



TRANSPORTATION DEPARTMENT

Indianapolis Public Schools

School Personnel

Important Information

2023-2024 School Year

ROUTING PROCESS

- 1** Student must be fully enrolled in PowerSchool and/ or a special program
*Incomplete or inaccurate information can lead to a delay in routing
- 2** Information comes over in nightly download
- 3** Student is routed by routing department within 3-5 business days
- 4** Student Change Form (SCF) is sent to the school, via email, and school is responsible for sending SCF home to family

•If there are errors...

- Errors typically occur in the special transportation request form or in PowerSchool enrollment
- If** there are errors, delays will take place and the 3-5 day timeline will be extended
- It is critical that requests and enrollments are checked to ensure that all information is updated and accurate
- Due to road conditions, it may be necessary to place the pick-up/drop-off stop at the safest/closest corner away from the home or day care
Every effort will be made to locate the stop as close as possible to the home or daycare

ROUTING PRIORITIES



Refer to this [Enrollment Manual](#) for all things relating to entering students into PowerSchool



SPECIAL TRANSPORTATION OVERVIEW

SPECIAL TRANSPORTATION IS:

- A related service, as is audiology, nursing services, etc.
- Part of a 504 plan
- Medically necessary (needs district approval)

SPECIAL TRANSPORTATION IS NOT:

- Provided based on parent request only
- Given because student had it previously
- Delivered in lieu of parent supervision

SPECIAL TRANSPORTATION ACCOMMODATIONS:

- Students eligible for Special Transportation may receive the following accommodations:
 - A modified stop
 - A modified schedule
 - A Child Safety Restraint System(CSRS)
 - An attendant to support and help supervise

INDIVIDUALIZED EDUCATION PLANS

- Students who have transportation as a related service in their IEP are eligible to receive special transportation. **The Teacher of Record will need to submit a request** for special transportation once the IEP has been finalized.

504 PLANS

- Students with transportation as part of a 504 plan are eligible for special transportation. The social worker should work with Megan Carlson for approval prior finalizing a 504 plan that includes special transportation. Once the plan has been finalized **the social worker will need to submit a request for special transportation.**

MEDICAL NEEDS- Short & Long Term

- Students without a 504 plan that have a medical need may receive special transportation if approved by our Health Services Director, Megan Carlson. **The social worker at the school should work with Megan for approval prior to submitting a request for these students.**

Hand-To-Hand Expectations

- IPS policy dictates that any student who requires special transportation **MUST** have hand-to-hand.
- An adult **must walk them to the bus** in the morning to do a hand-to-hand transfer from the adult to the bus team.
- In addition, the afternoon drop off **must have an adult present** to receive the student from the bus.
- ***This expectation should be discussed and agreed upon prior to this service being provided.***

District Route

- A request submitted for a District Route will provide the student with a stop that is the same as their general education peers

Corner Stop(Safest/Closest)

- A request submitted for a Safest/Closest Corner stop will provide the student with a modified stop as close to the home as possible. Due to road conditions(dead-end roadways, dirt or gravel roadways, or narrow roadways) it may be necessary to place the pick-up/drop-off stop at the safest/closest corner away from the home or daycare. Every effort will be made to locate the stop as close as possible to the home or daycare.
- IPS policy dictates that we do not route students in a manner that would cause them to walk into oncoming traffic to board the bus. If a student has a request for a safest/closest corner stop and the family lives on the East side of a one-way street that runs North, or the West side of a one-way street that runs South, the student will be routed to the nearest corner for a right-side pick-up.

Behavior

- If your student has an FBA/BIP they also require a bus behavior plan.
- The student will require an attendant to help manage behaviors while the student is being transported.

Child Safety Restraint Systems(CSRS)

- All students who require a Child Safety Restraint System to be transported safely must have an attendant.

Seizure Plans and Medical Concerns

- All students who have a seizure plan must have an attendant to help monitor the student for their safety.

AM Pick Up

- Families are required to be outside at their stop 10 minutes prior and up to 10 minutes after their scheduled pick-up time.

PM Drop Off

- Families are required to be at the stop to receive their students 10 minutes prior and up to 10 minutes after their scheduled drop off time. Failure to do so can lead to delays for other students and routes. If a family shows a pattern of not being at the stop to receive the student a meeting will be held to discuss next steps.

Extra Pick Ups

- If the bus misses a stop in the morning and this is verified by GPS, we will send another bus to transport this student.
- If the bus made the stop, within the window for pick up and the family did not have the student out at the stop, a bus will NOT be sent to transport the student.

Wheelchair Review Checklist

- Students who are transported in a wheelchair or stroller must have this document uploaded in the PowerSchool request form prior to submission. PLEASE NOTE: WHEELCHAIRS AND STROLLERS MUST HAVE WORKING BRAKES AND A SEAT BELT BEFORE A STUDENT WILL BE TRANSPORTED.

Behavior Plans

- Students who require an attendant due to behavior concerns must have the bus behavior plan uploaded in the PowerSchool request form prior to submission. PLEASE NOTE: AN FBA/BIP IS CREATED TO SUPPORT IN A STUDENT IN THE SCHOOL. THE BUS BEHAVIOR PLAN SHOULD INCLUDE STRATEGIES THAT WILL HELP SUPPORT THE STUDENT WHILE ON THE BUS.

Seizure Plans

- Students with a seizure disorder must have the bus seizure plan uploaded into the PowerSchool request form prior to submission. PLEASE NOTE: A MEDICAL ACTION PLAN IS TYPICALLY DESIGNED FOR THE SCHOOL BUILDING AND DOES NOT CONTAIN THE INFORMATION A BUS TEAM NEEDS, SHOULD AN EMERGENCY ARISE.

Approval for Modified Schedules

- The needs of our students are unique, and some students may require a shortened or modified day to be successful.
- You will need to get approval from the Transportation Department prior to finalizing an IEP and submitting a request for a schedule that is different from your school's normal bell times.
- While we will do our best accommodate your request, we must ensure it doesn't impact the ability of established routes to run on time to their Tier 1 and Tier 2 schools.
- Please contact Benjamin Burchfield or Detra Taylor to get approval for a modified schedule.

Does my student require a CSRS?

- Keeping students in their seat while being transported to and from school is vital to their safety!
- There are times that a safety seat needs to be utilized to ensure that a child is kept in their seat

PreK Students

- Indiana State Law dictates that all PreK students are transported in 5-point restraint.
- The star seat should be the first CSRS used to support a PreK student unless they have reached 65lbs in weight and/or are 57 inches tall.
- Should the student outgrow this equipment, a safety vest is also a 5-point restraint and can be used to fulfill this state requirement.

Students in Kindergarten through Twelfth grade

- Indiana State Law does not dictate all students between K-12 grades must use a CSRS.
- Not all students will require a CSRS, but if they do, you have the following options:
 - **Star Seat** (If the height and weight requirements are met)
 - **Seat Belt**
 - **Safety Vest** (You will need the waist size of the student in inches to accurately select a size)

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Can the Bus Team administer Medication or Operate Medical Devices?

- **No**, Bus drivers and attendants are not medically trained personnel and are not permitted to administer medication or operate medical devices.
- In the event of an emergency, the bus team will follow protocol to contact EMS who can administer medication to a student.
- If the student requires a staff member to operate a medical device, the USS Dept. will be responsible for providing medical personnel to travel with the student.

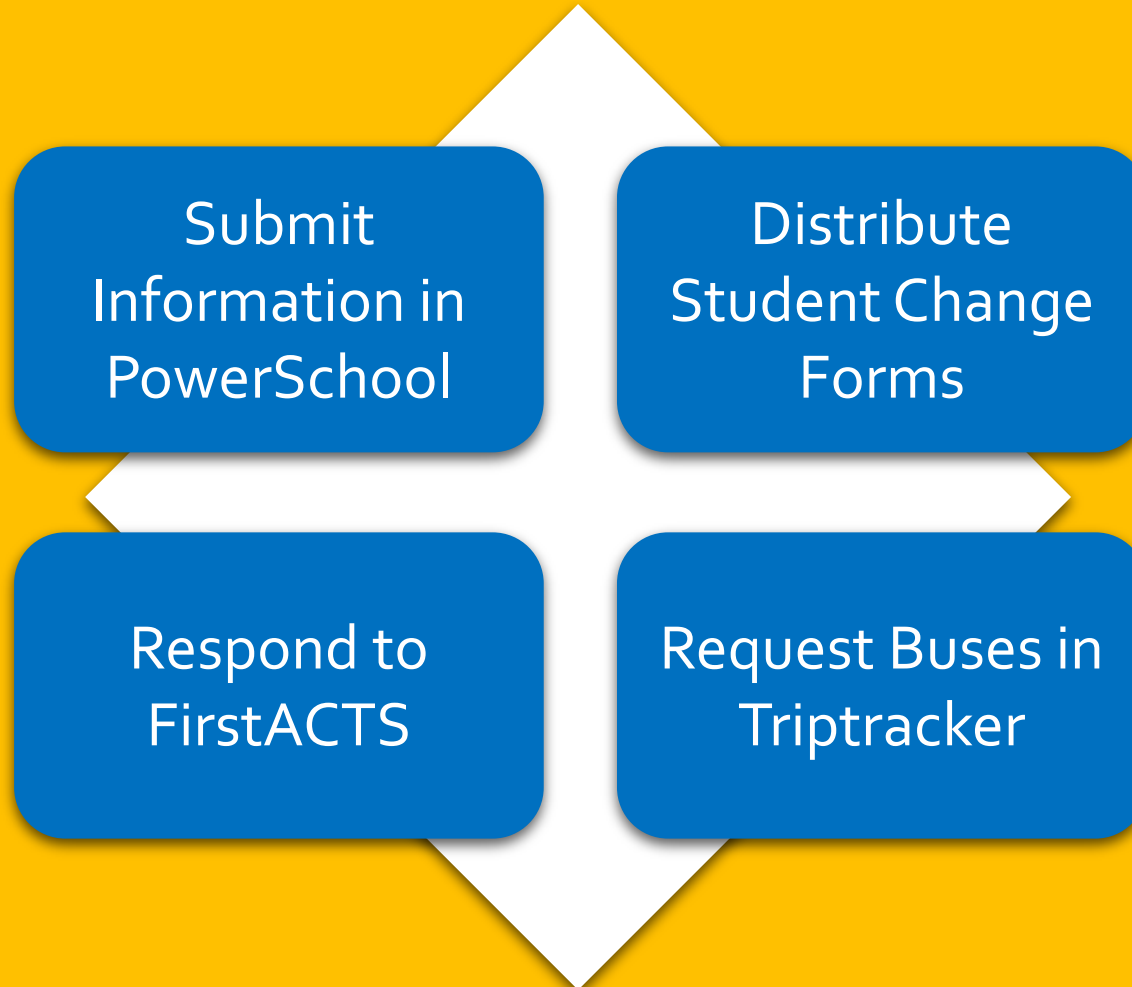


- Driver's speed should be 5mph or less on school grounds
- Buses are to be off while loading and unloading students

RESPONSIBILITY OF SCHOOLS

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SCHOOL TASKS





WHAT SHOULD YOU DO

- Know your bus teams
- Familiarize yourself with School Assistant. It tells you which buses service your school and other information
- Bring special needs students to the bus
- Contact your Logistics Specialist for questions regarding your routes and buses assigned to your school
- Contact [Sarah Lowe](#) or [Detra Taylor](#) for issues regarding a bus team

WHAT NOT TO DO

- Ask the driver to transport students that are not assigned to the route
- Ask the driver to transport the student in an already escalated state
- Tell bus team to not write a student up or call you directly



WHITE BUS/ VAN USAGE

Comparison Between the Bus and Van


White Bus

- ❑ A white bus has a capacity of 15 passengers
- ❑ Must be an IPS employee or [Innovation School](#). Please use this [link](#) when request for a vehicle
- ❑ Must be Certified on White bus Training
 - Signature approval from the school principal recommending staff member to participate in training class
 - For requesting bus training, please email: [Kris Scheele](mailto:Kris.Scheele)
- ❑ Have an active WEX Card PIN
- ❑ Completed [IPS Employee Vehicle Use Agreement](#)



White Van


- ❑ IPS white vans have a capacity of 12 passengers
- ❑ IPS employees only CAN use this vehicle. Please use this [link](#) when request for a vehicle
- ❑ This van can ONLY be used to take students from school to event and back. They can NOT drop Students off at home
- ❑ Have an active WEX Card PIN
- ❑ Completed [IPS Employee Vehicle Use Agreement](#)



Students are not allowed on the bus/van unsupervised. Driver/IPS employee must always be in the bus/van at all times



These buses and vans are not to be used to transport students home



Before returning bus/van you must ensure the vehicle is clean, full tank of gas, dent free and all trash is removed.

- ❑ **Before students attend the vehicle**, the driver must do the following:
 - ❑ - Email IPS Fleet Coordinator ([Kim Miranda](#)) an image of a pre-trip slip or IPS vehicle inspection form. In the body of the email, it must state:
 - The location you're traveling to
 - Date and time of travel
 - How many students will be attending
 - If traveling outside of Indiana, you must have hotel and return information
 - Fill out a post trip info after trip is finalized



**Pre-Trip Slip/
Post Trip**





If an employee has their driver's license suspended or revoked, they must inform their direct supervisor and Human Resources immediately



Employees, under state law, may not use a cell phone unless hands-free is utilized



Smoking and the usage of electronic cigarettes are strictly prohibited in any IPS leased or owned vehicle



- ❑ An employee is NOT allowed to have any person in the vehicle who is a non IPS employee or student
- ❑ Any damage, accident, or traffic violation must immediately be reported to the employee's direct supervisor, Fleet Coordinator- [Kim Miranda](#), and the Director of Transportation- [Detra Taylor](#)

Swipe the card

Enter the odometer reading

Enter your driver ID number

- A driver's electronic signature is required on the IPS Fuel Card User Agreement before they can use the fuel card to fuel their vehicle. The User Agreement can be found [here](#)
- Drivers are expected to use regular unleaded fuel
- Drivers are responsible for keeping their personal PIN number private so another person cannot use it

Gasoline Stations you are allowed to use WEX card

If your Fleet Manager has authorized your card for service purchases, Wright Express cards are accepted at these Service Providers.

Participating locations only. 4.600LR (8/14)

Driver Guide

Customer Service
24 hours a day, 7 days a week:
1-800-492-0669

Authorizations
If card will not swipe, attendant must call: 1-800-842-0071

Lost or Stolen Cards
If your Wright Express Fleet Card is ever lost or stolen, immediately inform your manager or fleet contact.

Our card is easy to use — and has built-in controls

1
Driver inserts card into pump

or

Attendant swipes card in the station

2
Driver inputs odometer

3
Driver inputs ID number

Driver ID Number

- Enter the DRIVER ID number assigned to you by your fleet manager.
- This authorizes the sale and identifies you as the purchaser.
- Do not give your DRIVER ID number to anyone except a station attendant or a Customer Service Representative.
- It is important to keep your DRIVER ID number separate from your card in case the card is ever lost or stolen.

Odometer Reading

- Always enter a current and exact ODOMETER reading. Do not include tenths of miles in your odometer reading.
- Accurate ODOMETER readings are critical for vehicle tracking & reporting.

Wright Express cards are accepted at these and other fuel merchants. Participating locations only. Card acceptance is subject to independent station owner/operator participation.

For a full list of participating locations go to www.wrightexpress.com

Alora	Coastal	D & D Oil	Economy	Family Express	Fueler Oil	Go-Go	Harley's	Isak	Kum & Go	NBA Oil	Norfolk	PRICE	Quick Mart	Symas 24	Taylor Foods	Trig Oil	Wright Store
Big O Tires	Circle K	Dart	Day Mart	Express Stop	Gas America	Global	Kwik	Kroger	Maroon	Multi Serv	Party	Quik 11 22	Rowl Farms	Shelburne Shop	Town&Country	Uniq Duty	Wright Store
Circle K	Conoco	Crown	Exxon	Go Mart	Gulf	Hess	Irving	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon

Service locations on other side.

Please call in the following order

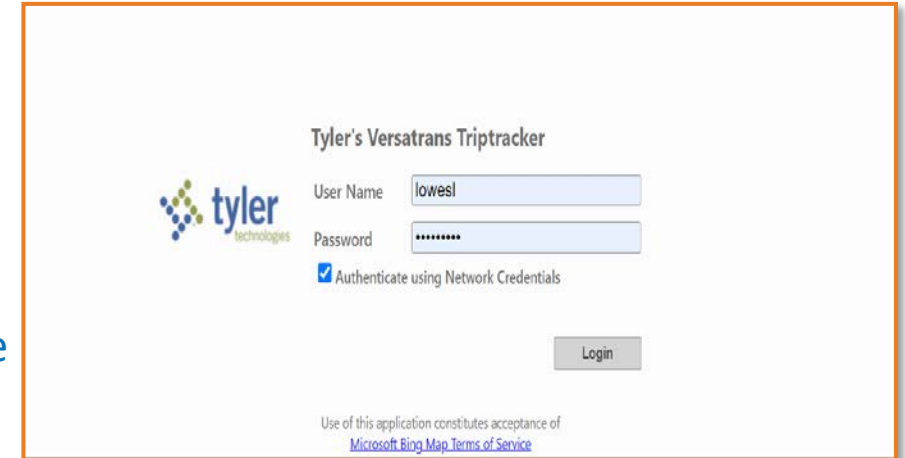
<p>1. IPS Police Dispatch 317. 226.4633</p> <p>If IPS police is NOT available or you need medical assistance you MUST call 911</p>	<p>2. Fleet Coordinator 317.982.1543</p>	<p>3. Your Principal</p>	<p>4. Director of Transportation 317.409.2958</p>
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DO	
Call IPS Police dispatch (know your location)	Start filling out seating chart
Check your students (anyone injured)	Get out accident procedure folder
Put out Emergency Triangles	Notify IPS Police dispatch of your EXACT LOCATION


DO NOT	
<p>Do not move the bus</p>	<p>Do not allow students to leave</p>

- ❑ IPS' Accident Committee meet quarterly throughout the year. During this meeting, the committee will complete an Accident Review Memo to consider if the employee is at fault
- ❑ If an employee has a second chargeable accident within a 12-month period or have six points on their personal driving record, they will no longer be eligible to operate a Board-owned vehicle (*new policy implemented 5/16/2023*)
- ❑ If an employee has a second chargeable accident within a 12-month period, they will no longer be eligible to drive an enterprise vehicle due to the enterprise contract and insurance coverage

- ❑ <https://triptracker.myips.org>
 - ❑ use IPS credentials without @ myips.org
- ❑ Does not auto save
- ❑ All bus requests must be submitted 10-business days in advance
- ❑ Status at the top left shows you where in the request process you are
- ❑ Will send you an email confirmation of the status of the trip
- ❑ Any changes, cancellations or issues with the app email [Sarah Lowe](#)
- ❑ Large items or instruments that cannot be safely secured, request transport for those via Let's Talk
- ❑ Can search for trip by trip id, trip date and more
- ❑ [Triptracker School Reference Guide](#) for how to request trips



Tyler's Versatrans Triptracker

 User Name

Password

Authenticate using Network Credentials

Use of this application constitutes acceptance of [Microsoft Bing Map Terms of Service](#)

Athletics

K-6th grade request buses as early as 5:15pm; no take home
7th -12th grade request buses as early as 2:30pm; limited availability
Middle school students (7th & 8th grade) can receive take home during the week; not on weekends
No take home for high school students

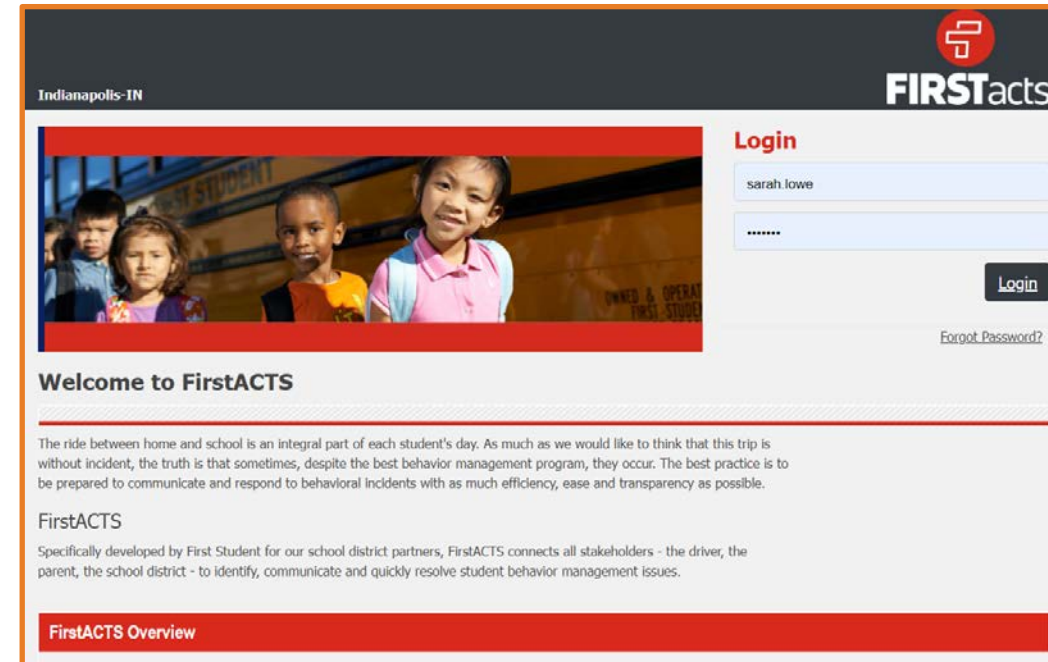
ECs

Middle school 7th & 8th grade –twice a week at 5:45pm arrival time with 6pm departure time
High Schools – five days a week at 5:45pm arrival time with 6pm departure time
If school is closed that day, no EC bus will be provided

Field Trips

Arrival at schools beginning at 9:30am
Return to schools no later than 1:30pm

- ❑ <https://indianapolis-in.firstacts.com/>
- ❑ Email notifications
- ❑ Respond within 24-48 hours or sooner for more egregious offenses
- ❑ School decides recommended action of discipline
- ❑ Can type notes for both internal and external



Indianapolis-IN

FIRSTacts

Login

sarah.lowe

.....

Login

Forgot Password?

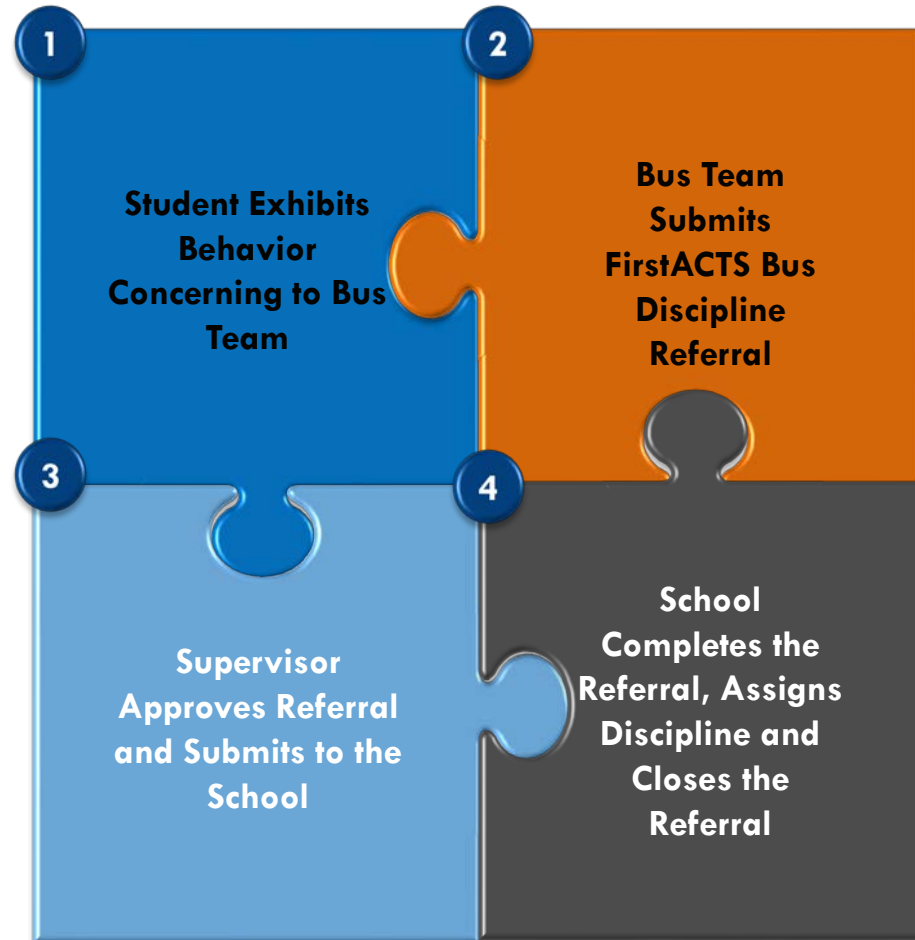
Welcome to FirstACTS

The ride between home and school is an integral part of each student's day. As much as we would like to think that this trip is without incident, the truth is that sometimes, despite the best behavior management program, they occur. The best practice is to be prepared to communicate and respond to behavioral incidents with as much efficiency, ease and transparency as possible.

FirstACTS

Specifically developed by First Student for our school district partners, FirstACTS connects all stakeholders - the driver, the parent, the school district - to identify, communicate and quickly resolve student behavior management issues.

FirstACTS Overview



We Depend on YOU!

- ❑ The bus teams depend on you to know that the behavior area of concern has been addressed
- ❑ The safe transport of our students to and from home is our number one priority! You are THE MOST IMPORTANT PIECE OF THE PUZZLE! Please support our bus teams and in keeping our students safe!

Introducing a new way to track your child's bus

GET MESSAGES FROM YOUR DISTRICT OR DEPOT
From delays to important schedule changes - Stay in the know!

KNOW WHERE THE BUS IS
Check bus progression 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
Easily track all of your students at one time.

PUSH NOTIFICATIONS
Get in-app alerts when the bus is getting close.

This app helps make my families morning less hectic!
-Stacy's Mom

It's my alarm for when the bus is close.
-Joey, Highschool Student

It's easy to use!
-Max's Grandma

Contact Customer Support at 1.888.889.8920 or support@firstviewapp.com to learn more.

When will I see the bus on the map?
As long as the vehicle's GPS unit is working properly, the bus icon appears on the map 15 minutes before your student's route is scheduled to begin and disappears 5 minutes after the bus arrives at the destination.

How do I track the bus?
Once you enter your student's stop into your Profile, it will automatically appear on the ParentView map. Below is a quick explanation for each icon.

	Shows the location of your student's stop.
	Shows the location of your student's school.
	Shows the location of the vehicle (bus) and the direction of vehicle travel (arrow).
	Provides the tracking status once your student's route begins. All AM tracking information will drop off the map view list after noon each day. Similarly, all PM stops will drop off after midnight.
	Refresh icon in the upper left-hand corner of the map lets you know the app is working and updating.

Can I follow more than one stop?
Yes! Buses for all your students can be tracked with ParentView. Using individual colors for each student, every selected stop appears on the map simultaneously for easy viewing.

Is it possible to send notifications to my childcare provider and my work email address?
Yes! ParentView users can go to "Settings" and add up to three email addresses as "notification recipients" to get push notifications forwarded to their email.

I need to change my student's bus stop or home address. Can I do that within the app?
No. If you have changes or questions about your student's bus stop or home address, please contact your school district office.

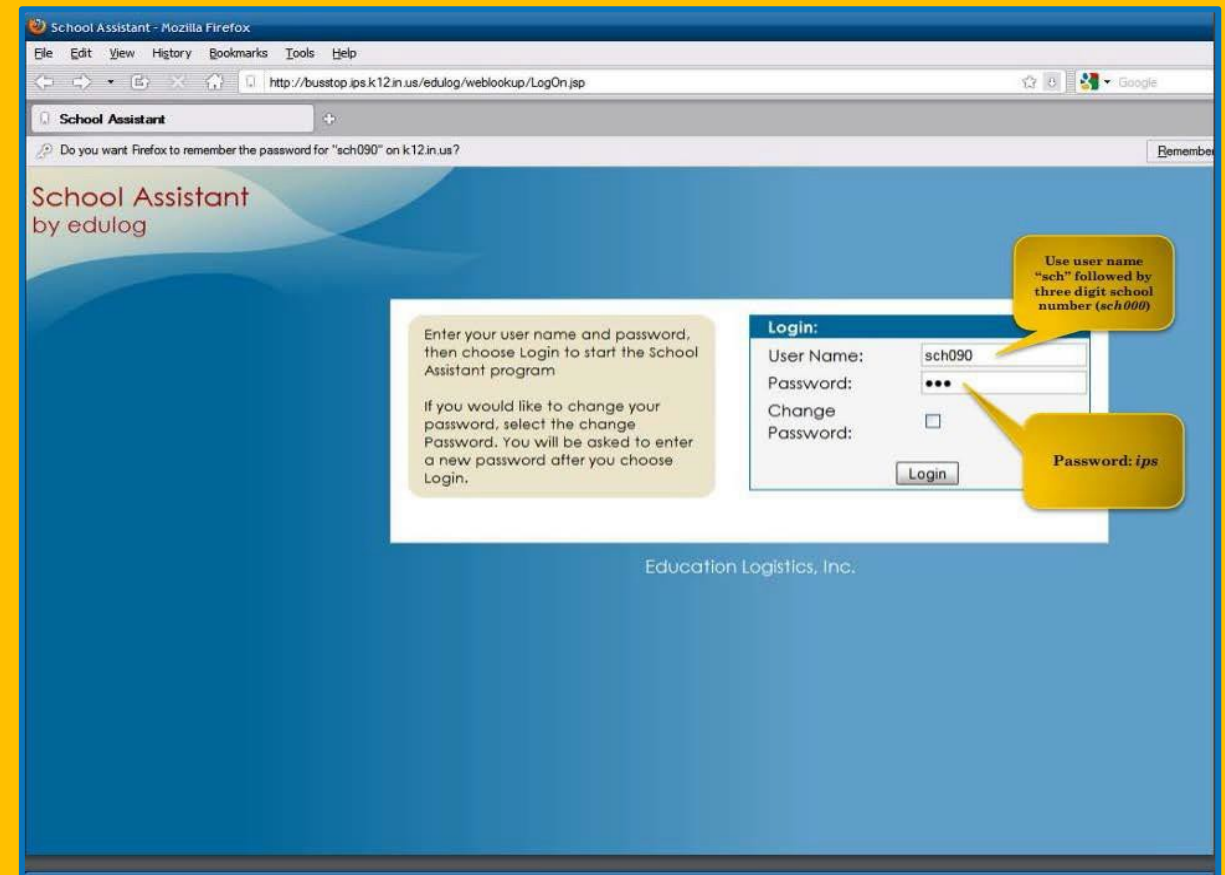
How do I contact customer support?
There are many ways to contact our dedicated FirstView® customer support team Monday through Friday:

- Call toll-free 888-889-8920 from 7:00 am ET to 5:00 pm ET;
- Email Support at support@firstviewapp.com; or
- Use the in-app envelope icon to provide feedback

SCHOOL ASSISTANT

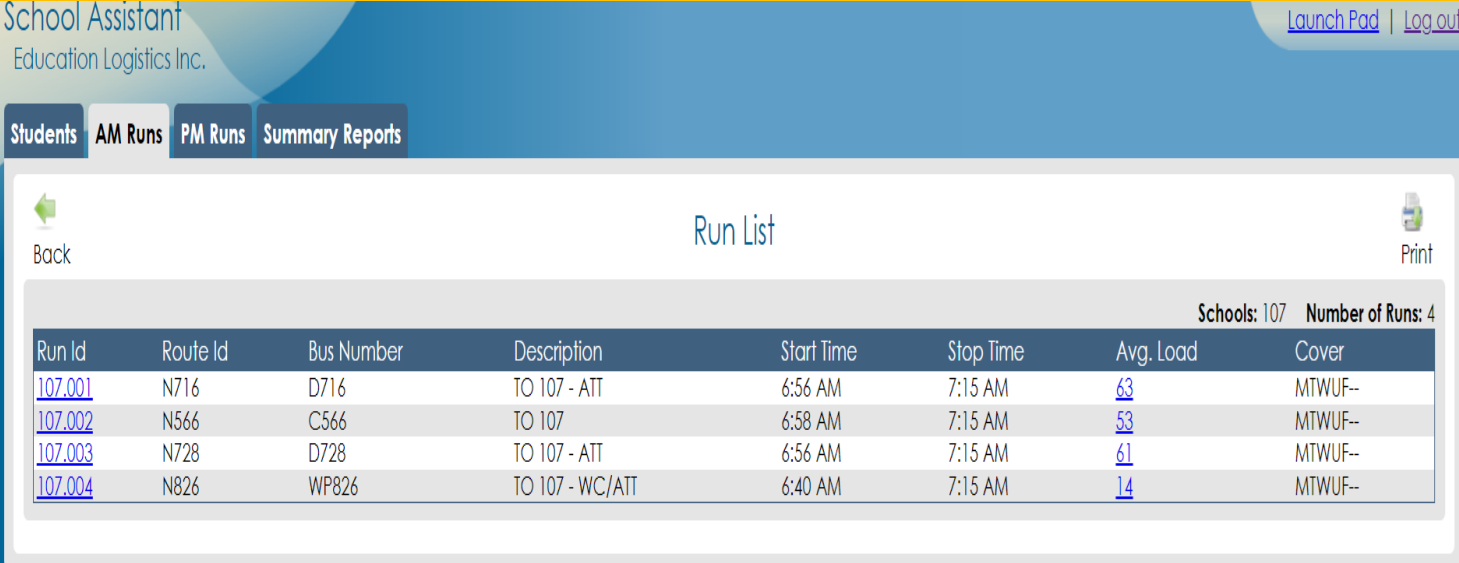
Login Information

- ❑ [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
- Shows when the routes start, 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
Education Logistics Inc.

[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--

© Education Logistics, Inc.

SCHOOL ASSISTANT

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Ways to Search for a Student

○ District ID Number

○ First Name

○ Last Name

The screenshot displays the 'School Assistant' web application interface. The browser address bar shows the URL: `167.217.249.153/private1wsa/weblookup/WebLookup.htm?action=studentMain&updateSchools=true&amPm=&letter=&selectSchool=107`. The page title is 'School Assistant' by Education Logistics Inc. The navigation menu includes 'Students', 'AM Runs', 'PM Runs', and 'Summary Reports'. The 'Students' section contains search fields for 'District ID', 'First Name', and 'Last Name', each with a 'Search' button. A 'Select school' dropdown menu is also present, currently showing '107 - 107 - LEW WALLACE'. Below the search fields, there are two informational boxes: one for 'Student Info' and one for 'Bus Pass', each with a corresponding button.

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 sis PowerSchool safety FirstView Zonar ADP Ridership Incident Tracking Li... Video Request - All... New Tab Hardship Exemptio...

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

Students AM Runs PM Runs Summary Reports

District ID: Search

First Name:
Last Name: Search

Select school

107 - 107 - LEW WALLACE

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.

- ❑ [Video Request Portal](#)
- ❑ Submit all information above the blue line that says “To Be Completed By Transportation”
- ❑ Select save in the top left corner

- ❑ Email confirmation once request has been received
- ❑ Email confirmation once request has been fulfilled with a link to the video
- ❑ Link takes you to Stream use IPS Credentials
- ❑ You will only be able to view videos in Stream if your Principal has given you access
- ❑ Issues or questions contact [Sarah Lowe](#)

SharePoint

myIPS Bus Video Request

Requestor's Name:

Requestor's Phone:

School:

Bus Number: C500

Reason for Video Request:

Date of Video Incident:

Estimated Start Time: 1 : 00

Estimated End Time: 1 : 00

AM PM: AM

Description of Video:

Completed

REQUEST ID: 1729

Requestor's Name: sarah
iID#: wjmyips\lowes1
Requestor's Phone #: 4894

School: 093 - PHALEN @ GEORGE FISHER
Bus #: T765
Reason: Improper actions of driver and/or attendant

Date of Incident: 4/12/2023 12:00:00 AM
Estimated Begin Time: 7:00 AM
Estimated End Time: 7:35 AM

Description of Video:

where the bus attendant cursed and threatened two students (twins, Derriona and Donn'yae Gholston)

Transportation Notes:
Link to Video:

<https://web.microsoftstream.com/video/4e74cc3d-3020-4247-9fa7-543f44aff2aa>

TRANSPORTATION CONTACT INFORMATION

Transportation Team

Director of Transportation

- [Detra Taylor](#)
- Accidents with yellow buses, white buses or vans
- Adjustments to schedules
- Any special projects or requests regarding transportation
- CPS & Title IX
- Crossing guard concern
- Drug and alcohol related incidents
- Escalated issues with ECs
- Escalated issues regarding special needs
- Weapons, gun, or threats
- Frequently late buses and unresolved issues
- Uncompleted FirstACTS

Operations Manager

- [Sarah Lowe](#)
- 317.601.8435
- Athletics
- Bus team meetings
- ECs
- Escalated issues
- Field trips
- FirstACTS
- Late buses
- Triptracker

Special Needs Transportation Manager

- [Ben Burchfield](#)
- 317.954.9818
- Special needs students and all things pertaining to their transportation
- Additional support for Athletics
- Additional support for ECs
- Additional support for field trips

Fleet Service Coordinator

- [Kim Miranda](#)
- 317.982.1543
- Allouvue
- Repairs needed to white buses, vans and vehicles
- Wex card support
- White buses
- White vans

Logistics Specialists

- [Jamie Jones](#) 317.226.4881
- [Kevin Laureano](#) 317.226.3486
- [Tamara Millbrook](#) 317.226.4872
- IndyGo
- Routing concerns and questions
- Walk zone concerns
- Walk zone exemptions

TRANSPORTATION CONTACT INFORMATION

Transportation Team Continued

Manager of Technology Systems

- [Stan Cork](#)
- 317.226.3191

IT Support Transportation

- [John Nelson](#)
- 317.226.3191
- Transportation technology applications

First Student Schools Only Phone Number

- Schools only phone line 317.489.6753
- Please direct parents to call 317.226.4000 for concerns or issues

IPS Service Center

- [Let's Talk](#)
- 317.226.4600

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

IMPORTANT LINKS

IPS Transportation Portal For Documents and Technology Applications

- ❑ [Approved Transportation Providers](#) lists vendors that are approved to provide transportation for IPS students
- ❑ [Let's Talk](#) is the communication system for concerns and comments
- ❑ [Logistics Specialists School Assignments](#) shows you the which schools the Logistics Specialists are assigned to
- ❑ [PowerSchool](#) cloud-based software all things related to IPS Students
- ❑ [School Bus Delay Listing](#) provides a daily list of late and or substitute buses
- ❑ [Enrollment Overview](#) provides information on how to properly enter students into PowerSchool
- ❑ [Triptracker Request Guide](#) for how to request trips
- ❑ [Requesting a White Van \(google.com\)](#) requesting a special purpose van or bus
- ❑ [Pre and Post Trips](#) Pre and post trips form for special purpose vans or bus
- ❑ [Attendee Registration Special Purpose Bus Training](#)

QUESTIONS

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Happy to answer
any questions please email us at
ipstransportation@myips.org