ATTENTION

DPS STUDENTS
AND FAMILIES

Official student transportation information.

Please open immediately.

Transportation Services

7:30 a.m. to 4:30 p.m.

Transportation main line: 720-423-4600

transportation@dpsk12.org

@DPSTransportation

@DPSSchoolBus

Routing Department

Contact Routing if you have questions about Exception Requests.

720-423-4699

Bus Terminals

Hilltop Terminal
2909 W. 7th Ave.
Denver, CO 80204

720-423-4663

Northeast Terminal
4937 Dallas St.
Denver, CO 80238

720-424-1863
Preparing for a Great School Year

Your student is eligible for transportation from DPS for the 2019-20 school year, as established by the Denver Public Schools’ Board of Education policy. Enclosed in this mailer is helpful information regarding how your student will be transported to and from school.

- Your student will either be transported via Yellow School Bus, or by our third-party vendor, American Logistics Company.
- The mode of transportation is printed under the address label on the front of this mailer.

For additional information or if you have questions about transportation, please visit our website at transportation.dpsk12.org or email us at transportation@dpsk12.org.

We’re Hiring!

If you're looking to join a dedicated and hardworking team, visit careers.dpsk12.org to apply today.

We provide paid training and we’re hiring for the following benefited positions:

- CDL Bus Driver ($19.15)
- Non-CDL Bus Driver ($15.84)
- Bus Paraprofessional ($13.51)

About Special Education Transportation

Who Qualifies for Transportation

For students identified for special education services, the Individualized Education Program (IEP) team will determine if the student requires transportation.

How the Process Works

Transportation Services must receive complete, accurate information regarding the student’s needs to ensure safe transportation service. The Transportation 1066 Form is required before transportation service begins. The request for transportation is submitted by the student’s Special Education Teacher to the Student Equity and Opportunity Office. Once processed, the form is then submitted to Transportation Services.

In accordance with the Family Education Rights and Privacy Act (FERPA) all personal information regarding students is strictly confidential. Pertinent health care information (including Behavior Intervention Plan) must be provided to Transportation staff for safe transport.

Once the Transportation 1066 Form is received, the routing department will determine the mode of transportation. If the student is not routed on a yellow bus, the student will be placed on the third-party vendor American Logistics Company (ALC). Transportation is provided for the student with an IEP as a related service. Family members (incl. siblings) of transportation-eligible students serviced by ALC may not ride along under any circumstances, unless previously approved. Non-eligible siblings can submit a request for transportation via the Exception Request Process.

Once a need for transportation is established and the request is approved, it will take up to 10 business days for Transportation Services to make the necessary arrangements for the appropriate mode of transportation.

The student’s home address, established through legal guardianship, will be identified as the pick-up and drop-off location. Alternate pick-up / drop-off locations will be considered ONLY within a one mile distance from the home address.

If an alternate location (e.g. daycare) is approved, the stop is then established as the “home” address and will be scheduled as the pick-up or drop-off location. Only one pick-up or drop-off location will be accepted, Monday through Friday.
How to Prepare Your Student

Planning for Success:

It is the goal of Transportation Services to ensure everyone works collaboratively for the safe transport of your student. At the beginning of school and during the course of the school year, there are several tips we wish to offer you to assist your student’s transportation.

1. Share ways to have a positive relationship in which driver/attendant can support your student.
2. Learn your driver’s and bus assistant’s names.
3. Validate that the driver has a district or an ALC badge.
4. Verify the driver is in a DPS Bus or that an ALC plaque is displayed on the vehicle.
5. Verify your student’s route number with the bus driver.
6. Have your student ready to board 10 minutes prior to the bus’ or car’s arrival.
7. Walk your student to and from the bus or car, both in the a.m. and p.m.
8. If your student is in a safety vest, ensure they have it on and are ready to board.
9. If your student is a bus rider and is not attending school that day, contact DPS Transportation (720-423-4600) at least one hour prior to pick up. When calling, provide your student’s name, student ID number and route number. Also, identify yourself and provide a phone number for verification.
10. If your student rides with ALC and is not attending school that day, contact their dispatch hotline (855-292-4364, option 1) at least two hours prior to pick-up.
11. For absences exceeding two days, please email transportation@dpsk12.org or call 720-423-4609. You can also complete the Transportation Extended Absence Form located on our website at transportation.dpsk12.org.
12. To report changes regarding your student’s information such as a new address, phone number, etc., please start by notifying your student’s teacher and the school’s front office. Please give 10 full school days notice for changes in your student’s pick-up or drop-off location to allow time to make scheduling adjustments.
13. Due to the danger of choking while riding the bus, students are not permitted to eat or drink while being transported.
14. For any concerns about your student’s transportation on either the yellow school bus or on ALC, please email transportation@dpsk12.org or call 720-423-4609. You can also complete the Transportation Feedback Form located on our website at transportation.dpsk12.org.

The Family’s Responsibilities:

- Have your student ready to board the bus 10 minutes before the scheduled pick-up time. The driver will not wait beyond the scheduled pick-up time. The driver will neither “honk” the horn nor knock on your door.
- Students are not permitted to eat or drink while being transported. Exceptions to this rule are made for students who have a medical condition requiring regularly scheduled intake of food or liquid. This information must be noted on the Transportation 1066 Form.
- All students who receive curb-to-curb service or are required to have hand-to-hand transfers must have a parent at the bus stop at all times, unless otherwise noted. Siblings and/or teenagers, 15 years old or younger cannot be an adult substitute.
  - Curb-to-curb: The driver will not release a student unless the parent/guardian comes to the bus or the driver sees the parents at the door and is sure someone is home.
  - Hand-to-hand transfer: the parent/guardian must come to the bus/vendor to receive the student.
- Encourage your student to practice proper behavior while being transported and obey the department’s safe riding rules.
- If behavior problems occur on the bus, the driver is instructed to work with the student and report to his/her supervisor, the parents and teacher to resolve the problem.
- If the student’s behavioral issues persist and it is determined a behavior plan is required, the school staff will be asked to develop a Behavior Intervention Plan in collaboration with the parent(s), student (if appropriate), school staff, and appropriate transportation staff.
When no one is home:

It is the responsibility of the parent, guardian or person designated by the parent, to meet the bus/vehicle at the scheduled drop-off time each afternoon to take responsibility of the student. The bus/vehicle will not wait after the scheduled drop-off time before continuing to the next stop.

The driver is not permitted to leave the student unattended at home in the afternoon unless it is reflected on the student’s IEP.

Failure of the parent or guardian to have a responsible person meet the bus/vehicle will be handled in the following manner:

• The driver will radio the appropriate transportation dispatch office to report no one is home to receive the student.
• The dispatcher will attempt to contact the home by telephone and check to see if an alternative address has been designated in Infinite Campus.
• The dispatcher will instruct the driver to return the student to school or continue on the route.
• Arrangements will be made for the student to be brought to the transportation office or returned to school.
• Once the student has been returned to school or to the transportation terminal, it is the parent/guardian’s responsibility to pick-up the student at that location.
• If the parent or guardian cannot be reached within one hour after the scheduled drop-off time, the Denver Department of Human Services and/or local police will be contacted. NOTE: Denver Department of Human Services will be notified immediately after the third occurrence. Transportation will be suspended until the parent/guardian provides written documentation assuring that a responsible adult will be available to meet their student on a regular basis.

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**Preparation for 2019-20** +Passes are good from year-to-year. For new or replacement passes, families can come to the Transportation Services Administration Building beginning in August to request and receive their student’s +Pass.

**HOURS:** 7:30 a.m. to 4:30 p.m.  
**LOCATION:** 2909 W. 7th Ave., Denver 80204

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**Using the +Pass**

1. Students place their +Pass in front of the card reader as they get on and off any yellow school bus.
2. The time, date and location of where students get on and off the school bus are immediately stored in a secure database.
3. Families can view their student’s +Pass data by logging in to the Parent Portal and clicking on the “Transportation” tab.

**Requesting a New or Replacement +Pass**

- Talk to the front-office staff at your school to request a new or replacement +Pass.
- The front office will then issue a temporary +Pass while the permanent +Pass is being processed and printed.
- After receiving a permanent +Pass, students should return the temporary pass to the school’s front office. (NOTE: We recommend students attach their +Pass to a lanyard, or to their backpack using a rubber band, to prevent loss.)

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**+Pass for Yellow Bus Riders**

The +Pass is a card that students scan when getting on and off the school bus. The +Pass program was created to keep parents informed about when and where their student gets on and off the bus. In the rare event of an emergency that impacts bus schedules or routes, it allows transportation and school staff members to instantly access real-time, accurate information about students. The +Pass lets us know how students are using transportation so we can place buses and routes more efficiently. Using the +Pass helps our dispatchers locate students quickly.