



Office of the State Superintendent of Education
Division of Student Transportation

DISTRICT OF COLUMBIA STUDENT TRANSPORTATION BUS RESOURCE KIT

2022-23 School Year

MESSAGE FROM THE

DIRECTOR



Kenneth King
Interim Director,
Division of Student
Transportation

Welcome to the 2022-23 school year. The Office of the State Superintendent of Education Division of Student Transportation (OSSE DOT) is committed to creating a safe environment and providing exceptional service to you and your students. We offer this Bus Resource Kit as a guide for parents as we begin a new school year – one we hope is full of many successes and milestones. To help ensure we all have a great start to the school year, please take some time to familiarize yourself and your student with the information in this guide, including how to access our Parent Resource Center. Together, we can help make sure our students are prepared for a great new school year.

A handwritten signature in black ink that reads "Kenneth King". The signature is fluid and cursive, with the first letters of "Kenneth" and "King" being capitalized and prominent.

Kenneth King

BUS | BEGINNING THE SCHOOL YEAR

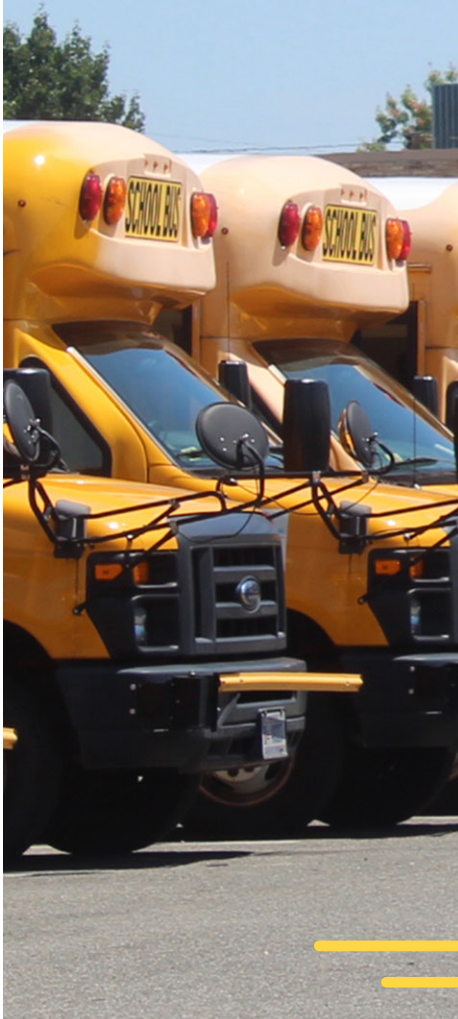
WHO IS ELIGIBLE AND HOW TO ACCESS TRANSPORTATION SERVICES

An individualized education program (IEP) team, 504 plan or a student hearing officer can determine whether a student with disabilities requires transportation services to support their specific educational goals. The IEP teams may consist of a local education agency's (LEA's) administrative staff, teachers, healthcare specialists, advocates, lawyers, parents and/or guardians. Questions about a student's eligibility for transportation must be directed to your child's school.

WHAT TO EXPECT AT THE BEGINNING OF THE SCHOOL YEAR

The start of a new school year is a time of change and can be very busy for parents, guardians, drivers and school staff. Prior to the first day of school, OSSE DOT takes several steps to ensure that routes and pick-up times are as accurate as possible. In preparation for the upcoming school year:

- Schools submit student transportation requests.
- Routing and scheduling analysts use GPS and routing software to create an effective routing system.
- Drivers perform several practice runs to ensure timing and accuracy of routes.
- Customer service representatives call parents and mail letters to communicate specific route information.



BUS | UNDERSTANDING POLICIES AND BEST PRACTICES

PARENT AND GUARDIAN RESPONSIBILITIES

A safe, reliable, efficient and on-time student transportation system depends on a strong partnership between parents, guardians, schools and the OSSE DOT team. It is very important that parents and guardians:

- Communicate effectively with bus drivers and bus attendants.
- Keep contact information accurate and up to date.
- Ensure children are ready for morning pick-up.
- Ensure an authorized receiving adult is available for afternoon drop-off.

Students may not be allowed to attend school or receive transportation services if vaccination requirements are not met. If a child is not able to enter the school after morning drop off, parents are responsible for picking up the student.

*Attendance and vaccination policies will be enforced based on individual school(s) requirements. Please check with your LEA for school-specific policy.

STAYING HOME WHEN SICK

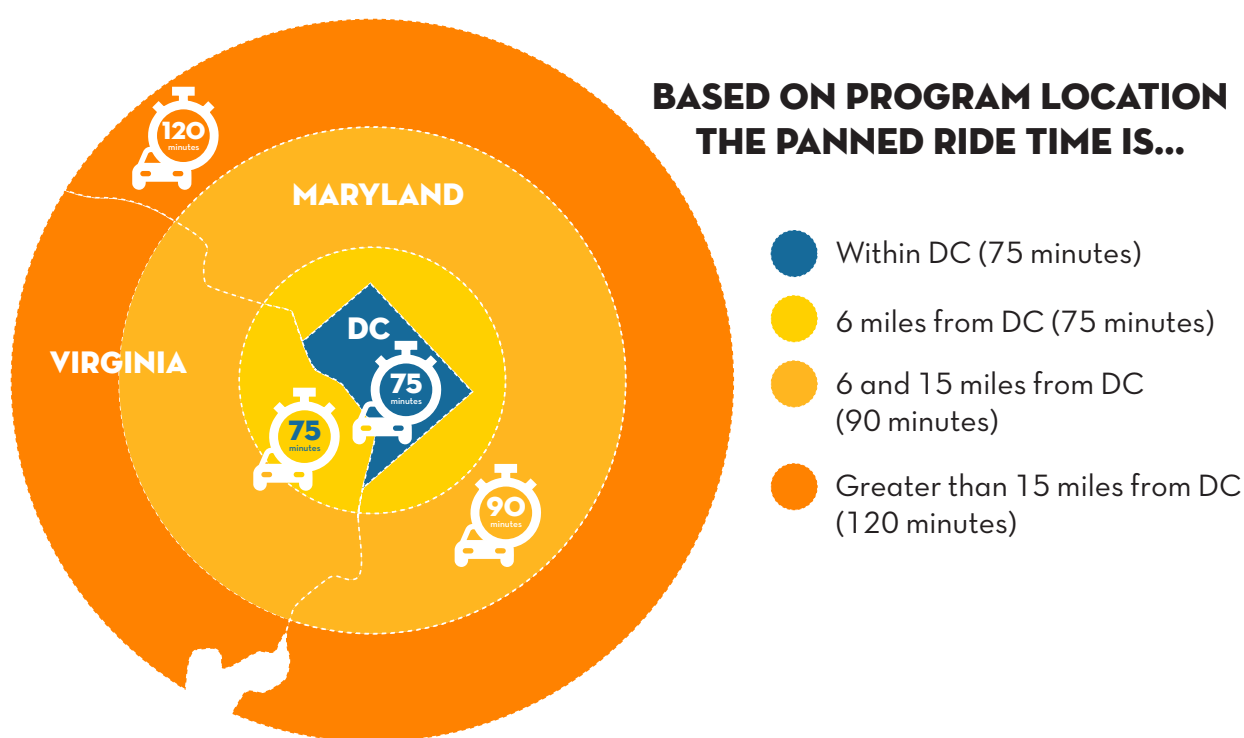
Parents are strongly encouraged to monitor and screen children for symptoms of coronavirus (COVID-19) or other infectious viruses. Ask your school or healthcare provider for information on how to properly monitor your student's health at home. If your student is ill or experiencing symptoms of COVID-19 or any other contagious illness, please keep them home. If your student must stay home due to illness, please be sure to contact the DOT Parent Resource Center to suspend transportation services at (202) 576-5000. For more information on the District's response to coronavirus please visit coronavirus.dc.gov.



**GETTING THROUGH
THIS TOGETHER!**

SCHEDULED RIDE TIMES ON THE BUS

Student scheduled ride times are based on school instruction time, the number of students on each bus, student's residence and distance from school. Traffic and weather conditions may impact ride times on a given day. Throughout the school year, OSSE DOT monitors ride times and adjusts routes as needed. The current ride-time standards set by OSSE DOT are:



PICK UP AND DROP OFF REMINDERS

Students will be picked up from the outermost door of your residence. OSSE DOT buses may arrive 15 minutes before or after the scheduled time. Due to unforeseen circumstances, a bus may be delayed. Parents will receive a Blackboard text notification informing them of any route adjustments. For safety reasons, bus staff will not enter apartment buildings, lobbies, entryways or alleys. Staff are not allowed to transport excess baggage, additional equipment (not required for transport) or medicines.

Contact information is pulled from each student's Transportation Request Form (TRF). Make sure contact information is up to date to ensure notifications are received. Be sure to effectively communicate with bus drivers and attendants and ensure that the authorized receiving adult is always available for afternoon drop-off. For information on how to add an authorized receiving adult, please contact your student's school.

OSSE DOT reserves the right to deny transportation to any student exhibiting unsafe or threatening behavior.

BUS | STAY INFORMED, RESOURCES AT A GLANCE

ARRIVING AT SCHOOL ON TIME

Arriving at school on time is one of our top priorities. OSSE DOT's goal is to arrive at school no earlier than 30 minutes and no later than 10 minutes before the school bell rings (a 20-minute window). We may adjust routes to ensure on-time arrivals and reserves the right to adjust routes based on needs.

STUDENT TRANSPORTATION INCLEMENT WEATHER PLAN

OSSE DOT operates as follows during periods of inclement weather. These guidelines apply to students attending all public, public charter and non-public schools.

- **Code Red** ● : No transportation
- **Code Yellow** ● : Limited transportation
- **Code Green** ● : Fully operational

Inclement weather codes will be communicated via Blackboard Connect notifications and will also be posted on OSSE DOT's website. Parents/guardians are responsible for arranging alternative transportation if their child's school chooses to remain open when OSSE DOT is not providing services due to inclement weather. In such case, we will reimburse parents/guardians on a per-mile basis.

TRANSPORTATION ALTERNATIVES

We are working diligently to provide a safe and reliable transportation system to the population we serve. Please see alternative methods for school transportation:

1

Parent Transportation Reimbursement Program

OSSE DOT will reimburse parents and caregivers who transport eligible students with disabilities to and from school. Please find additional information related to the Parent Transportation Reimbursement Program at: osse.dc.gov/service/parents-transportation-students-disabilities.

2

Kids Ride Free Program

The Kids Ride Free program allows students to ride free on the Metrobus, DC Circulator and Metrorail within the District to get to school and school-related activities. To find out more about this program and eligibility please visit: ddot.dc.gov/page/school-transit-subsidy-program.

If an LEA remains open on any holidays, parents and families can explore alternative OSSE DOT approved methods of transportation. OSSE DOT will provide parent reimbursement for transportation services provided.

STAY INFORMED



- **The Parent Resource Center (PRC)** is the communication link between OSSE DOT, parents/guardians, school personnel, advocates and social workers and can be reached at: (202) 576-5000. Hours of operation are Monday-Friday from 5 a.m. - 7 p.m.
- For access to COVID-19-related guidance visit coronavirus.dc.gov.




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 GOVERNMENT OF THE
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