ATTENTION

DPS STUDENTS AND FAMILIES

Official Student Transportation Information.

PLEASE OPEN IMMEDIATELY.
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 the 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 serves as a tracking system and ensures students are riding the bus. Parents can view their student’s bus route and +Pass recorded data by logging into the Parent Portal.

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 can call for help. Buses 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 used for students with special needs if needed.

Preparing for the First Day of School

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.
Quick Tips

Your student is eligible for school bus transportation for the 2020-21 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 navigating to the “Transportation” page. You can also contact your school’s front office.
• We recommend checking bus information 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/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.

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 ($19.72)
• Non-CDL Bus Driver ($16.31)
• Bus Paraprofessional ($14.20)

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
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.
Procedures for Riding the Bus

Students, parents, transportation staff, school leaders and teachers must work together to ensure safe and efficient school bus transportation. In Denver, more than 38,000 students safely ride to and from school on school buses each day. Their safety is a top priority for the school district. A safe, pleasant ride helps students start and end the school day on a positive note. For more information, visit our website at transportation.dpsk12.org/bussafety.

Safety 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.

Rules for riding the bus

• Obey the bus driver and bus assistant at all times and be respectful of other passengers.
• Do not throw anything off the bus. Don’t stick anything out of the windows.
• 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/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 only get off the bus at their designated stops. Any temporary changes require a parent’s/guardian’s written request that is approved by both 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.
• These rules apply to bus routes, field trips and athletic trips.

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.
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.

### 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](http://transportation.dpsk12.org), as guidelines for student safety change. We will update the website with the latest procedures.
Opting in or out of transportation helps us gather accurate data on how many students plan to use their eligibility to ride a bus. This data will help us plan routes more efficiently, reduce delays and improve service.

Get started: MyPortal.dpsk12.org

**Transportation Opt-in Program**

1. **LAUNCH YOUR BROWSER**
   Open your browser and type: myportal.dpsk12.org.

2. **PARENT PORTAL**
   Log into the Parent Portal. If you don’t have an account, please create one.

3. **SELECT “MORE” AT THE TOP OF THE MENU BAR**
   Then, in the second column under “Misc. Pages,” click “Transportation.”

4. **SCROLL TO THE TRANSPORTATION OPT-IN SECTION**
   After finding the opt-in section, you’ll see a list of your students. To the right of that, you’ll find their opt-in eligibility status. If you’d like to use your student’s eligibility to ride the bus, you’ll need to change the toggle to “Opt-in,” otherwise Transportation Services will plan routes without your student.

5. **SELECT “SUBMIT CHANGE”**
   Make sure you click “Submit Change” after moving the toggle. If you skip this step, your submission won’t be saved and we’ll plan routes without your student.

6. **EMAIL CONFIRMATION**
   After submitting your opt-in preference, you’ll get an email confirming the change. The Transportation team will then review your submission. This could take up to ten business days.

You can find more information on the Transportation Opt-In Program at:
Transportation.dpsk12.org/eligibility-and-routing/transportation-opt-in-program
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.]

**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 and 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.