



IPS Principal's Transportation Guide

INDIANAPOLIS PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

WORKING EVERY DAY TO PROVIDE SAFE
TRANSPORTATION FOR OUR STUDENTS.

Detra Taylor
Director of Transportation

Transportation Guide

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Note from the Transportation Director

Dear Principals,

Dear Transportation Staff,

The Transportation Department is looking forward to having a great school year. We have made changes to our daily operations. We contracted all Indianapolis Public Schools' routes to First Student Transportation. We look forward to working with First Student to provide the highest quality of service for our students.

For the 2020-2021 school year we are excited to use and launch the new technologies that First Student uses to help us track students and be able to provide accurate data to the district.

The first weeks of school are always challenging with routing new students and address changes. We will work together to respond to any concerns from our stakeholders in a timely manner to resolve issues quickly and efficiently.

We know there are several concerns as we are in the middle of the COVID-19 pandemic. The health and safety of IPS staff and students is paramount. The Transportation staff is working closely with our Executive Leadership Team to ensure that we are taking every measure to keep all students and employees safe. We have safety protocols in place that require cleaning and disinfecting the buses after each route. Facial mask is required for all staff and students that are on buses. Monitors have been placed on all routes to help support tracking students and enforcing social distancing while students are on the bus. Starting this year, we will have crossing guards at thirteen of our schools to assist students within walk zones to arrive to school safely. The Indy Go partnership will continue for all IPS high school students as an alternative form of transportation. We are here to support all schools with keeping students and staff safe.

All of us here at IPS are dedicated to supporting the First Student staff to be successful at transporting Indianapolis Public Schools students safely and in a timely manner.

We are looking forward to a great year.

Best regards,

Detra Taylor

BUS SERVICES

Daily Routes

IPS Transportation's core mission is to provide students with safe and secure transportation to and from school in a friendly environment that enhances the learning process.

IPS will provide transportation to students based on the following guidelines, except as provided in the Special Education and Transfers sections below:

- A. All elementary school students who reside more than one (1) mile from their assigned school.
- B. All middle school students who reside more than 1.25 miles from their assigned school.
- C. All high school students who reside more than 1.5 miles from their assigned school.
- D. Any student for whom the Superintendent determines transportation to be necessary due to verified health or safety factors.

Special Education

IPS Transportation Department provides service to numerous students within the school district. Special transportation is provided to IPS students who have submitted a medical request due to a disability. At the beginning of each school year, transportation gets an influx of medical requests for special transportation. To continually strive to meet state law surrounding case conferences and routing students to their different locations, transportation will be reaching out to schools and administrators for assistance.

IPS Special Education Department (SPED) has crafted an eligibility guideline for curb-to-curb medical services (see attachment). The form will be submitted to the SPED compliance monitors for entry. Upon entry, every effort will be made by transportation to accommodate students. Please be mindful, it normally takes our transportation department 3-5 business days to process a request. Transportation has a Special Needs Manager, Benjamin Burchfield, that works with IPS Special Education Department and schools to get information needed to support students' needs while riding IPS buses. Ben should be contacted regarding any SPED issues regarding students. He is also to be notified if there needs to be a meeting held regarding a SPED student. We have also provided a copy of our Special Needs Handbook.

Out of School Boundaries

Students residing outside of the assigned school boundaries will not receive transportation, unless approved by the Administration.

Transfers

Transportation to and from school for a student who transfers to a school pursuant to the Office of Enrollment and Options(OEO) policy, or for a student who remains in an IPS school after moving from the Corporation pursuant to the Office of Enrollment and Options(OEO) policy, shall be the parent/guardian's responsibility.

Safety or Health Risks

- A. The Transportation Department will provide students with transportation free of charge within the walking limits set forth in the Students in Grades K-12 section of this policy where the Superintendent determines that walking would jeopardize the student's health or safety.
- B. All students must follow safety protocols put in place for COVID-19. Students are always required to wear masks while riding bus. Students are expected to sit in assigned seats.
- C. The Transportation Director is responsible for establishing and maintaining a procedure that notifies school principals when a student presents a health and/or safety issue for himself/herself, other students or riders on the bus.
- D. The Transportation Director is responsible for establishing and maintaining operational procedures that assure the safe transportation of students.

STANDARDS

Bus Stop Arrival

Buses are schedule to arrive ten (10) minutes before or ten (10) minutes after the assigned stop time.

School Arrival

Buses are scheduled to arrive twenty (20) minutes before first bell. If a bus arrives before this time, students will remain on the bus until the assigned arrival time. Buses are scheduled to depart the school 10 or 15 minutes after the assigned arrival time. It is important to note that any impact on the departure time puts the next school at risk.

School Departure

Buses are scheduled to depart the school 10 or 15 minutes after last bell. It is important to note that any impact on the departure time puts the next pickups at risk. Drivers need to depart on time.

Child Missed the Bus

From Home/Bus Stop: Buses will not turn around or an extra pick-up will not be ordered if GPS is validated that bus did arrive on time. If the bus missed the stop, a replacement bus will be deployed as soon as possible.

From School: The school is responsible for calling the Service Center (317-226-4000) and arranging transportation as well as for the care of the student until he/she is picked up. If GPS determines that the driver missed the route, transportation will be provided as soon as possible.

Late bus process

Buses are considered late after five (5) minutes from the scheduled school arrival time. When a bus is late, follow the steps below:

- Check Bus Delay link at <http://busstop.myips.org> an ETA will be provided
- If the bus does not arrive by the ETA call 317-226-4000 request a status
- Service Center locates bus with GPS and contacts base to verify status
- Base will provide updated ETA

Drivers and Attendants

All drivers and attendants adhere to the Department of Education (DOE) regulations and IPS School Board policies. Safety is paramount and drivers and attendants must always be professional in every interaction with students, parents and staff.

Routing of Students

IPS Board Policy allows 3-5 days to provide transportation for our students. We prioritize the routing of students, McKinney Vento (48 hours), special needs children and regular transportation requests in that order. The Routing Department is committed to getting the student's bus stop identified as soon as possible.

First Transportation Solutions (FTS), with the approval of Administration, are the only staff who may make changes to the assigned routes. Building leaders are not approved to authorize changes to routes. The Transportation Department will receive and process all requests.

Request Bus Stop Change

FTS or IPS Logistics Specialist will review all bus stop change requests. In the request, provide details why the change is needed. The FTS or Logistics Specialist will make the determination if the stop can be changed and notify the school. Schools are not authorized to move a bus stop. Drivers are not authorized to make changes to the routes. Due to COVID-19, we ask that no temporary bus passes are provided to students. We want to keep the number of students on a bus down to a minimum to help with social distancing on buses. Parents are asked to transport students until a bus stop is created for student(s).

Medical requests must be processed through the SPED Department.

Special Needs

In order to protect the health and dignity of the individuals involved, the Transportation Office has instructed the bus drivers and attendants not to accept any students for transfer that have soiled clothes from bowel or bladder accidents.

The Transportation Department should be informed and updated on attachments or special equipment needed for students transported on the bus. Schools should provide a point of contact for their special needs children.

Student Discipline Overview

Outlined below are commonly encountered minor and major student issues:

Minor Issues:

- Non-Compliance/Disrespectful to Driver and/or Attendant
- Late to bus stop
- Littering/Throwing items
- Not sitting in seat
- Moving/Standing while bus is in motion
- Use of Inappropriate Language
- Destruction of Property
- Misuse of Electronic Devices

Major Issues:

- Inappropriate Student Contact
- Fighting
- Bullying/Intimidation/Threatening
- Smoking/Drinking/Drug Use
- Motorist Safety Endangerment/Throwing items from windows
- Weapons

Drivers begin the discipline process by completing forms when incidents occur. This year we have moved to a web-based application for all transportation bus

student discipline called First Acts. This application can be accessed by going to the Transportation Home Page(<http://busstop.myips.org>) which contains a list of all transportation applications.

Parent Contact Forms will be submitted for minor issues (up to two occurrences). Bus Discipline Referral Forms will be submitted for major issues.

School Leader and/or Principal (not the driver and/or attendant) are responsible for issuing discipline and/or suspending a child from bus service and notifying the supervisor with First Student of what action has taken place. Disciplinary procedures can change depending on the circumstances. Disciplinary issues should be handled within 24-hours of the incident. The timeframe can accelerate based on the seriousness of an incident.

If you are requesting a meeting regarding any of the buses or bus teams that service your school, please contact Sarah Lowe at lowesl@myips.org and she will coordinate the meeting between you and the supervisors at First Student. At no time should the staff at First Student contact you directly regarding a meeting.

Bus Video Request/Retrieval

Schools will use <http://busstop.myips.org> for video request. There is a link for video request titled Bus Video Request Portal. Request should include all information listed below:

- Bus Number
- Date and approximate incident time
- Basic description of the incident
- Name of student(s) involved
- If the incident warrants a CPS/Title IX Report; date reported and name of person completing the report is required. All allegations of abuse or sexual misconduct must be reported immediately.

Video request submitted before 10:00 a.m. will be available to view within approximately 24-hours. Video request submitted after 10:00 a.m. will be available to view in approximately 48-hours. CPS, Title IX, or major incident video requests will be provided as soon as possible.

ROUTING

OVERVIEW

IPS Board Policy allows 3-5 days to provide transportation for our students. We prioritize the routing of student to deliver McKinney Vento (48 hours), special needs children and regular transportation requests in that order. The Routing Department is committed to getting students stops identified as soon as possible.

If a bus stop change is needed, contact the Service Center at 317-226-4000 with the proper information needed in order to make the change.

McKinney Vento Transportation Request

According to the McKinney-Vento Act, LEAs are required to implement a coordinated system to ensure that transportation services are provided promptly, including those that allow the parent/guardian of each homeless student (or, in the case of an unaccompanied homeless youth, the youth) to exercise the student's option to attend either the school of origin or the local attendance area school [42 U.S.C. §11432(e)(3)(i)(III)]. Further, because the Act requires homeless students to be provided immediate school enrollment, defined as attending classes and participating fully in school activities [42 U.S.C. §11434a(1)], LEAs must arrange transportation without delay.

Some children in foster care will need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for these children, an LEA receiving Title I funds must collaborate with the State or local child welfare agency or agencies to ensure that transportation for children in foster care are provided, arranged, and funded. (ESEA section 1112(c)(5)(B)). SEAs and State or tribal child welfare agencies also play a key role in ensuring the adequate provision of transportation for children in foster care, as part of their overall responsibilities under the Title I and the Fostering Connections Act to provide educational stability for these children.

McKinney-Vento/foster Transportation Resources

National Center for Homeless Education – NCHE:

<https://nche.ed.gov/downloads/briefs/transportation/pdf> - Homeless

<https://www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf> - Foster

Charie Gibson – IPS McKinney-Vento Liaison-Foster Care POC

(317) 226-4748

gibsoch@myips.org

Schools should ensure all student information is updated including all phone numbers, emergency contacts and equipment for transportation of special needs students. Schools will need to contact the IPS McKinney-Vento and Foster student Liaison, Charie Gibson.

First View Application

(Parent Mobile Application)

Formerly Here Comes the Bus



INTRODUCING A NEW WAY TO TRACK YOUR CHILD'S BUS

INSTANT NOTIFICATIONS FROM YOUR DISTRICT
From delays to important schedule changes. Stay in the know!

KNOW WHERE THE BUS IS
Check real-time progress with GPS tracking.

ARRIVAL/DEPARTURE CONFIRMATION
Know when the bus arrives at your child's school and stop.

PARENT SUPPORT
Dedicated support at your fingertips.

MULTIPLE KIDS - ONE APP
Track multiple students at one time.

TIME + DISTANCE NOTIFICATIONS
Get in-app alerts when the bus is getting close.



This app helps make my families morning less hectic!

~Suzy's Mom



It's my alarm for when the bus is close.

~Joey, Highschool Student



It's easy to use!

~Max's Grandma

This innovative mobile device app and website entitled **First View** is available for students and families to view real-time location of a student's school bus. This program is now available for the whole district. Parents will receive a letter explaining how to access the application and its benefits. Please see the attached addendum to review the letter and instructions that the families will receive.

For more information, you can also visit:

<https://web.firstviewapp.com/login>



Dear Parents:

In continued partnership with our transportation provider, First Student, Indianapolis Public Schools School District is launching FirstView®, a bus tracking and parent communications app for your smartphone or desktop.

- **Live Tracking**
The FirstView® map screen shows you the location and direction of your student's bus, your student's stop schedule for the current day and timestamps for school arrivals and departures. You'll know when the bus arrives to or departs from school.
- **Predictive Stop Arrival Times**
Analyzing route and real-time GPS data, it determines an estimated time of arrival to your stop provided on the FirstView® map. The app is designed to provide parents with a better guideline for bus location and ETA. Students should still be at their assigned bus stop 10 minutes prior to the estimated or scheduled arrival time.
- **Custom Alerts and Messages**
Set up push or email notifications alerting you when your student's bus is a chosen distance or number of minutes away from your stop.
- **Multi-Stop View**
Buses for all your students can be tracked with FirstView®. Using individual colors for each student, every selected stop appears on the map simultaneously for easy viewing.
- **Additional User Notifications**
Connect up to three additional email accounts (including your own) to receive email alerts. This is a great feature for grandparents or caregivers!
- **Available in Multiple Languages**
English, French (Canadian), Spanish, Vietnamese, Oromo, Chinese, Amharic, Tagalog, Somali, Tigrinya are available based on your phone's language settings.
- **Secure and Easy Access**
FirstView® requires a password-protected account for app set-up. This way, only you can view your student's stop! These codes are provided to you by your district.
- **Dedicated Customer Support**
We are here to help you. Whether you are having trouble getting started with FirstView®, not seeing correct data or have an idea to make FirstView® better, we want to hear from you!

Contact FirstView® Monday – Friday (Support provided in English only):

- Calling the toll-free phone number 888-889-8920 from 7:00 a.m. EST to 5:00 p.m. EST
- Emailing Customer Support at support@firstviewapp.com
- Using the in-app “✉” button to provide feedback

For more information and to download the app, please go to www.firstviewapp.com.

LATE & SUBSTITUTION BUS INFORMATION

Obtaining Bus Delay/Substitution Bus Information (Bus Bulletin)

Schools:

<http://busstop.myips.org>

Click on the link → School Bus Delay Listing

Username: ips

Password: busdelay123

Parents:

- Parents must keep their contact information updated at all times with the school.
- The school must send the updated contact information to PowerSchool for the parent to receive the information about their child's bus.

LOADING AND UNLOADING PROCEDURES

Overview

Drivers follow the procedures below to ensure compliance with all safety and state guidelines. To support the safe and efficient off boarding of all students, we request the school's assistance. Drivers are required to depart ten (10) minutes after the last bell in order to arrive at the next scheduled school on time. Any additional time taken will negatively affect the bus schedule.

To report any driver that does not follow the procedures listed below, please contact Sarah Lowe, Operations Manager, at lowesl@myips.org.

Loading and Unloading procedures

1. When entering unloading/loading zone, drivers speed should be five (5) mph or less.
2. Drivers should park in assigned parking slots (at schools that have assigned slots).
3. Drivers unloading/loading at schools will turn their engines off while students, staff, parents and citizens are present. The bus will remain off until the driver receives the all clear to depart. Parking brake is engaged until departure.

4. Buses that have a layover are to keep engines off until there are no students, staff, parents or citizens present.
 - a. Buses should always adhere to the STAI School Bus Idling Policy, regarding how long the bus should idle in inclement weather.
 - b. Exceptions will be made for Special Needs buses where the lift can only operate with the engine idling and the parking brake engaged.

5. Drivers will not start the bus until all students have unloaded/loaded the bus and there are no students, staff, parents or citizens present. A designated administrator will give the all clear signal. After the all clear is given, the bus can be started and safely depart.

If a child misses the bus departure, request an extra pick up. Buses will not turn around to pick up the child until all children are unloaded at their bus stops. It will be the school's responsibility to care for the student until a bus has reached the school to take the student home.

EXTRA-CURRICULAR ACTIVITIES

Overview

IPS will provide transportation for extracurricular (EC) activities within 200 miles of Indianapolis. It is important to submit the request for transportation 10 to 3 businesses days prior to the event. We are unable to accommodate and accept requests submitted less than two (2) business days (48 hours) so please submit all requests no later than three (3) business days.

Use an orange van/truck for luggage, musical instrument or any other large traveling items that create safety issues. To request orange van/trucks, the school must place a work order in School Dude.

In order to maximize the EC services, use the white activity bus for teams and/or groups with less than 12 students.

All athletic games requiring transportation must be submitted via the Trip Request Portal at <http://trips.myips.org/login>. If you are rescheduling a game, check on transportation before committing to the make-up game date. Any request submitted within two (2) business days or less will not be accepted. We are limited to the number of athletic drivers that we have and may be unable to fulfill a trip request due to availability.

All field trips, extra-curricular and sporting events requests should be submitted via the Trip Request Portal at <http://trips.myips.org/login>. The same with athletic games, we are unable to accommodate and accept any trips submitted within

two (2) business days. All trips must be submitted via the portal and we are unable to accept trip requests via email. If you should have an issue or concern regarding getting into the Bus Request Portal or your trip request, please email Sarah Lowe at lowesl@myips.org.

The following timeline is for extra-curricular transportation:

- After 9:30 a.m. returning no later than 1:30 p.m.
- After 5:45 p.m.

Buses must return the students from the field trip to the school by **no later than 1:30 p.m.** in order to return and be ready for after school departure. Trips scheduled to return between 1:30 p.m. and 5:30 p.m. will be denied.

There will be no buses available for field trips for the first day of the school year with exception to athletics and extra-curricular events. Transportation will also have cut-off dates throughout the year for large events and the end of the school year.

- Carol Bennett – Special Service Coordinator – 317-226-2500 from 7:30 a.m. to 4:30 p.m.
- After hours – IPS Police – 317-226-4633

Trips Greater Than 200 Miles or Overnight

Request for out of state, county and overnight are processed through the EC Coordinator, Carol Bennett bennettc@myips.org. Trips of this nature should be requested two-months prior to the trip date and approved by the Director of Transportation. Expenses occurred will bill to IPS and charged back to the requesting school for payment.

If a charter bus(s) is/are needed for a particular trip, you may choose a charter bus company from the list available on <http://busstop.myips.org>. Charter buses are available for use and vetted by the Transportation Department.

Athletic Runs

As mentioned above, all athletic runs should be requested via portal at <http://trips.myips.org/login>.

Coaches or Assistant Coaches are required to ride with the team; teams are not to be unaccompanied by a coach.

To ensure departures are timely; if the game is extended, contact IPS Police dispatch 317-226-4633 or the driver directly to communicate the time change.

Teams should be leaving no more than 15 minutes after the scheduled time.

White Activity Buses

White activity buses are available to many schools. Bus availability is managed by the schools where the buses are assigned. Schools are encouraged to work together for the shared resources. Schools can request transportation to train their staff to operate the buses.

Transportation is responsible for the maintenance of the white activity buses. These buses are subject to the annual State bus inspections. It is the school's responsibility to communicate any issues with the buses. To keep the batteries charged, buses need to be started, often. This is especially important during the winter months. Keep the buses clean and conduct a pre-trip and post-trip after each use. All buses must be disinfected after students leave the bus. The school is responsible to keep the buses fueled. Jerry Murrell, our Fleet Manager, is responsible for mechanical issues and white bus trainings. Jerry can be contacted by phone at 317-226-4338 or via email murrellj@myips.org. Any coach and/or IPS employee that operates the white bus must go through training. Anyone that would like to attend trainings will email Jerry to arrange a time for training or any other white bus questions. White activity buses should only be used to take students to and from an event. White activity buses should never be used to drop students off at home as this is against state statutes.

Luggage, Musical instruments and/or Large Objects on Bus

Use an orange van/truck for luggage, musical instrument or any other large traveling items that create safety issues. To request orange van/trucks, the school must place a work order in School Dude.

IPS Bus Request Portal

IPS Transportation utilizes the **"IPS Bus Request Portal"** for all field trips, extra-curricular activities, and athletic trips. Schedule trips three business days before the trip. Any requests received within two (2) business days (48-hours) will not be accepted, no exceptions.

Trips will be charged to the school making the request. If using funding outside of IPS:

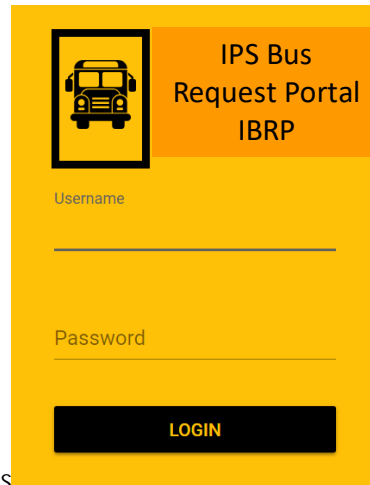
- Trips must be requested two (2) business days (48-hours) prior to the trip
- All athletic events are scheduled through IPS Bus Request Portal. Make-up games must be scheduled no less than three (3) business days in advance
- All trip requests must be submitted through the IPS Bus Request Portal. Emails or calls will not be considered as a request
- Extra-curricular activities and field trips are available between the hours of 9:30 a.m. to 1:30 p.m. and after 5:30 p.m.
- Utilize white activity buses for teams and/or groups with 12 or less

- Use an orange van/truck for luggage, musical instrument or any other large traveling items that create safety issues. To request orange van/trucks, the school must place a work order in School Dude

IPS Bus Request Portal allows you to enter field trip requests and check on their status using the web. Field trips must be approved/authorized by your Principal or designee before the request is forwarded to Transportation.

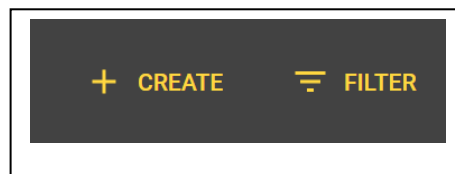
Logging into IPS Bus Request Portal.

Must use Chrome to login <http://trips.myips.org/login>.



Login using your IPS network credentials

Click on the +Create button:



Enter trip information in the appropriate fields to submit your trip request:

The screenshot shows a 'New trip' form with the following fields and options:

- Destination Name**: Text input field.
- Destination Address**: Text input field.
- Trip Category**: Dropdown menu with 'Fieldtrip' selected.
- Vehicle Type**: Dropdown menu with 'Bus Standard' selected.
- Scheduled Depart**: Date and time input field with format 'mm/dd/yyyy --:--'.
- Scheduled Return**: Date and time input field with format 'mm/dd/yyyy --:--'.
- Total Time**: Text input field.
- Number Of Adults**: Text input field.
- Number Of Students**: Text input field.
- Aide Needed**: Checkbox, currently unchecked.
- In Town**: Checkbox, currently checked.
- Student Equipment**: Text input field.
- Number Of Buses**: Text input field with '1' entered.
- Special Instructions**: Text input field.
- Comments**: Text input field.

At the bottom right, there are two buttons: 'CLOSE' and 'CREATE TRIP'.

Destination Name – Where is this field trip going? Type in destination name (Indy – Zoo)

Destination Address – Full address of location

Trip Category –

- Fieldtrip: Academic benefit
- Athletic: Games, sport events
- Extra-curricular: Non-academic trips (rewards, food, movies)
- Special: Trips paid from outside funding (billed to school by Transportation)

Vehicle Type - Bus Standard, Bus AC (ensure special instructions entered), or Bus Wheelchair (ensure special instructions entered, Aide Needed is checked)

Scheduled Depart - Enter date and time (ensure times are within request timelines)

Schedule Return - Enter date and time (ensure times are within request timelines)

Number of Adults - Enter count

Number of Students - Enter count

Special Instructions - Enter information on why AC is needed, how many wheelchair students will be transported, details if pick up location is not the front of school, if trip is over 200 miles and any/all information that driver should be prepared for

Aide Needed - Wheelchair student or IEP students requiring support

In Town - Default

- Uncheck box if out of IPS boundary

Student Equipment - Provide type of equipment and count needed

Number of Buses - Use dropdown to select number of buses needed

Comments - Use this to provide additional trip info, funding source, point of contact for driver or any grant info

The portal generates a trip number at the time of successful submission of the request. Your trip request is pending until an "Assigned" status is applied. Any questions regarding a trip request or if you need further assistance contact:
Carol Bennett, Special Service Coordinator
317-226-2500

bennettc@myips.org

PLEASE NOTE:

▣ THE PORTAL IS THE **ONLY** WAY TO REQUEST A TRIP.

▣ WE CANNOT BOOK A FIELD TRIP WITHOUT A BUDGET NUMBER AND APPROVAL FROM THE DIVISION LEVEL SUPERINTENDENT

▣ TO AVOID MISTAKES AND CONFUSION, PLEASE SUBMIT ONLY ONE REQUEST PER FIELD TRIP

▣ THE ASSIGNED STATUS IS **CONFIRMATION** THAT YOUR TRIP HAS BEEN APPROVED & SCHEDULED

IPS TRANSPORTATION BUS PORTAL

<http://busstop.myips.org>

The IPS Transportation Bus portal provides easy access to all IPS Transportation applications.



Please choose an application from the list below:

- [Zonar GPS](#)
- [School Assistant ** Fall 2020 / 2021 **](#)
- [School Bus Delay Listing](#)
- [Online Bus Request Portal](#)
- [Microsoft Stream Login](#)
- [Bus Video Request Portal](#)
- [McKinney-Vento Transportation Request](#)
- [Logistics Specialists School Assignments](#)
- [Approved Transportation Providers](#)
- [Transportation e-Mail Alert Subscriptions](#)

Description of Application Links

- ZONAR GPS - GPS application used to track school buses
- School Assistant – Application used to obtain student and bus transportation information
- School Bus Delay Listing – Currently daily list of late or substituted buses
- Online Bus Request Portal – Application used request buses for field trips or extra-curricular activities
- Microsoft Stream Login – Storage location for bus videos
- Bus Video Request Portal – Electronic form used to request bus video footage
- McKinney-Vento Transportation Request – Electronic form used to request transportation service for McKenney-Vento students.
- Transportation e-Mail Alert Subscriptions – Electronic form used to register for the following transportation email alerts:

- 1. Bus Delay & Substitutions**
- 2. Student Discipline Referrals**
- 3. Bus video requests & Alerts**
- 4. School emergency contacts**

SCHOOL ASSISTANT OVERVIEW

School Assistant - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://busstop.ips.k12.in.us/edulog/weblookup/LogOn.jsp

School Assistant

Do you want Firefox to remember the password for "sch090" on k12.in.us? Remember

School Assistant by edulog

Enter your user name and password, then choose Login to start the School Assistant program

If you would like to change your password, select the change Password. You will be asked to enter a new password after you choose Login.

Login:

User Name: sch090

Password: ●●●

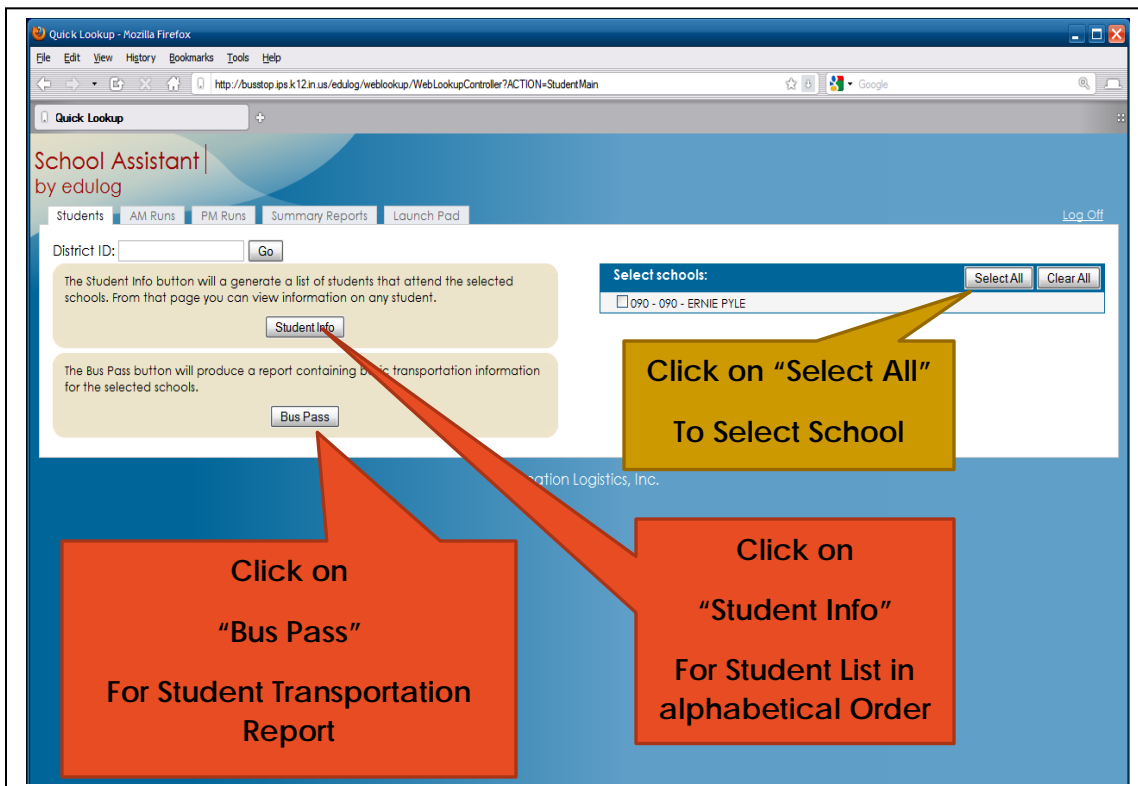
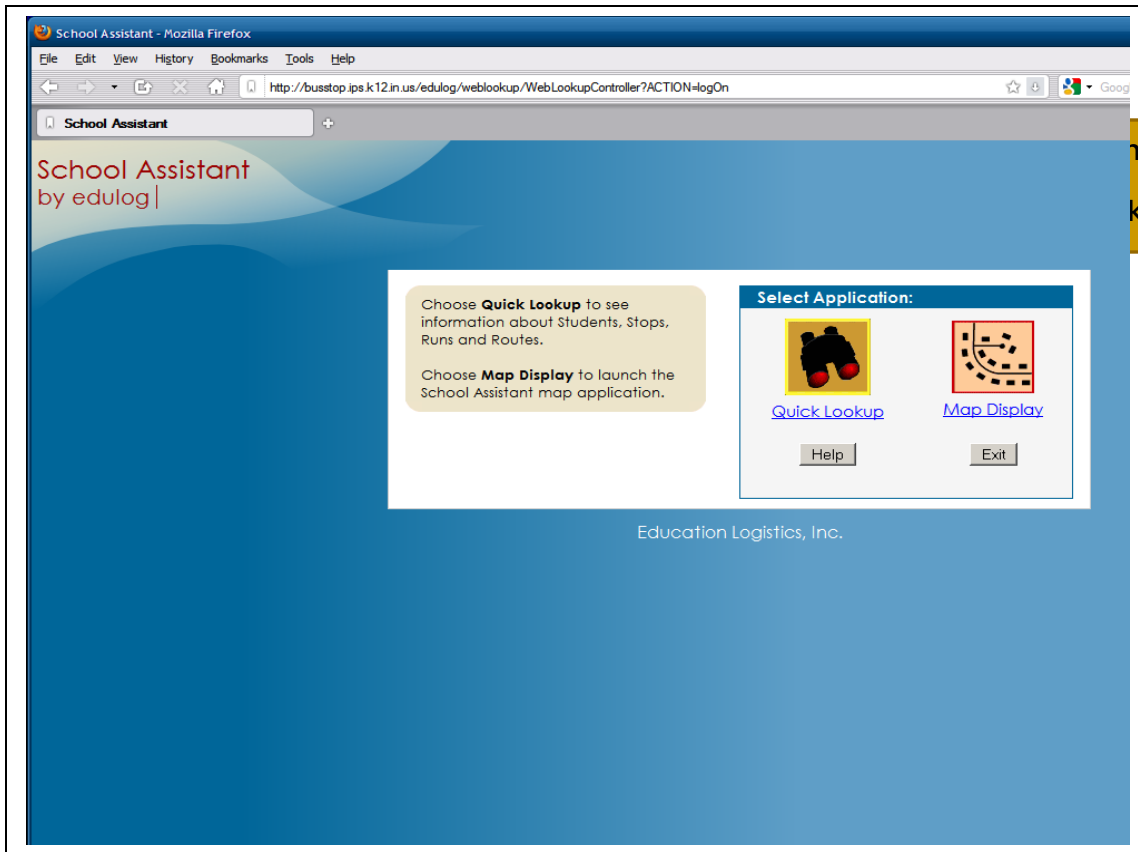
Change Password:

Login

Use user name "sch" followed by three digit school number (sch000)

Password: *ips*

Education Logistics, Inc.



STUDENT TRANSPORTATION REPORT

| Last Name | First Name | School | Grade | Route ID | Stop Time | Stop Description | Cover |
|-----------|-------------|--------|-------|----------|-----------|----------------------------|--------------|
| ADAMS | KYRAN | 055 | KF | S270 | 8:26 AM | E 47TH ST & NORWALDO AV; | MTWUF-----00 |
| ADAMS | KYRAN | 055 | KF | S270 | 3:59 PM | E 47TH ST & NORWALDO AV; | MTWUF-----00 |
| AFRIKA | MALIK | 055 | 02 | B5228 | 8:15 AM | PARKING LOT & OFFICE; | MTWUF-----00 |
| AFRIKA | MALIK | 055 | 02 | B5228 | 3:55 PM | PARKING LOT & OFFICE; | MTWUF-----00 |
| AGNEW | IMANI | 055 | 03 | S269 | 8:24 AM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| AGNEW | IMANI | 055 | 03 | S269 | 3:54 PM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| ALEXANDER | ROBIN | 055 | 05 | B5228 | 8:15 AM | PARKING LOT & OFFICE; | MTWUF-----00 |
| ALEXANDER | ROBIN | 055 | 05 | B5228 | 3:55 PM | PARKING LOT & OFFICE; | MTWUF-----00 |
| ALLEN | KHALIL | 055 | 05 | S199 | 8:34 AM | E 56TH ST & ROSSLYN AV; | MTWUF-----00 |
| ALLEN | KHALIL | 055 | 05 | S199 | 3:53 PM | E 56TH ST & ROSSLYN AV; | MTWUF-----00 |
| AMOS | AVA | 055 | 01 | B5232 | 8:33 AM | E 53RD ST & N COLLEGE AV; | MTWUF-----00 |
| AMOS | AVA | 055 | 01 | B5232 | 3:57 PM | E 53RD ST & N COLLEGE AV; | MTWUF-----00 |
| AQUINO | KHRYZELLA | 055 | 02 | S270 | 8:31 AM | E 52ND ST & CAROLINE ST; | MTWUF-----00 |
| AQUINO | KHRYZELLA | 055 | 02 | S270 | 3:55 PM | E 52ND ST & CAROLINE ST; | MTWUF-----00 |
| ARNETT | JASON | 055 | 02 | B5232 | 8:16 AM | E 48TH ST & CARROLLTON AV; | MTWUF-----00 |
| ARNETT | JASON | 055 | 02 | B5232 | 4:11 PM | E 48TH ST & CARROLLTON AV; | MTWUF-----00 |
| BAKER | ELIJAH | 055 | 04 | B5228 | 8:15 AM | PARKING LOT & OFFICE; | MTWUF-----00 |
| BAKER | ELIJAH | 055 | 04 | B5228 | 3:55 PM | PARKING LOT & OFFICE; | MTWUF-----00 |
| BALDWIN | DEVON | 055 | 05 | S269 | 8:24 AM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| BALDWIN | DEVON | 055 | 05 | S269 | 3:54 PM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| BALDWIN | PHYLLISJEAN | 055 | 06 | S269 | 8:24 AM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| BALDWIN | PHYLLISJEAN | 055 | 06 | S269 | 3:54 PM | ROSSLYN AV & E 51ST ST; | MTWUF-----00 |
| BALLARD | BRYANT | 055 | 02 | B5232 | 8:11 AM | E 44TH ST & GUILFORD AV; | MTWUF-----00 |
| BALLARD | BRYANT | 055 | 02 | B5232 | 4:13 PM | E 44TH ST & GUILFORD AV; | MTWUF-----00 |
| BALLARD | JOLICIA | 055 | KF | B5232 | 8:11 AM | E 44TH ST & GUILFORD AV; | MTWUF-----00 |
| BALLARD | JOLICIA | 055 | KF | B5232 | 4:13 PM | E 44TH ST & GUILFORD AV; | MTWUF-----00 |
| BARNETT | TIANNA | 055 | 03 | B5232 | 8:10 AM | E 44TH ST & N COLLEGE AV; | MTWUF-----00 |
| BARNETT | TIANNA | 055 | 03 | B5232 | 4:15 PM | E 44TH ST & N COLLEGE AV; | MTWUF-----00 |
| BAX | HEIDI | 055 | KF | B5232 | 8:31 AM | E 51ST ST & N PARK AV; | MTWUF-----00 |
| BAX | HEIDI | 055 | KF | B5232 | 3:56 PM | E 51ST ST & N PARK AV; | MTWUF-----00 |

STUDENT INFORMATION

| Last Name | First Name | School | Grade | Location | Eligibility | Distance to School (mi) | Address Status |
|---------------------------|------------|--------|-------|-------------------|-------------|-------------------------|----------------|
| ADAMS | KYRAN | 055 | KF | 4644 KINGSLEY DR | 0 | 1.00 | matched |
| AFRIKA | MALIK | 055 | 02 | 5020 LEMANS DR | 0 | 0.57 | matched |
| AGNEW | IMANI | 055 | 03 | 5104 RALSTON AV | 0 | 0.65 | matched |
| ALEXANDER | ROBIN | 055 | 05 | 1315 LEMANS CT | 0 | 0.65 | matched |
| ALLEN | KHALIL | 055 | 05 | 5648 INDIANOLA AV | 0 | 0.40 | matched |
| ALSUM | DANIEL | 055 | 02 | 1327 SANDY ANN LA | 13 | 0.15 | matched |
| ALSUM | DANIELLE | 055 | 06 | 1327 SANDY ANN LA | 13 | 0.15 | matched |
| AMOS | AVA | 055 | 01 | 5343 GUILFORD AV | 0 | 0.50 | matched |
| ANDERSON | DARIUS | 055 | PK | 6132 E 13TH ST | 22 | 8.69 | matched |
| AQUINO | KHRYZELLA | 055 | 02 | 2121 E 52ND ST | 0 | 0.77 | matched |

TRANSPORTATION TEAM

MANAGEMENT TEAM

| | | |
|--|--------------|--|
| Detra Taylor Director of Transportation | 317-226-4887 | taylornd@myips.org |
| Sarah Lowe Operations Manager | 317-226-4894 | lowesl@myips.org |
| Benjamin Burchfield Special Needs Manager | 317-226-4090 | gBurchfBJ@myips.org |
| Jerry Murrell Fleet Manager | 317-226-4638 | murrellj@myips.org |

SUPPORT TEAM

| | | |
|---|--------------|--|
| Carol Bennett Special Service Coordinator | 317-226-2500 | bennettc@myips.org |
| Stanley Cork Manager of Technology Systems | 317-226-3191 | corks@myips.org |
| John Nelson IT Support | 317-226-3191 | cont875jn@myips.org |

ROUTING SUPPORT TEAM

| | | |
|--|--------------|--|
| Tamara Millbrook Logistics Specialist | 317-226-4872 | millbrot@myips.org |
| Kevin Laureano Logistics Specialist | 317-226-3486 | laureanok@myips.org |
| Jamesetta Jones-Luster | 317-226-4881 | lusterj@myips.org |