

Indianapolis Public Schools Transportation Department



Transportation Guide for School Personnel

WORKING EVERY DAY TO PROVIDE SAFE TRANSPORTATION FOR OUR STUDENTS

A Note from the Transportation Director

Dear Principals and School Personnel,

The Transportation Department is looking forward to having a great school year and we are excited to update you with changes that will support schools for the 2023-2024 school year. We saw improvement to our First Student bus routes with the help of optimizing routes from last school year. We will continue to adjust routes as needed to support the students' needs. First Student is still committed to improving service to Indianapolis Public Schools' (IPS) stakeholders.

This year IPS has asked families to complete a Return to School Survey that will allow them to opt-in to transportation. This will help us with route optimization and knowledge of who is riding our buses. Our Unified Service team is also committed to providing training to First Student employees to support more techniques on: de-escalation, student management and engagement with families. The Transportation Department has continued to speak with First Student about our expectations as a district. Last year we conducted a monthly Transportation Survey. The monthly survey provided us with an extra layer of customer service as we provided First Student with comments on the areas of improvement and concerns, but we also shared with them the positive feedback. We will continue with the monthly surveys, please be sure to submit them for your school!

Transportation is excited about our new partnership with Enterprise fleet. We have been obtaining new white vans to replace our older white buses. We will move to a rental style approach making them available to all schools in order they are requested. Our new Fleet Coordinator, Kim Miranda, will be assisting schools that may need to put in a request for a vehicle. We are asking schools to submit all requests no less than 10-business days in advance and keep all vans in good standing while in use.

In the spring we completed the pilot phase for the new field trip application, Versatrans Triptracker, and are excited to have it fully launched this school year. Triptracker allows schools to receive automated email confirmation for requested trips. Transportation will continue to use technologies that First Student uses (FirstView and FirstACTS) to help us track students and be able to provide accurate data to the district. We ask that all designated school staff respond to FirstACTS referrals in a timely manner to assist with students who are misbehaving on the buses. This will also help drivers and attendants feel supported by schools.

The first weeks of school are always challenging with routing new students and address changes. We will work together to respond to any concerns timely and efficiently.

Transportation will continue to utilize crossing guards at IPS schools that have a need for crossing guards. They will assist students within walk zones, so they arrive to and from school safely. If there are any issues with a crossing guard, contact me quickly as possible. The IndyGo partnership will continue for select IPS high school students. We are here to support all schools with keeping students and staff safe.

We are happy to report we will support during- and after-school activities that fall within our transportation guidelines. All schools will have a set budget for field trips. This information will be in Allovue for schools to review. **The last day schools can go on field trips for the 2023-2024 SY is Friday, May 17, 2024.**

The IPS Transportation Department is dedicated to supporting the First Student staff to be successful this school year. If you need assistance, please contact a Transportation team member. We are looking forward to a great year.

Best regards,

Detra Taylor

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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.

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

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

Special Education

The IPS Transportation Department provides service to numerous students within the school district. Special transportation is provided to IPS students who have transportation as a related service as part of an IEP or 504 plan. Transportation based solely on medical needs will be provided if medical documentation is approved by the Health Services Director.

At the beginning of each school year, Transportation receives 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' Unified Student Supports Department (USS) has crafted an eligibility guideline special transportation in PowerSchool. Please be mindful, it normally takes our Transportation Department 3-5 business days to process a request.

The Transportation Special Needs Manager, Benjamin Burchfield, works with IPS' Special Education Office and schools to get information that is necessary to support students' needs while riding IPS buses.

Ben should be contacted to resolve any issues regarding special transportation. He is also to be notified if there needs to be a meeting held regarding a SPED student.

Out of School Boundaries

Students residing outside of the assigned school boundaries will not receive transportation, unless approved by IPS administration. The same with childcare addresses: even if it is in the school boundaries but the home address is not, the student will not receive transportation.

Transfers

Pursuant to the policy of the Office of Enrollment and Options (OEO), transportation to and from school shall be the parent/guardian's responsibility for:

- A student who transfers to an IPS school.
- A student who remains in an IPS school after moving from the district.

Safety or Health Risks

- 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 when the Superintendent determines that walking would jeopardize the student's health or safety.
- All students must follow outlined safety protocols.
- 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, or other students or riders on the bus.
- Transportation will not be provided to take a student home that has been deemed ill or injured.
- The Transportation Director is responsible for establishing and maintaining operational procedures that assure the safe transportation of students.
- In compliance with IC 4-22-2 which requires that all school bus drivers operating a school bus do the following at least one (1) time each semester: (1) If the school bus is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, provide instruction to the passengers on the school bus on the proper fastening of the safety belt about the passenger's body. (2) Conduct a school bus passenger evacuation drill.

ROUTING

Overview

IPS Board Policy allows 3–5 business days to provide transportation for our students. We prioritize the routing of students to deliver McKinney-Vento (48 hours), special needs children and regular transportation requests in that order. The Routing Team is committed to getting student stops identified as soon as possible. For those eligible to receive transportation, all bus stops shall be within three miles of a student's home for elementary and middle school students and .7 mile for high school students. Parents are asked to transport students until their student has a bus and stop assigned.

All route changes will be communicated to families by Student Change Forms. The forms are sent to the school and it is the school's responsibility to distribute them to students and families. This is the only way that updates are communicated. Please make sure that you have a process in place to get these out to students in a timely manner as it is only a day or two notice prior to the effect date.

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, those experiencing homelessness and unaccompanied minors will need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for these children, a 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 is 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.

- Steps to Access Homeless Report
- [Transportation Portal training](#)

Schools should ensure all student information is updated, including all phone numbers, addresses, emergency contacts, and equipment for transportation of special needs students. Schools will need to email or call [Charity Cronney](#), IPS McKinney-Vento Liaison, 317.914.4197 or Foster Care POC [Andrea Summers-Cotton](#), 317.719.8874 if they need assistance.

Request Bus Stop Change

First Transportation Solutions (FTS), with the approval of IPS administration, are the only staff who can make changes to the assigned routes. Schools and building leaders are not approved to authorize changes to routes, neither are bus teams. FTS or an IPS Logistics Specialist will review and process all requests. In the request, provide why the change is needed. FTS or the Logistics Specialist will determine if the stop can be changed and notify the school. Drivers are to follow the route sheet as assigned until changes are to officially start. If a parent wants to request a bus stop change, they must contact the Service Center 317.226.4000, and the request will be submitted and assessed by FTS or the Logistics Specialist.

Special Transportation based on an IEP, 504 plan or Medical Need

The IPS Transportation Department provides service to numerous students within the school district. Special transportation is provided to IPS students who have transportation as a related service as part of an IEP or 504 plan. Transportation based solely on medical needs will be provided if medical documentation is approved by the Health Services Director. To begin the approval process, and prior to submitting a request for special transportation, the social worker at the school will need to complete the [Medical Transportation Approval Request Form](#).

For students eligible for modified stops, we have removed the term "curb-to-curb" from the Special Transportation Request form and replaced it with "safest/closest corner." We will route these requests to the curb, if possible, but depending on a student's location, a curb stop in front of their house may not always be possible.

At the beginning of each school year, Transportation receives an influx of 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' USS Department has crafted an [eligibility guideline](#) for determining if special transportation is appropriate based on the needs of the student. Once transportation has been added to an IEP or 504 plan, school staff will need to submit a request for special transportation in PowerSchool. Instructions on entering the request can be located [here](#). 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 each request.

The Transportation Special Needs Manager, Benjamin Burchfield, works with IPS' USS Department and schools to get information that is necessary to support students' needs while riding IPS buses.

Ben should be contacted to resolve any issues regarding special transportation. He is also to be notified if there needs to be a meeting held regarding a SPED student.

Hand-to-Hand Expectations

Per IPS policy, all students who require special transportation MUST have an adult walk them to the bus in morning to do a hand-to-hand transfer from adult to bus team, and for the afternoon drop off MUST have an adult to receive the student from the bus. This adult should be the parent, guardian, or someone the family has authorized to help support the student, including if the student's stop is at a corner. Safety is our top priority at IPS. If the needs of the student are so severe that they require special transportation, then we must ensure they get to school and back home safely every day. This expectation should be reviewed prior to approving special transportation at a case conference or 504 meeting. Last year, we encountered several instances where the parent would stay in the house and not retrieve the student from the bus, and we want to make sure that everyone is aware of the proper procedure.

Updates needed to change special transportation

For students who receive special transportation, an updated request must be submitted at every ACR or anytime something changes. This includes but is not limited to changes in school, address, equipment, modified days of attendance, etc. It is the responsibility of the Teacher of Record to submit these requests in a timely manner to ensure updates to the route are made.

Refusal to Transport Students

While we instruct our drivers and attendants to not refuse to transport students, there are sometimes when drivers will be unable to transport a student.

Bowel and Bladder Accidents

The following procedures for addressing bowel and bladder accidents on the bus were developed to best protect the health and dignity of the students involved.

- Bus drivers and attendants are instructed by the Transportation Department not to accept students for transport who have soiled clothes from bowel or bladder accidents. Bus teams are required to document a child who is continuously escorted to a bus with soiled undergarments. It is the parent, guardian, or school staff's responsibility to ensure a student is not soiled before putting them on the bus. If a student soils themselves in the morning or prior to dismissal, the appropriate party should change the student before escorting them to the bus.
- If a bowel or bladder accident occurs during the bus trip, drivers and monitors are instructed not to attempt to clean up the accident while en route, but to proceed to the scheduled stop at the school or the home. At that point, the student should be immediately escorted to the parent/guardian (home) or staff member (school) for appropriate attention. The bus driver and monitor are then

responsible for cleaning and disinfecting any affected surfaces on the bus by utilizing the body fluid clean-up kit.

Escalated Behaviors

If a student is experiencing a crisis or is emotionally dysregulated, the family or school staff should not put the student on the school bus. If the bus driver is distracted by student behaviors or outbursts, the safety of the bus and the student's safety can be jeopardized. If a student cannot be transported safely, the school should contact the family, explain the situation, and ask them to transport the student. If the family does not have personal transportation, the school social worker should work to help the family reach out to friends, relatives, or neighbors who may be able to help transport the student.

Student Making Threats

Students that have made threats against a driver or attendant will not be transported. The Transportation Director and/or her designee may interrupt a student's transportation if they make threats towards the bus team. While the goal is to transport students safely to and from school, our goal is also to keep our drivers and attendants safe. If threatening behavior presents and or persists, parents will be asked to find alternative transportation for their student while the incident is being investigated.

LATE AND SUBSTITUTE BUS INFORMATION

Bus Bulletin (Bus Delay and Bus Substitution)

Schools:

- Go to [School Bus Delay Listing](#)
 - Username: ips
 - Password: busdelay123
- Schools may have up to three people receive Bus Bulletin notifications. For changes to who receives your notifications, please email [John Nelson](#).

Parents:

- Parents must keep their contact information updated with the school.
- The school must make sure that the contact information is in PowerSchool to ensure they receive the delay notifications.

STANDARDS

Bus Stop Arrival

Buses are considered on time if they arrive anywhere +/- 10 minutes of the stop time. Students should be at their stop the entire pickup window time.

School Arrival

Buses are scheduled to arrive 20 minutes before the 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. Note that any impact on the departure time puts the next school at risk.

School Departure

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

Child Missed the Bus

From Home/Bus Stop: Buses will not turn around or an extra pick-up will not be granted if GPS has validated that the bus did arrive on time. If the bus missed the stop, a replacement bus will be deployed as soon as possible. In most cases, an extra pick-up will not be made until after morning routes are complete around 9:00 a.m.

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 minutes from the scheduled school arrival time. When a bus is late, follow these steps:

- Check [Bus Delay](#). It provides all late and or substitute information.
- If the bus does not arrive by the ETA, call the Service Center at 317.226.4000 to request status.
- The Service Center locates bus with GPS and contacts First Student to verify information.
- First Student provides updated information.

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 10 minutes after the last bell to arrive at the next scheduled school on time. Any additional time taken will negatively affect the bus schedule.

To report any driver who does not follow the procedures listed below, please contact [Detra Taylor](#).

Loading and Unloading Procedures

1. When entering unloading/loading zone, a driver's speed should be 5 mph or less.
2. Drivers should park in assigned parking slots (at schools that have assigned slots).
3. Drivers who are 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. The 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 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 is the school's responsibility to care for the student until a bus has reached the school to take the student home.

EXTRACURRICULAR ACTIVITIES

Overview

IPS will provide transportation for athletic, educational, and incentive activities within 200 miles of Indianapolis. In spring 2023 we piloted a new trip system and are now live with it, [Triptracker](#). **All bus requests must be submitted 10 business days in advance.** Otherwise, it will not be accepted in the portal. Triptracker does not autosave while submitting, you will need to complete your request and click submit. Check the top left side of the screen to see the status of your trip. [Triptracker](#) will provide you with an email confirmation once the trip has been successfully submitted and whenever an update has been made. Triptracker allows you to search for a trip by the trip number. Refer to [Triptracker School Reference Guide](#) if you need assistance with ordering buses.

Due to prior commitments, even if you do request a bus more than the required guideline of 10 business days, there are times that transportation may not be able to accommodate. For bus status, changes to trips, Triptracker issues, or general trip inquiries, please contact [Sarah Lowe](#) 317.601.8435 or [Ben Burchfield](#) 317.954.9818. To cancel your buses on the day of, a phone call will need to be made. For all buses scheduled please contact us if it is more than 10 minutes late. Also, all departures should be within 15 minutes of the requested bus arrival time. Improper cancellations will result in your school being billed for the trip.

We understand that sometimes someone may forget to order a bus and need one for students. We will attempt to accommodate; however, we cannot guarantee that a bus will be provided. As we work together throughout the school year, please do not make it a habit of failing to submit requests in the proper time. Failure to submit bus requests by the date decreases the likelihood of transportation being provided.

We appreciate your partnership as we work to provide support to all students and opportunities presented.

Schools are required to use an orange van/truck for luggage, musical instruments, or any other large traveling items that create safety issues. To request an orange van/truck, the school must place a work order in Let's Talk.

For all requests, you are expected to come out and begin loading within 15 minutes of the pick-up time. Failure to come out and begin loading within 15 minutes may result in your bus being cancelled.

All field trips, extracurricular and sporting events requests should be submitted via [Triptracker](#). We are unable to accept email or verbal requests. Even if you are calling to ask a question or permission, it is still the school's responsibility to submit all requests in the portal unless specified by the Transportation Department.

The following time guidelines are for field trip and extracurricular transportation:

- Bus arrivals at school beginning at 9:30 a.m.
- **Buses must return students to school no later than 1:30 p.m. to be on time for afternoon take home.**
- Evening buses may begin at 5:15 p.m.

There will be no buses available for field trips for the first few weeks of school. Schools can receive transportation for field trips beginning on Monday, August 14, 2023. Transportation will also have cut-off dates throughout the year for large events and the end of the school year. System Messages in

Triptracker will update you with important updates affecting transportation. The last day for field trips for the 2023-2024 school year is Friday, May 17, 2024.

Trips Greater Than 200 Miles or Overnight

Requests for out-of-state, county, and overnight trips should be requested two months prior to the trip date and approved by the Transportation Director. Expenses incurred will be billed to IPS and be charged back to the requesting school for payment.

If one or more charter buses is needed for a particular trip, you may choose a charter bus company from the list available on the [Transportation Home Page](#). Charter buses are available for use and vetted by the Transportation Department.

Athletic Runs

As mentioned above, all athletic runs will be requested via [Triptracker Trip Request Portal](#). Please request buses for the entire season as soon as you receive your schedule. It is easier for us to cancel a bus opposed to scheduling one at the last minute. The Transportation Department will work with schools and teams to provide transportation for buses that may have been cancelled or rescheduled due to weather or other unforeseen circumstances. Please check with transportation and let us know of the rescheduled date asap. We will also work with teams to try to schedule buses as they advance during tournaments.

Any athletic buses that leave before 5:15 p.m. interfere with our afternoon take home routes. We are limited to the number of athletic drivers that can accept trips during this time and may be unable to fulfill a trip request due to availability. Even if you request your trip well before the 10-business day guideline, we may be unable to accommodate the request. Therefore, it is imperative to submit team schedules as soon as they are received.

Coaches or assistant coaches are required to ride with the team; teams are not to be unaccompanied by a coach. Insurance only covers IPS students. Children of the coaches are not permitted to ride unless they are on the team. For more information click [2023-2024 Athletics Memo](#).

Special Purpose White Activity Vans

We ask that schools use white vans for groups of 12 and less. These 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. Requests for any vehicle must be placed **no less than five business days** in advance. Please use this [link](#) when requesting a white van, if your request has been approved [Kim Miranda](#) will email you a calendar invite with a pick-up and drop-off location. If your request has been denied, we will notify you via email.

To ensure all protocols are in place, please fill out a [WEX Card Agreement Form](#) and [IPS Employee Vehicle User Agreement Form](#). When completing the IPS Employee Vehicle User Agreement form, please email [Tracy Kinkade](#) a copy. Any coach and/or IPS employee who operates the white van must have a valid Indiana driver's license. If an employee has their driver's license suspended or revoked, they must inform their direct supervisor and Human Resources immediately.

White vans should only be used to take students to and from an event. White vans should never be used to transport students to or from home as this is against state statute.

The Transportation Department is responsible for the maintenance of the white vans. The driver is required to fill out a [Pre and Post Trips](#) prior to students attending the vehicle. Any issues with the white van should be directed to [Kim Miranda](#). When returning the white van, you will go through an inspection. This inspection includes cleanliness, full tank of gas, dent free and all trash removed.

Accidents must be reported to the following: IPS Police, Detra Taylor, Kim Miranda, and the school principal. An accident is defined as anytime the van 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 [IPS Accident Information Packet](#) within 24 hours of the incident to [Detra Taylor](#) and [Tracy Kinkade](#).

Special Purpose Buses (White Activity Buses)

Unlike in previous years, we only have five white buses available for use and these are reserved for our innovation schools. Requests for any vehicle must be placed **no less than five business days** in advance. Please use this [link](#) when requesting a white bus. If your request has been approved [Kim Miranda](#) will email you a calendar invite with a pick-up and drop-off location. If your request has been denied, you will receive an email.

To ensure all protocols are in place, please fill out a [WEX Card Agreement Form](#) and [IPS Employee Vehicle User Agreement Form](#). When completing the IPS Employee Vehicle User Agreement form, please email [Tracy Kinkade](#) a copy. 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](#).

White activity buses should only be used to take students to and from an event. White activity buses should never be used to transport students to or from home as this is against state statute.

The Transportation Department 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. Issues with the white buses should be directed to [Kim Miranda](#). To keep the batteries charged, buses need to be started often. This is especially important during the winter months. The school is responsible for keeping the buses fueled, cleaned, and disinfected after each use. [Pre and Post Trips](#) are to be completed each time the buses are used.

Accidents must be reported to IPS Police, Detra Taylor, and the school principal. An accident is defined as anytime the bus encounters any object no matter if there is damage or not. If you have an accident, you are also required to submit this [IPS Accident Packet](#) within 24 hours of the incident to [Detra Taylor](#) and [Tracy Kinkade](#).

Student Discipline Overview

Students will receive a bus discipline referral for behaviors not aligned with transporting students safely and efficiently. Bus teams depend on you to know that the behavior area of concern has been addressed. **All referrals should be addressed within 24 hours and even sooner for more egregious offenses.** Outlined below are some of the more common referrals that you will see. Please note, if you ever come across a referral for any sort of weapon, drug paraphernalia, threatening, etc. an email should be sent to [Detra Taylor](#) and [Sarah Lowe](#); additionally, a video request should be submitted immediately.

Minor Issues

- Non-compliance/disrespectful to driver and/or attendant

- Getting on/off a stop that they are not assigned
- 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

The referral is completed in [FirstACTS](#) by the driver or attendant. It is then sent over to the transportation base for a supervisor to approve and then sent electronically to school personnel. Once they are closed by school personnel, First Student receives a final copy of it so that they are aware that the behavior of concern has been addressed.

Please note, schools determine disciplinary actions taken against their students. However, in extreme cases, the Transportation Director or her designee may request a more severe punishment.

Even if a student is suspended from the bus, bus teams are not allowed to refuse students at bus stops in the morning. We will transport the student to school and the parent will be responsible for transportation home. Do not tell bus teams to not go to a stop because a student is suspended from the bus, as bus teams must go to every stop assigned to their route.

In years' past, having referrals completed in a timely manner has been an issue. Please have designated staff who will be responsible for completing the referrals. There is no user limit so schools may add as many people as they would like.

If you are requesting a meeting regarding any of the buses or bus teams that service your school, please contact [Sarah Lowe](#) and she will coordinate getting the meeting scheduled with First Student. At no time should the management or bus team staff at First Student contact you directly regarding issues.

Drivers and Attendants

All drivers and attendants adhere to Indiana Department of Education (DOE) regulations and IPS Board of School Commissioners policies. Safety is paramount and drivers and attendants must always be professional in every interaction with students, parents, and staff. If it has been alleged a driver or attendant has placed the health or safety of our students in jeopardy or acted in any manner that we deem unprofessional, they may be removed during investigation and if the action was proven guilty may face disciplinary action up to removal of service.

Bus Video Request/Retrieval

If you would like to request video footage, click [Video Request Portal](#). This [Video Request Guide](#) is a reference point if you need assistance requesting videos. When requesting videos, please allow 24-48 hours for the request to be uploaded, high priority videos will be uploaded even sooner. If the incident warrants a CPS/Title IX Report, report it immediately via DCS hotline 1.800.800.5556 and subsequent information in the Guardian Conduct Portal. Do not wait for the video to be uploaded before reporting.

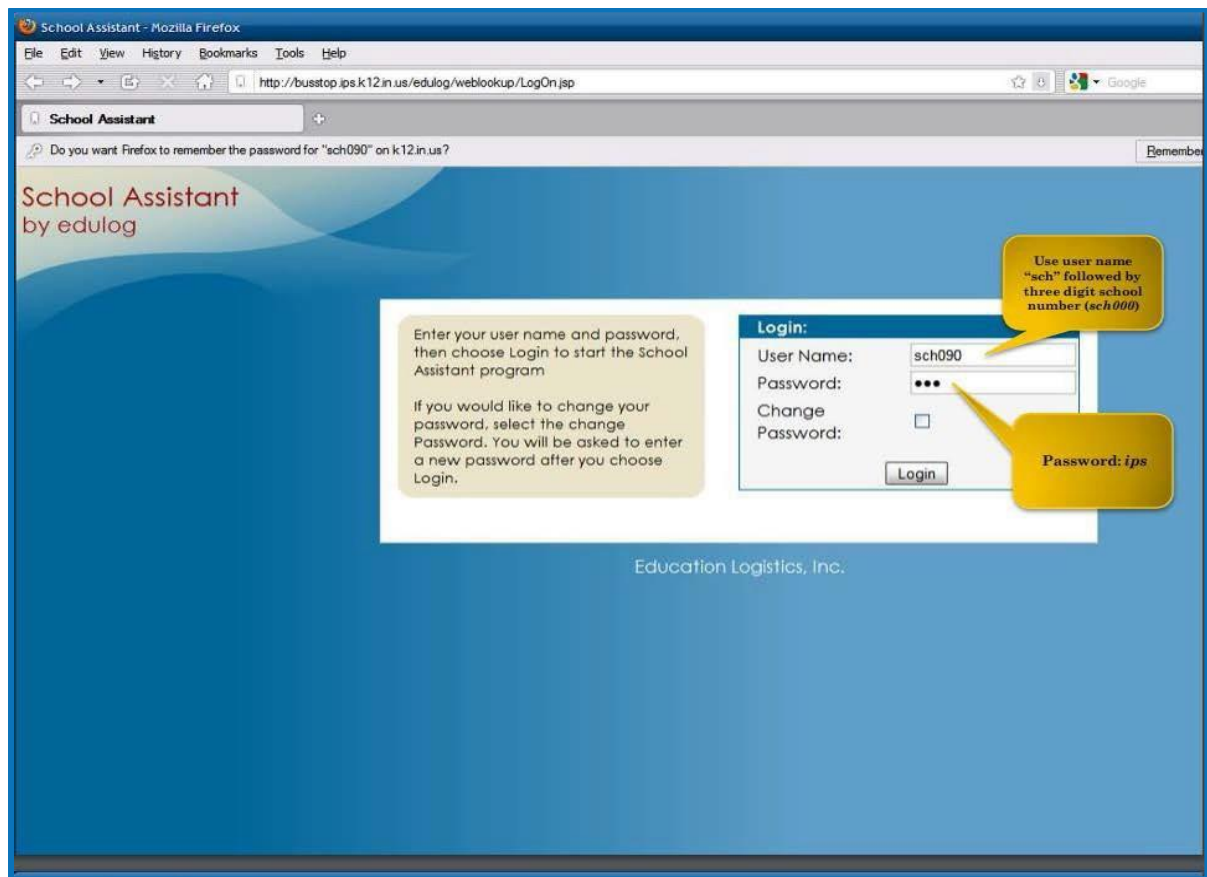
If you have trouble accessing your video once it is uploaded or if you need to grant or remove access to videos of personnel at your school, email [John Nelson](#).

IPS TRANSPORTATION PORTAL FOR ALL DOCUMENTS AND TECHNOLOGY APPLICATIONS

- [School Assistant](#) is used to obtain student and transportation information
- [Let's Talk](#) is the communication system for concerns and comments
- [School Bus Delay Listing](#) provides a daily list of late and or substitute buses
- [Online Bus Request Portal](#) is the Triptracker request portal for athletics, extra-curricular and field trips
- [Microsoft Stream](#) is where you go to view your bus videos
- [Bus Video Request Portal](#) electronic form used to request bus video footage
- [McKinney-Vento Transportation Request](#) is the electronic form used to request transportation service for McKenney-Vento students
- [Logistics Specialists School Assignments](#) shows you to which schools the Logistics Specialists are assigned
- [Approved Transportation Providers](#) lists vendors that are approved to provide transportation for IPS students
- [FirstACTS](#) is the bus discipline referral site
- [PowerSchool](#) cloud-based software all things related to IPS Students
- [FirstView District Dashboard](#) provides live-time GPS of buses assigned to your school
- [Enrollment Overview](#) provides information on how to properly enter students into PowerSchool

SCHOOL ASSISTANT OVERVIEW

- [School Assistant](#)
Username: sch three-digit school number
- Password: ips



School Assistant- Route Search

- Select School
- Select am or pm runs at the top
- Then select run info
- All routes assigned to the school at that time will then show
- The screen will show when the route starts, if it requires an attendant or wheelchair and how many students are assigned to each one of the routes
- Select any of the Run IDs in the left column to pull up the entire route for that run

School Assistant
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Launch Pad | Log out

Students AM Runs PM Runs Summary Reports

Back Run List Print

Schools: 107 Number of Runs: 4

Run Id	Route Id	Bus Number	Description	Start Time	Stop Time	Avg. Load	Cover
107.001	N716	D716	TO 107 - ATT	6:56 AM	7:15 AM	63	MTWUF--
107.002	N566	C566	TO 107	6:58 AM	7:15 AM	53	MTWUF--
107.003	N728	D728	TO 107 - ATT	6:56 AM	7:15 AM	61	MTWUF--
107.004	N826	WP826	TO 107 - WC/ATT	6:40 AM	7:15 AM	14	MTWUF--

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School Assistant- Ways to Search for a Student

- District ID Number
- First Name
- Last Name
- Student Info and check school the school box under (this way will bring up all student information for the school)
 - You can click on the last name of each of the student to pull up their individual information

Quick Lookup - Mozilla Firefox

http://busstop.ges.k12.us/webstop/weblookup/WebLookupController?ACTION=StudentMan

Quick Lookup

School Assistant by edulog

Students AM Runs PM Runs Summary Reports Launch Pad Log Off

District ID: Go

The Student Info button will generate a list of students that attend the selected schools. From that page you can view information on any student.

Student Info

Select schools: Select All Clear All

The Bus Pass button will produce a report containing basic transportation information for the selected schools.

Bus Pass

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Not secure | 167.217.249.153/private1wsa/weblookup/WebLookup.htm?action=studentMain&updateSchools=true&amPm=&letter=&selectSchool=107

IPS Links First Student IPS Bu... Home - Home PowerSchool safety FirstView Zonar ADP Ridership Incident Tracking Li... Video Request - All... New Tab Hardship Exemptio...

School Assistant
Education Logistics Inc. [Launch Pad](#) | [Log out](#)

Students AM Runs PM Runs Summary Reports

District ID: Search

First Name:
Last Name: Search

The Student Info button will generate a list of students that attend the selected schools. From that page you can view information on any student.

The Bus Pass button will produce a report containing basic transportation information for the selected schools.

Select school

107 - 107 - LEW WALLACE

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Schools: 107 Number of Students: 35

Last Name	First Name	School	Grade	Location	System Elig.
ADAM	MARIA	107 - LEW WALLACE	01	5401 PATRICIA ST	0
ADAMS	MARVIN RA'JA DUANE	107 - LEW WALLACE	KF	4028 THRUSH DR	0
AGENOR	JUDELY	107 - LEW WALLACE	06	3627 N GLEN ARM RD	13
AGUILAR	MATEO *	107 - LEW WALLACE	02	3551 N TAFT AVE	0
AGUILAR	MATIAS *	107 - LEW WALLACE	02	3551 N TAFT AVE	0
AGUILAR CHIRINO	JOSE ESEQU	107 - LEW WALLACE	06	3149 WINTON AVE	0
AGUILAR PINEDA	ATHENA BRIG	107 - LEW WALLACE	02	3041 BUTTERCUP CT	0
AGUILAR-MURILLO	MAYLIYANI	107 - LEW WALLACE	02	3503 N DUKANE WAY	13
AGUILAR-PALMA	MATIAS	107 - LEW WALLACE	KF	5225 W 34TH PL	0
AGUILERA	ALAMY FABIOLA	107 - LEW WALLACE	04	3537 GERRARD AVE	0
AKINLADENU	GEORGE	107 - LEW WALLACE	KF	5306 HILLSBORO DR	0
AKINYEMIJU	HAPPINESS OLUWA	107 - LEW WALLACE	03	3656 MISSION DR	13
ALBINO JARQUIN	IGNACIO	107 - LEW WALLACE	06	5513 GATEWAY DR	0
ALCE	PRINCESS GLADYS	107 - LEW WALLACE	KF	6505 W 35TH ST	13
ALEGRIA CORTEDANO	MARVIN C	107 - LEW WALLACE	02	4038 GATEWAY CT	0
ALFARO-MADRID	EMILY	107 - LEW WALLACE	02	6009 W PENWAY ST	0
ALHURAIHI	TABAREK H	107 - LEW WALLACE	06	4031 STEINMETZ DR	0
ALIMASI	AMADI *	107 - LEW WALLACE	06	5130 HILLSBORO DR	0
ALLISON	KORMYA K	107 - LEW WALLACE	07	3138 HART DR	0
ALMOLHEM	MELTEM R M	107 - LEW WALLACE	01	5302 W 30TH ST	0
ALMOLHEM	MOHAMED	107 - LEW WALLACE	06	5302 W 30TH ST	0
ALONZO-OLMOS	JACOB	107 - LEW WALLACE	02	3167 CHRYSLER ST	0
ALVARADO DUARTE	ANTHONY	107 - LEW WALLACE	07	3849 BENNETT DR	0
ALVARADO SALAS	DOMINICK AL	107 - LEW WALLACE	03	4211 FALCON CT	0
ALVAREZ-REYES	NOEMI	107 - LEW WALLACE	KF	4810 PATRICIA ST	0
AMADOR	MEYVIS CAMILA	107 - LEW WALLACE	01	4102 N VINEWOOD AVE	0
ANDERSON	BRANDON LA MONTE	107 - LEW WALLACE	03	3313 BEACON CT	0
ANDERSON	ZAYVION L	107 - LEW WALLACE	05	3901 BENNETT DR	0
ANGEL-TIBURCIO	Yael	107 - LEW WALLACE	KF	5507 DUNK DR	0
ARANCIBIA ARAUZ	KEVIN ALBE	107 - LEW WALLACE	02	3514 MISSION DR	13
ARAUZ GUADAMUZ	ARCANGEL DA	107 - LEW WALLACE	06	5528 SCARLET TER	0

TRANSPORTATION TEAM

Management Team	
Detra Taylor Director of Transportation	317.409.2958
Sarah Lowe Operations Manager Athletics, ECs & Field Trips	317.601.8435
Benjamin Burchfield Special Needs Manager	317.954.9818
Support Team	
First Student <i>Schools-Only Phone Number</i>	317.489.6753
Kim Miranda Fleet Service Coordinator	317.982.1543
Stanley Cork Manager of Technology Systems	317.226.3191
John Nelson IT Support	317.226.3191
Routing Support Team	
Tamara Millbrook Logistics Specialist	317.226.4872
Kevin Laureano Logistics Specialist	317.226.3486
Jamesetta Jones-Luster Logistics Specialist	317.226.4881