



IPS Principal's Transportation Guide

**INDIANAPOLIS PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT**

*WORKING EVERY DAY TO PROVIDE SAFE
TRANSPORTATION FOR OUR STUDENTS*



A Note from the Transportation Director

Dear Principals,

The Transportation Department is looking forward to having a great school year and we are excited to return to normal bus setting for students. First Student has made changes to the operation sites to assist with route optimization and driver retention. They will operate out of a new northeast side location at 5850 Thunderbird Road and our old Northwest base, along with the existing Lambert base on the southwest side of Indianapolis. First Student is committed to improving service to Indianapolis Public Schools' stakeholders.

They have focused on trainings with supervisors and staff throughout the summer to help everyone understand IPS' expectations. The Transportation Department has continued to speak with First Student about our expectations as a district. We went further to access our past KPIs and have extended them further for the 2022–23 SY. We know the 2021–22 SY was challenging with the driver call offs and driver shortage with First Student. We appreciate the flexibility the schools showed while we worked through the challenges. We are looking forward to First Student providing safe and reliable transportation to IPS students this upcoming school year!

For the 22–23 SY we 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.

We have lifted COVID-19 restrictions on the buses with the recommendation from the CDC, but we are still committed to keeping all students safe and being flexible if any changes come about with the pandemic. We 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. 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 Allowue for schools to review. We will also begin to work on budgets for athletic and extracurricular trips in the future.

All of us here in the IPS Transportation Department are dedicated to supporting the First Student staff to be successful this school year. If you need any assistance, please do not hesitate to reach out to a member of our team.

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 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' Unified Student Supports Department (USS) has crafted an eligibility guideline for a safest/closest corner stop ([see Google link](#)). The form will be submitted to USS 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, who works with IPS' Special Education Department and schools to get information that's 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. We have also provided a copy of our [Special Needs Transportation Handbook](#).

Out of School Boundaries

Students residing outside of the assigned school boundaries will not receive transportation, unless approved by IPS administration. The same with child care 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 safety protocols put in place.
- 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.
- The Transportation Director is responsible for establishing and maintaining operational procedures that assure the safe transportation of students.

STANDARDS

Bus Stop Arrival

Buses are considered on time if they arrive 10 minutes before or 10 minutes after the assigned stop time. Students should be at their stop the entire pick-up window time.

School Arrival

Buses are scheduled to arrive 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 pick-ups 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 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.

Drivers and Attendants

All drivers and attendants adhere to Indiana 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, 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 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. The Transportation Department will receive and process all requests.

Request Bus Stop Change

FTS or an IPS Logistics Specialist will review all bus stop change requests. In the request, provide why the change is needed. FTS or the Logistics Specialist will make the determination if the stop can be changed and notify the school. Schools and building leaders are not authorized to move a bus stop, neither are bus teams. Drivers are not authorized to make changes to the routes. We ask that no temporary bus passes are provided to students. 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

To protect the health and dignity of the individuals involved, the Transportation Department has instructed bus drivers and attendants not to accept any students for transport who 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.

For students deemed special needs and whose IEP indicates they require transportation, we provide special transportation. 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 will not always be possible.

All students who require a safest/closest corner stop and an attendant are required to have a hand-to-hand transfer at the home and school.

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.

Why is the Hand-to-Hand Expectation Important?

Safety is our top priority at IPS. If the needs of the student are so great that they require special transportation, we want to ensure they get to and from school safely every day!

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 individuals 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 responsibility of the parent, guardian, or school staff to ensure a student is not soiled prior to 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

While drivers and attendants are never to refuse to transport a student, there are times when alternate means of transportation will be required for the safety of all on the bus. 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 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 and attendants begin the discipline process by completing electronic forms when incidents occur. Like last year, we are still using the web-based student discipline application, [FirstACTS](#), which you can also access by going to the [Transportation Home Page](#). Please note, no paper forms are to be submitted; they won't be accepted. Please have people assigned to oversee bus discipline and ensure that the process is completed. Email [Sarah Lowe](#) with the name of any staff member who you would like to have access or with any issues accessing the site. You can have as many school personnel receive the bus disciplines as you'd like.

The driver or attendant submits the form and it must be approved by a First Student supervisor before it is sent to the school. The school leader and/or principal (not the driver and/or attendant) is then responsible for issuing discipline and/or suspending a child from bus service and notifying the First Student supervisor 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.***

Once the school designee completes the referral, they close it out and it is sent back to First Student. If you would like to request video footage based on a referral, please click on the video request link found on the [Transportation Home Page](#). When requesting videos, please allow 1–2 business days for the request to be fulfilled.

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. Please do not tell bus teams to not go to a stop because a student is suspended from the bus. Bus teams are required to go to every stop assigned to their route.

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 the meeting between you and the supervisors at First Student. At no time should the management or bus team staff at First Student contact you directly regarding a meeting or issues.

Bus Video Request/Retrieval

Schools will use the [Transportation Home Page](#) to request bus video footage by clicking on Bus Video Request Portal. Requests 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 requests submitted before 10:00 a.m. will be available to view within approximately 24 hours. Video requests 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.

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

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 Department is committed to getting student 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 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, 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.

McKinney-Vento/Foster Transportation Resources

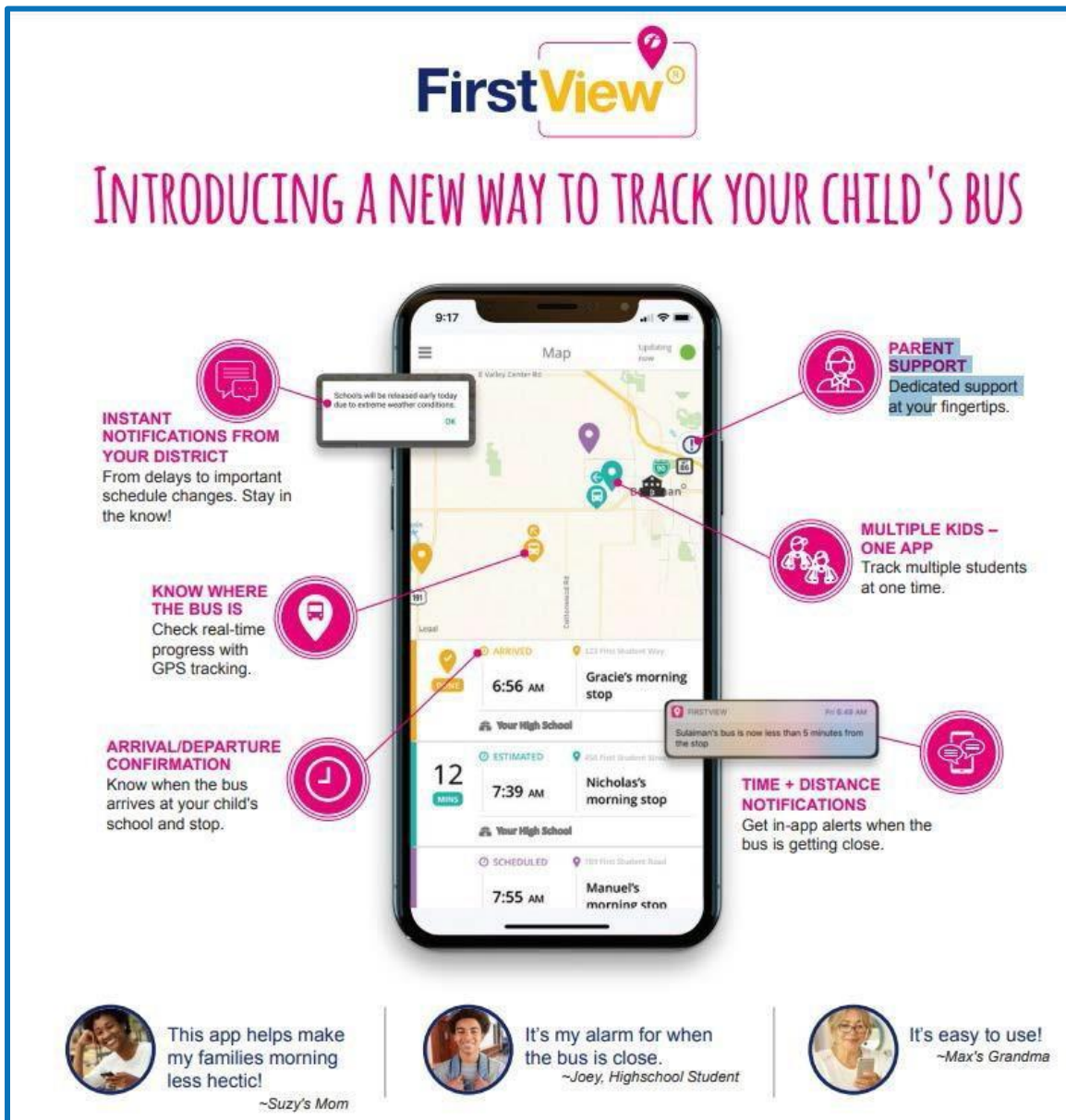
- Foster Care
<https://www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf>

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 email or call [Charity Croney](#), IPS McKinney-Vento Liaison, 317.914.4197.

FirstView App

This is the parent mobile application for First Student. This innovative mobile device app and website entitled **FirstView** is available for students and families to view the real-time location of a student's school bus. School personnel can also track all buses assigned to their school. If you would like access to the site or if you are having trouble with the site, please email [Sarah Lowe](mailto:Sarah.Lowe). Parents will receive a letter explaining how to access the application and its benefits. Please see the next page to review the letter and instructions that families will receive. Please encourage all parents to sign up so they can track their student's bus.

For more information, visit:
<https://web.firstviewapp.com/login>



The graphic features the FirstView logo at the top center, with the text "INTRODUCING A NEW WAY TO TRACK YOUR CHILD'S BUS" below it. A central smartphone displays the app's interface, which includes a map, a list of stops with arrival and departure times, and a notification banner. Surrounding the phone are six callout boxes with icons and text describing app features: "INSTANT NOTIFICATIONS FROM YOUR DISTRICT", "KNOW WHERE THE BUS IS", "ARRIVAL/DEPARTURE CONFIRMATION", "PARENT SUPPORT", "MULTIPLE KIDS - ONE APP", and "TIME + DISTANCE NOTIFICATIONS". At the bottom, three testimonials are provided, each with a circular photo of the user.

FirstView

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



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 AND SUBSTITUTION BUS INFORMATION

Obtaining Bus Delay/Substitution Bus Information (Bus Bulletin)

Schools:

- Go to the [Transportation Home Page](#) click the School Bus Delay Listing link.
 - Username: ips
 - Password: busdelay123
- Please email [John Nelson](#) with the names of any school principal or staff member who you would like to have access to Bus Bulletin.

Parents:

- Parents must keep their contact information updated with the school to ensure they receive the delay notifications.
- 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 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 who does not follow the procedures listed below, please contact Sarah Lowe.

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 extracurricular (EC) activities within 200 miles of Indianapolis. After looking at our processes and effectiveness in transportation, it has been decided that effective December 1, 2022, all bus requests will need to be placed **ten-business days** prior to trip date. This information was shared to upper leadership and to be communicated down. You should have received [December 2022 Transportation Updates Memo](#).

To ensure that we are providing the best service possible, please schedule all transportation needs for competitions and tournaments as if you will be playing until the very end. It is easier to cancel services once scheduled than to schedule them last minute. We understand that sometimes someone may forget to order a bus and need one for students to be able to participate. Transportation will try to accommodate. However, we cannot make guarantees that a bus will be provided. As we work together, please do not make it a habit of failing to submit requests in the proper time.

We appreciate your partnership as we work to provide support to all students and co-curricular activities in a fiscally responsible way.

Use an orange van/truck for luggage, musical instruments, or any other large traveling items that create safety issues. To request orange van/trucks, the school must place a work order in SchoolDude. To maximize the EC services, use the white activity bus for teams and/or groups with less than 14 students.

If you are rescheduling a game, check on transportation before committing to the make-up game date. Any request submitted within ten 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. 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 the Trip Request Portal at <http://trips.myips.org>. The same with athletic games; we are unable to accommodate and accept any trips submitted within ten 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 access to the Field Trip Portal or your trip request, please email [Sarah Lowe](#).

The following time guidelines are for field trip and extracurricular 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 begin earlier than 9:30 a.m. or

scheduled to return between 1:30 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. Transportation will also have cut-off dates throughout the year for large events and the end of the school year. The last day for field trips for the 2022–2023 school year is Friday, May 19, 2023.

If a field trip bus is more than 10 minutes late, please contact Kim Meyer, Special Service Coordinator at 317.503.9501.

Trips Greater Than 200 Miles or Overnight

Requests for out-of-state, county, and overnight trips are processed through the EC Coordinator, [Kim Meyer](#). Trips of this nature should be requested two months prior to the trip date and approved by the Director of Transportation. Expenses incurred will bill to IPS and be charged back to the requesting school for payment.

If one or more charter bus 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 the portal at <http://trips.myips.org>. 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, contact Kim Meyer at 317.503.9501 if the game is extended.

Teams should leave no more than 15 minutes after the scheduled time. Improper cancellations will result in your school being billed for the trip.

Special Purpose Buses (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 these shared resources. Schools can request that transportation train their staff to operate the buses.

Any coach and/or IPS employee who operates the white bus must go through training. If you need to have any staff trained to drive the buses, submit [Attendee Registration Special Purpose Bus Training](#) to [Jared Clark](#), at First Student. Before attending the training, please familiarize yourself with and complete these instructions: [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 drop off students at 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 [Detra Taylor](#). 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 inspection after each use. All buses must be disinfected after students leave the bus. The school is responsible for keeping the buses fueled.

Accidents must be reported to IPS Police, Detra Taylor and the school principal. An accident is defined as anytime the bus comes in contact with any object no matter if there is damage or not. If you have an accident you are also required to submit this [Special Purpose Bus Accident Packet](#) to [Detra Taylor](#) and [Tracy Kinkade](#).

IPS Bus Request Portal

IPS Transportation utilizes the **IPS Bus Request Portal** for all field trips, extracurricular activities and athletic trips. Schedule trips ten-business days before the trip. Any requests received within ten business days will not be accepted, no exceptions.

Trips will be charged to the school making the request.

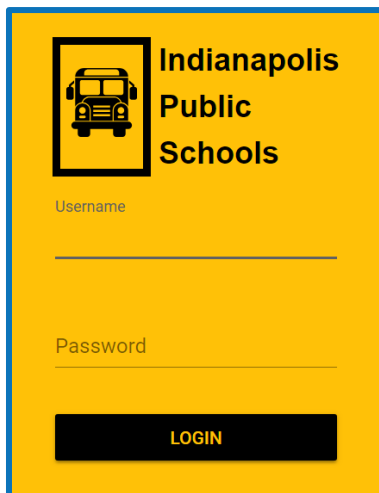
- All athletic events are scheduled through IPS Bus Request Portal. Make-up games must be scheduled no less than ten business days in advance.
- All trip requests must be submitted through the IPS Bus Request Portal. Neither emails or calls will be accepted as a method of requesting a trip.
- Extracurricular activities and field trips are available from 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 14 or less.

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

Logging Into the IPS Bus Request Portal

STEP 1. Users must use Chrome to login <http://trips.myips.org>.

STEP 2. Log in using your IPS network credentials.



Indianapolis
Public
Schools

Username

Password

LOGIN

STEP 3. Click on the +Create button.



STEP 4. Enter trip information in the appropriate fields to submit your trip request.

New trip

Destination Name _____ Destination Address _____

Trip Category: **Fieldtrip** Vehicle Type: **Bus Standard**

Scheduled Depart: mm/dd/yyyy -- -- Scheduled Return: mm/dd/yyyy -- -- Total Time: _____

Number Of Adults _____ Number Of Students _____ Aide Needed In Town

Student Equipment _____ Number Of Buses: 1

Special Instructions _____ Comments _____

CLOSE **CREATE TRIP**

- a. **Destination Name:** What is the destination for this field trip? Enter type in Destination Name (example: Indianapolis Zoo).
- b. **Destination Address:** Give full address of location.
- c. **Trip Category:**
 - i. Field Trip: Academic benefit
 - ii. Athletic: Games, sport events
 - iii. Extracurricular: Nonacademic trips (rewards, food, movies)
 - iv. Special: Trips paid from outside funding (billed to school by Transportation)
- d. **Vehicle Type:** Bus Standard, Bus AC (ensure special instructions entered), or Bus Wheelchair (ensure special instructions entered and Aide Needed is checked)
- e. **Scheduled Depart:** Enter date and time (ensure times are within request timelines).
- f. **Schedule Return:** Enter date and time (ensure times are within request timelines).
- g. **Number of Adults:** Enter count.
- h. **Number of Students:** Enter count.
- i. **Special Instructions:** Enter why AC is needed, how many wheelchair students will be transported, details if pick-up location is not in front of school, if trip is over

- 200 miles, and any/all information that driver needs to know.
- j. **Aide Needed:** Check this box if a bus attendant is required based on transportation needs outlined in IEP.
 - k. **In Town:** Default
 - i. Uncheck box if out of IPS boundary.
 - l. **Student Equipment:** Provide type of equipment needed and count for special needs students.
 - m. **Number of Buses:** Use dropdown to select number of buses needed.
 - n. **Comments:** Use this to provide additional trip info, funding source, point of contact for driver, or any grant info.

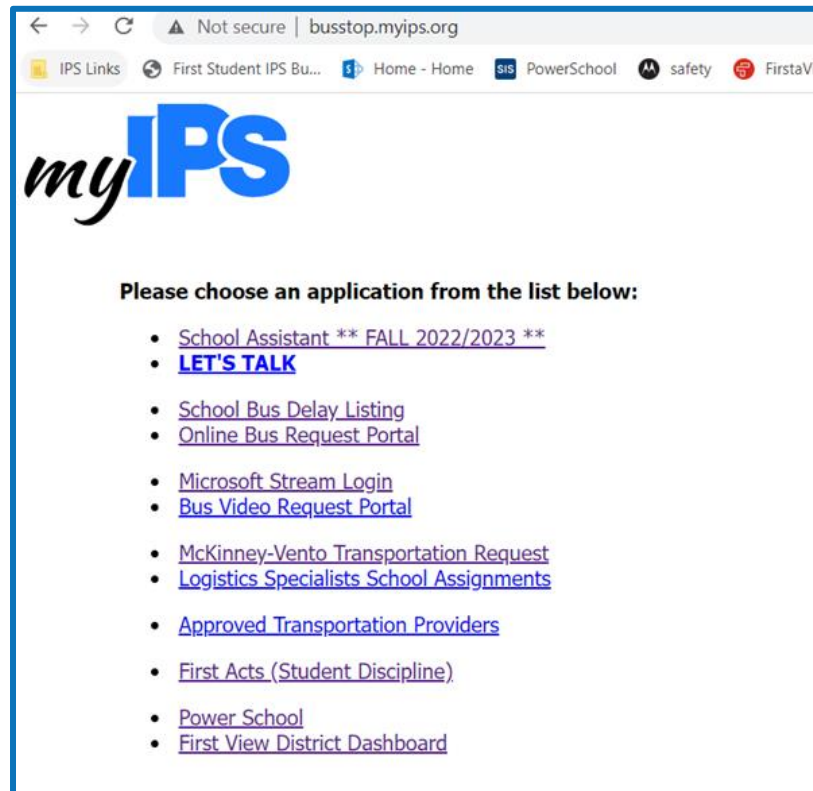
The portal generates a trip number at the time of successful submission of the request. Your trip request is pending until an “Assigned” status is applied. If you have any questions regarding a trip request, or if you need further assistance contact: [Kim Meyer](#), Special Service Coordinator at 317.503.9501.

PLEASE NOTE: We cannot book a field trip without a budget number and approval from the division-level administrator.

- To avoid mistakes and confusion, please submit only one request per field trip.
- The “Assigned” status is confirmation that your trip has been approved and scheduled.

IPS TRANSPORTATION PORTAL

As mentioned throughout this guide, you can access all IPS transportation applications through <http://busstop.myips.org>.

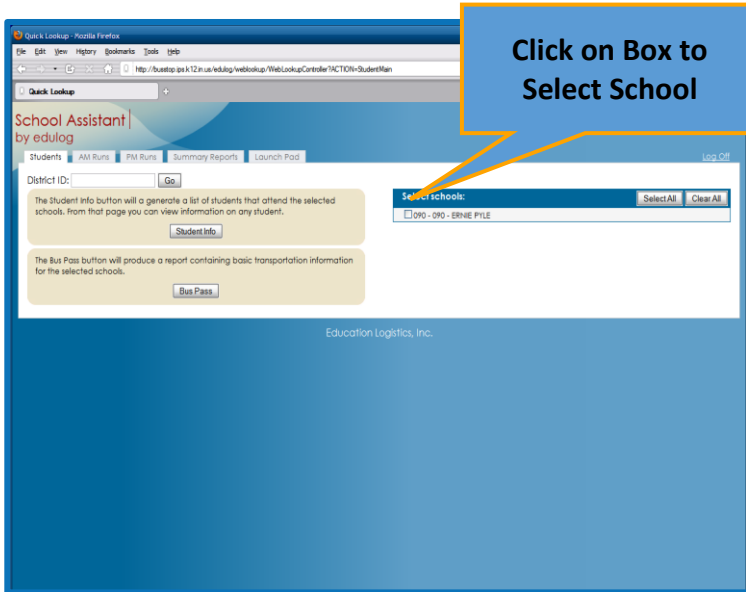


Description of Application Links

- School Assistant is used to obtain student and bus transportation information.
- Let's Talk is the new districtwide communication system for concerns and comments.
- School Bus Delay Listing provides a daily list of late or substituted buses.
- Online Bus Request Portal is used to request buses for field trips or extracurricular activities.
- Microsoft Stream Login is the storage location for bus videos.
- Bus Video Request Portal is the 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 lists the Logistics Specialists assigned to your school.
- Approved Transportation Providers lists vendors that are approved to provide transportation for IPS students.
- FirstACTS is the student discipline site.
- FirstView District Dashboard provides live-time GPS of buses assigned to your school.

SCHOOL ASSISTANT OVERVIEW

The image displays two screenshots of the School Assistant web application interface. The top screenshot shows the login page with a "Login:" section and a yellow callout bubble stating: "Use user name 'sch' followed by three digit school number (sch000)". The bottom screenshot shows the "Select Application:" section with "Quick Lookup" and "Map Display" buttons, and a blue callout bubble pointing to "Quick Lookup" that says: "Click on 'Quick Lookup'". The footer of the application reads "Education Logistics, Inc."



Student Transportation Report

Last Name	First Name	School	Grade	Route ID	Stop Time	Stop Description	Cover
ADAMS	KIRAN	055	KF	5270	8:26 AM	E 47TH ST & NORWALDO AV.	MTWTF--00
ADAMS	KYRAN	055	KF	5270	3:59 PM	E 47TH ST & NORWALDO AV.	MTWTF--00
AFRIKA	MALIK	055	02	85228	8:15 AM	PARKING LOT & OFFICE:	MTWTF--00
AFRIKA	MALIK	055	02	85228	3:55 PM	PARKING LOT & OFFICE:	MTWTF--00
AGNEW	IMANI	055	03	5269	8:24 AM	ROSSLYN AV & E 51ST ST:	MTWTF--00
AGNEW	IMANI	055	03	5269	3:54 PM	ROSSLYN AV & E 51ST ST:	MTWTF--00
ALEXANDER	ROBIN	055	05	85228	8:15 AM	PARKING LOT & OFFICE:	MTWTF--00
ALEXANDER	ROBIN	055	05	85228	3:55 PM	PARKING LOT & OFFICE:	MTWTF--00
ALLEN	KHALIL	055	05	5199	8:34 AM	E 56TH ST & ROSSLYN AV:	MTWTF--00
ALLEN	KHALIL	055	05	5199	3:53 PM	E 56TH ST & ROSSLYN AV:	MTWTF--00
AMCOS	AVA	055	01	85232	8:33 AM	E 53RD ST & N COLLEGE AV:	MTWTF--00
AMCOS	AVA	055	01	85232	3:57 PM	E 53RD ST & N COLLEGE AV:	MTWTF--00
AQUINO	KHRYZELLA	055	02	5270	8:31 AM	E 52ND ST & CAROLINE ST:	MTWTF--00
AQUINO	KHRYZELLA	055	02	5270	3:55 PM	E 52ND ST & CAROLINE ST:	MTWTF--00
ARNETT	JASON	055	02	85232	8:16 AM	E 48TH ST & CARROLLTON AV:	MTWTF--00
ARNETT	JASON	055	02	85232	4:11 PM	E 48TH ST & CARROLLTON AV:	MTWTF--00
BAKER	ELIJAH	055	06	85228	8:15 AM	PARKING LOT & OFFICE:	MTWTF--00
BAKER	ELIJAH	055	06	85228	3:55 PM	PARKING LOT & OFFICE:	MTWTF--00
BALDWIN	DEVON	055	05	5269	8:24 AM	ROSSLYN AV & E 51ST ST:	MTWTF--00
BALDWIN	DEVON	055	05	5269	3:54 PM	ROSSLYN AV & E 51ST ST:	MTWTF--00
BALDWIN	PHYLLISJEAN	055	06	5269	8:24 AM	ROSSLYN AV & E 51ST ST:	MTWTF--00
BALDWIN	PHYLLISJEAN	055	06	5269	3:54 PM	ROSSLYN AV & E 51ST ST:	MTWTF--00
BALLARD	BRYANT	055	02	85232	8:11 AM	E 44TH ST & GUILFORD AV:	MTWTF--00
BALLARD	BRYANT	055	02	85232	4:13 PM	E 44TH ST & GUILFORD AV:	MTWTF--00
BALLARD	JOLICIA	055	KF	85232	8:11 AM	E 44TH ST & GUILFORD AV:	MTWTF--00
BALLARD	JOLICIA	055	KF	85232	4:13 PM	E 44TH ST & GUILFORD AV:	MTWTF--00
BARNETT	TIANNA	055	03	85232	8:10 AM	E 44TH ST & N COLLEGE AV:	MTWTF--00
BARNETT	TIANNA	055	03	85232	4:15 PM	E 44TH ST & N COLLEGE AV:	MTWTF--00
BAX	HEIDI	055	KF	85232	8:31 AM	E 51ST ST & N PARK AV:	MTWTF--00
BAX	HEIDI	055	KF	85232	3:56 PM	E 51ST ST & N PARK AV:	MTWTF--00

Student Information

Last Name	First Name	School	Grade	Location	Eligibility	Distance to School (mi)	Address Status
ADAMS	KIRAN	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 WALSTON 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	04	1327 SANDY ANN LA	13	0.15	matched
AMCOS	AVA	055	01	5343 GUILFORD AV	0	0.50	matched
ANDERSON	DARIUS	055	PK	6132 E 13TH ST	92	8.69	matched
AQUINO	KHRYZELLA	055	02	2121 E 52ND ST	0	0.77	matched

TRANSPORTATION TEAM

Management Team		
Detra Taylor Director of Transportation	317.409.2958	taylorndn@myips.org
Sarah Lowe Operations Manager	317.601.8435	lowesl@myips.org
Benjamin Burchfield Special Needs Manager	317.954.9818	burchfbj@myips.org
First Student <i>Schools-Only Phone Number</i>	317.489.6753	
Support Team		
Kim Meyer Special Service Coordinator	317.503.9501	meyerlkmyips.org
Stanley Cork Manager of Technology Systems	317.226.3191	corks@myips.org
John Nelson IT Support	317.226.3191	cont875in@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 Logistics Specialist	317.226.4881	lusteri@myips.org