home from middle athletic trips if the schools request it
- We do not take students home on Saturdays and Sundays. Please do not ask the drivers to transport students home on these days. We only transport to and from events on the weekends
- If there are issues or concerns with any driver, please contact [Sarah Lowe](#) or [Detra Taylor](#)

- 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
- To cancel a trip email [Kim Meyer](#) and [Sarah Lowe](#) with the trip number and date. Improper cancellations will result in your school being billed for the trip. We will then cancel your trip for you. **Do not** remove the trip from the portal

### **Extra Curriculum Activities (ECs)**

- ECs are for middle and high schools
- All ECs will have a scheduled arrival of 5:45pm and departure of 6:00pm
- 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
- If you notice that a bus is overloaded, please notify Kim Meyer or Sarah Lowe so that we can make more adjustments
- If you notice that a bus does not have any students on it, please contact Kim Meyer or Sarah Lowe so that we can make adjustments
- Have an adult present when buses are on the lot for the ECs to ensure students are getting on the right bus
- Contact name, email address and number for who will oversee the ECs
- Students are required to come out within the assigned pickup time as drivers may be assigned to other runs. Buses are instructed to depart at scheduled time
- To cancel any bus or side of town email [Kim Meyer](#) and [Sarah Lowe](#). Improper cancellations will result in your school being billed for the EC that day

### **Special Purpose (Mini White Athletic) Buses**

- We encourage you to use the mini white buses whenever possible for transportation to and from events and or practices where the load count is 14 or less, not including the driver
- All drivers of the mini buses must go through training. If you need to have any staff trained to drive the buses, submit [Attendee Registration Special Purpose Bus Training](#) over to [Deborah Stephens](#). Before attending the training please familiarize yourself with and complete these instructions [Pre-Service Training Information](#)
- [Pre-Trip Checklist](#) and post trips are **required by law** whenever a mini bus is used. Submit the sheet over to [Detra Taylor](#) after each use. This is imperative as this is our way of knowing what maintenance is needed to be done on the buses

- Accidents must be reported to IPS Police, Detra Taylor and School Principal. An accident is anytime the bus comes in 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](#) over to Detra Taylor and Tracy Kinkade.
- **It is against the law to transport students home in a mini white bus as they are not equipped with stop arms to drop students off.** A take home bus **must be ordered** if students need transportation home
- Mini buses should never be taken under restaurant drive thru
- Make sure to disinfectant, sweep the bus and empty the trash after each use
- Please have a designated person to inspect the mini buses as we keep running into issues where the buses aren't clean

### Who to Contact

Kim Meyer	All Athletics, ECs and Field Trips	317-503-9501	<a href="mailto:meyerlk@myips.org">meyerlk@myips.org</a>
Deborah Stephens	Schedule White Bus Training	317-937-4624	<a href="mailto:deborah.stephens@firstgroup.com">deborah.stephens@firstgroup.com</a>
Sarah Lowe	Operations Manager	317-601-8435	<a href="mailto:lowesl@myips.org">lowesl@myips.org</a>
Detra Taylor	Director of Transportation	317-226-4887	<a href="mailto:taylorndn@myips.org">taylorndn@myips.org</a>