Please review these guidelines for safe transportation.

For more information, visit our website at transportation.dpsk12.org/bussafety.

**Safety and Etiquette Tips**

- **Arrive at the bus stop 10 minutes before your scheduled pick-up time in the morning.**
- **Walk safely to the bus stop and wait safely away from traffic. Line up so you’re ready to get on the bus and wait until it has come to a complete stop before approaching.**
- **When crossing the street, always cross 10 feet in front of the bus. Look left, right, and left again to check for traffic before crossing.**
- **Watch your step and use the handrail when getting on and off the bus.**
- **Obey the bus driver and bus assistant at all times, and also be respectful of other passengers.**
- **Find your assigned seat quickly. Remain seated, keeping the aisle clear, while the bus is moving. Wait until the bus has come to a complete stop before leaving your seat.**
- **Do not throw anything off the bus. Do not stick your head or arms outside of windows.**
- **Keep the bus clean and free of damage.**

**Additional Information**

- **All student items – such as musical instruments, athletic equipment and backpacks – must be in their possession at all times, and must be carried in their lap.**
- **Skateboards, scooters and roller blades are not allowed on the school bus.**
- **No bullying, harassment, aggressive behavior or discriminatory or abusive language toward the driver or others is permitted, on or off the bus.**
- **State law and/or district policy prohibits the following items on school buses: alcohol, drugs, tobacco, weapons or facsimile weapons, animals, insects, glass items, explosives, fireworks, and other dangerous or legally prohibited items.**
- **Students can get off the bus only at their designated stops. Any temporary changes require a parent/guardian’s written request, that is approved by the school administrator and by Transportation.**
- **Only assigned students and school staff are allowed to ride on a school bus, unless special permission is granted by Transportation or a school leader.**

If a student regularly violates these rules, the bus driver or paraprofessional will notify their supervisor, who will work with the family to address the behavior.
Quick Tips

Your student is eligible for school bus transportation for the 2019-20 school year, as established by The Denver Public Schools’ Board of Education policy. Here are a few quick tips to help you prepare for another great school year.

• Review your student’s bus information before the first day of school by logging in to the Parent Portal at myportal.dpsk12.org and navigate to the “Transportation” age. You can also contact your school’s front office.

• We recommend checking this frequently leading up to the first day of school, as routes and times may change.

• Familiarize yourself and your family with the bus stop locations, pick-up and drop-off times and route numbers.

• Please read this mailer carefully and use it as a resource throughout the year to answer most of your questions about DPS Transportation Services.

For additional information or if you have questions about transportation, please visit our website at transportation.dpsk12.org or call us at the numbers provided in this mailer.

The mission of DPS Transportation Services is to provide safe, equitable and efficient transportation services to our students. We know that getting to school safely is the first step in a great learning experience, and helps ensure that Every Child Succeeds.

Who to Contact

Transportation Services

Transportation main line: 720-423-4600
transportation@dpsk12.org
@DPSTransportation
@DPSSchoolBus

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

Contact the terminals directly for information on:
• Bus drivers and paraprofessionals
• Student behavior

Routing Department

Contact Routing if you have questions about:
• Bus-stop locations
• Pick-up and drop-off times
• Your student’s route
• Exception Requests
720-423-4699

Radio Dispatch

Contact Dispatch for the following:
• Emergency situations
• Reporting bus delays
• Missing student
• Items left on the bus
720-423-4624
NOTE: having your student’s ID and route numbers will expedite the call.

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)
The Parent Portal provides parents with secure access to view their students’ transportation information, including their +Pass scans, Bus Bulletin information and the Exception Request process.

**Need Your Bus Info? Check Parent Portal**

Get started: MyPortal.dpsk12.org

**TRANSPORTATION PAGE**
Click on the Transportation link under Quick Links of the Class Schedule section.

**BUS INFORMATION**
Bus route information, including stop location and time for eligible students, will appear. If no bus information is listed, the term “walker” will be displayed. If “walker” is displayed, families can complete an online Exception Request form to see if transportation resources are available.

**+PASS INFORMATION**
Scan data from +Pass usage will appear. Select a date from the drop-down menu to see scans from a specific date.

**BUS BULLETIN**
Families of students with bus route information will automatically be enrolled in Bus Bulletin using their primary contact information.
When should my student arrive at the bus stop?
Students are encouraged to arrive at the bus stop at least 10 minutes before the bus is scheduled to arrive.

What should I do if I feel the bus stop is unsafe or too far?
If you have concerns about the location of your child’s bus stop, contact the routing team at 720-423-4699. They will review the stop and make adjustments if necessary.

Why do buses get delayed at start of the school year?
As many students transition to new schools and new buses, delays can sometimes occur. When your student uses his or her +Pass, you can monitor when they boarded and exited the bus.

Will my student need a +Pass?
Every transportation-eligible student in DPS who rides a yellow school bus must use their +Pass every day. The +Pass ensures students are riding the bus, and serves as a tracking system. Parents can view their student’s bus route and +Pass recorded data by logging in to the Parent Portal.

What if my student doesn’t have a +Pass on the first day of school?
Students will be allowed to ride the bus to school in the morning, even if they don’t have a +Pass. Once they get to school, they must request a +Pass from the front office to use until their permanent +Pass is delivered.

If the bus is late, will my child be marked tardy?
No, students are not marked tardy if their school bus arrives late to school.

How do bus drivers receive communications on the bus?
All buses have two-way radios so the driver can be contacted or call for help. They are also equipped with GPS systems to help locate vehicles in the rare event of an emergency.

Are there seat belts on buses?
Several DPS buses have seats with seat belts that are used for ECE and kindergarten students. There are also special harnesses that are utilized for students with special needs if needed.

What should I do if my student needs to bring medication to school?
All medications must be brought to the school by a parent. If special circumstances require your student to bring medication on the bus, you must notify the school and Transportation beforehand. Medication must be placed in a plastic bag with the student’s name clearly marked and given to the driver. The nurse or school staff member must meet the bus to receive the medication.

Can students eat and drink on the bus?
To avoid the risk of choking while riding the bus, students are not allowed to eat or drink on the bus. Please have your student finish his or her breakfast before getting on the bus and save any lunch leftovers until they arrive home. (NOTE: Exceptions can be made for students who have a medical condition requiring food or drink at scheduled times. This information must be noted on the Health Care Plan and submitted with the student’s Transportation Information Form.)

How are kindergarten and ECE students dropped off?
All half-day kindergarten and ECE students must be met by an authorized guardian at the bus drop-off site. Full-day kindergarten students will be dropped off in the same manner as all other students. Students who cannot be left unattended and who are not met by an adult will remain on the bus and continue on the route. As a result, students may be taken to the bus terminal while we locate family members to arrange for pick-up.

Is your student eligible for transportation, but will not need it?
Please notify us in writing via email transportation@dpsk12.org, by fax to 720-423-4615, or deliver it to 2909 W. 7th Ave., Denver, CO. 80204. This will assist us in making sure our fleet runs as efficiently as possible.
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 also helps our dispatchers locate students quickly.

### 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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**NEW FOR 2018-19** Families can come to the Transportation Services Administration Building beginning in August to request and receive their student’s new or replacement +Pass for the 2018-19 School Year.

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

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### Bus Bulletin

Parents of students who ride the school bus will receive real-time information and updates about their student’s bus service through Bus Bulletin.

Text, email and voice notifications will be sent to parents when buses are running more than 15 minutes late due to traffic, emergency or weather delay.

Parents of transportation-eligible students are automatically enrolled to receive Bus Bulletin voicemail and email notifications, based on the phone number and email address provided when they registered their student for school. **(NOTE: You can verify and update your contact information by logging into the Parent Portal.)**