ATTENTION
DPS STUDENTS
AND FAMILIES
Official Student Transportation Information.

PLEASE OPEN IMMEDIATELY.

Transportation Services
7 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

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Preparing for a Great School Year

Your student is eligible for transportation from DPS for the 2020-21 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, ALC Schools.
• The mode of transportation is printed under the address label on the front of this mailer.

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 a bus from our third-party vendor, ALC Schools. Transportation is provided for the student with an IEP as a related service. Family members (incl. siblings) of transportation-eligible students serviced by ALC Schools 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. Daycare staff will need to come outside to the vehicle and retrieve students who cannot be left unattended. Only one pick-up or drop-off location will be accepted, Monday through Friday.
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 ideas on how the driver and attendant can best support your student.
2. Learn your driver 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 who cannot be left unattended 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 parent/guardian at the door and is sure someone is home.
  - Cannot be left unattended: 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 parent/guardian 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)/guardian(s), student (if appropriate), school staff and appropriate transportation staff.
How to Prepare Your Student for Yellow Bus Riders

New for the 2020-21 school year: the +Pass will be required, and your student’s old +Pass will no longer work. Your student can pick up their new +Pass from their school when in-person learning resumes. The +Pass is a card that students scan when getting on and off the school bus. Requiring the +Pass will help Transportation Services perform contact tracing should a student or driver test positive for COVID-19. The +Pass will also help us monitor ridership. Should any student miss their bus or get off on the wrong stop, we will be able to look them up and see which bus they last rode. The +Pass will help us use our resources efficiently, only routing for students who actually use their transportation eligibility. This saves time & money.

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 into the Parent Portal and clicking on the “Transportation” tab.

New +Pass procedures

- If a student loses their +Pass, they can ride the bus in the morning and afternoon for three days. The driver will deliver a replacement +Pass to the student as soon as it’s ready, no longer than three days. If the +Pass is delivered on the third day and the student forgets it on the fourth afternoon, a parent will have to pick up the student from school.
- Families will be notified that their student didn’t have their +Pass.
- Replacements can be ordered by parents/students through the school or Transportation Services if it should be lost.

QUESTIONS: If you have any questions, send them to: passadmin@dpsk12.org.

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

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.
Reducing the Spread of COVID-19

Transportation Services cares about your student. Our drivers, paras and office support team members want everyone who rides the bus to be safe. This means you will notice changes to your student’s ride in the 2020-21 school year. Below, you will find the new bus procedures aimed to help mitigate the spread of COVID-19. These measures are based on the most current recommendations from health leaders. We will update these precautions as guidance changes based on new knowledge about how the virus spreads. We cannot do this without you. Keeping everyone safe requires cooperation from families, students, schools, drivers and other Transportation Services staff members.

The driver will disinfect the bus before and after each route.

Before leaving home:

**STOP!** Before your student goes to the bus stop, check your student for the symptoms below. Please do not send them to the bus stop if they exhibit even one symptom. This will help minimize the risk of spreading COVID-19 to other people on the bus.

1. Before sending your student to the bus stop, please go through this checklist of symptoms. If they have even one, please do not send them to their bus stop.
   - Fever
   - Chills
   - Cough
   - Shortness of breath or difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

2. Masks are required for the beginning of the 2020-21 school year, so make sure your student brings a mask to the bus stop. Everyone on the bus, including staff members, will be required to wear a mask for the duration of the ride.

Boarding the bus:

1. Students will board the bus in a slow, orderly fashion.
2. Students will wait in line six feet apart until it is time to board the bus.
3. The driver will signal to the student when it is safe to board the bus.
4. When it is time for your student to board, they will scan their +Pass and will head to their seat.
5. The bus will be boarded back to front. This means students will board and then will take a seat as far back as possible. Each student will have their own seat, there will be no sharing. The only exception to this rule will be siblings who live together. They will be allowed to share a seat.
6. While on the bus, students will be required to wear their mask for the duration of the ride.

At the bus stop:

Please make sure your student adheres to these bus stop rules. Even though no staff members will be present at the bus stops to enforce these rules, they are important to help slow the spread of COVID-19.

1. While students are waiting to board the bus, they will need to remain six feet apart, unless they are siblings who live together. In that case, they are allowed to stand next to each other.
2. Students are expected to wear their mask at the bus stop.

Exiting the bus:

1. Students will exit the bus in a calm, orderly manner.
2. The driver will dismiss students in the front of the bus first, going row by row until the bus is empty. This will help keep students from passing each other as they exit.
3. Students will stay in their seats until the driver tells them it is their turn to exit.
4. Students will scan their +Pass as they exit the bus.
5. Students will remain six feet apart while exiting the bus.
6. Students must continue to wear their mask as they exit the bus.

⚠️ EVOLVING SITUATION

Please be sure to regularly check the Transportation Services’ website, transportation dpsk12.org, as guidelines for student safety change. We will update the website with the latest procedures.
Reducing the Spread of COVID-19