# JP Schools Transportation




# Quick Reference Guide

# 2026.2027

# Transportation

**After-Hours Emergency # 504-457-2749**

| | | | |
|---|---|---|---|
| **Michelle Cojoe** | **Executive Director** | **504-349-7734 (O)** | **504-376-4923 (C)** |
| **Demetria Parker** | **Director** | **504-349-7601 (O)** | **504-250-8355 (C)** |
| **Angela Duplessis** | **Administrative Assistant** | **504-349-7987 (O)** | **504-253-7208 (C)** |

| | |
|---|---|
| **Eastbank Route Coordination Technicians**<br>**Brandon Lovell**<br>**504-349-8536 (O) 504-259-0149 (C)**<br>**Brenda Guidroz**<br>**504-349-7782 (O) 504-444-8594 (C)**<br>**Vacancy**<br>**504-349-7984 (O) 504-579-9328 (C)** | **Westbank Route Coordination Technicians**<br>**Keasha Kerry**<br>**504-349-7780 (O) 504-444-4338 (C)**<br>**Crystal Martin**<br>**504-349-7720 (O) 504-228-3685 (C)** |
| **Data Technicians**<br>**Mary Love (Westbank)**<br>**504-349-7983 (O) 504-444-8822 (C)**<br>**Patrice Morrison (Eastbank)**<br>**504-349-7729 (O) 504-579-9411 (C)** | **Training & Safety Specialist**<br>**Marquita Hensley (Eastbank)**<br>**504-349-7985 (O) 504-444-3228 (C)**<br>**Charmiker Pickens-Lewis (Westbank)**<br>**504-349-7982 (O) 504-913-3370 (C)** |

# TRANSPORTATION ASSIGNMENTS

| Westbank | | | Eastbank | |
|---|---|---|---|---|
| **Category** | **Assignment** | | **Category** | **Assignment** |
| **Routers** | Crystal Martin<br>Keasha Kerry<br>Brandon Lovell | | **Routers** | Brandon Lovell<br>Brenda Guidroz<br>Vacancy |
| **ALL Safety Concerns** | Charmiker Pickens-Lewis | | **All Safety Concerns** | Marquita Hensley |
| **ALL Complaints** | Crystal Martin<br>Keasha Kerry<br>Brandon Lovell | | **ALL Complaints** | Brandon Lovell<br>Brenda Guidroz<br>Vacancy |
| **ALL Fuel/Phones** | Mary Love | | **ALL Fuel/Phones** | Patrice Morrison |
| **ALL Special Needs** | Brandon Lovell | | **ALL Special Needs** | Brandon Lovell |

## ROUTE COORDINATION TECHNICIAN ASSIGNMENTS 2026 - 2027

| **Brandon Lovell**<br>**349-8536** | **Brenda Guidroz**<br>**349-7782** | **Vacancy**<br>**349-7984** | **Crystal Martin**<br>**349-7720** | **Keasha Kerry**<br>**349-7780** |
|---|---|---|---|---|
| **HIGH SCHOOLS** | **HIGH SCHOOLS** | **HIGH SCHOOLS** | **HIGH SCHOOLS** | **HIGH SCHOOLS** |
| **Fisher** | **Bonnabel** | **East Jeff** | **Ehret** | **Cuillier** |
| **Riverdale** | | **Haynes** | **Higgins** | **Strehle** |
| **Patrick Taylor** | | **Jefferson Virtual HS** | | **Thomas Jefferson** |
| | | | | **West Jefferson** |
| **MIDDLE SCHOOLS** | **MIDDLE SCHOOLS** | **MIDDLE SCHOOLS** | **MIDDLE SCHOOLS** | **MIDDLE SCHOOLS** |
| | **Benson** | **Adams** | **Livaudais** | **Gilbert** |
| | **Meisler** | **Harris** | **Marrero** | **Worley** |
| | | | **Truman** | |
| **ELEMENTARY K-8** | **ELEMENTARY K-8** | **ELEMENTARY K-8** | **ELEMENTARY K-8** | **ELEMENTARY K-8** |
| **Airline Park** | **Alexander** | **Bissonet** | **Boudreaux** | **Cherbonnier** |
| **Grenta No. 2** | **Audubon** | **Bridgedale** | **Ellender** | **Hart** |
| **Collins** | **Birney** | **Chateau** | **George Cox / St. Ville** | **Janet** |
| **Ellis** | **Bunche/Washington** | **Green Park** | **Johnson Gretna Park** | **Mcdonogh 26** |
| **Lincoln** | **Clancy** | **Keller** | **Pittman** | **Solis** |
| **Ruppel (WB & EB)** | **Greenlawn** | **Moscona** | **NEW St.Ville (1/1/2027)** | **Terrytown** |
| **Ray St. Pierre** | **Harahan** | **Riviere** | | **Woodland West** |
| **Kerner** | **Hazel Park** | **Schneckenberger** | | **Woodmere** |
| **Matas** | **Hearst** | **Woods** | | |
| **Metairie Academy** | **Jefferson** | | | |
| **Douglass** | | | | |
| **NON-PUBLIC** | **NON-PUBLIC** | **NON-PUBLIC** | **NON-PUBLIC** | **NON-PUBLIC** |
| **OLPH** | | | **OLPS** | **Concordia Lutheran** |
| **Lutheran** | | | **AOL** | |
| | | | **SHAW** | |

| | | | |
|---|---|---|---|
| **Transportation Phone #** | 349-8999 | **Legal Walking Distance** | |
| **Trasportation Fax #** | 349-8531 | 0.2 miles -Elementary | |
| **First Student Phone #** | 361-1900 | 0.4 miles - Middle | |
| **Compliance Phone #** | 365-5312 | 0.6 miles - High | |
| | | **Less than 1 mile from school -** No Bus | |

**First Day of School - Grades 1-8 - 8/7/2026**

**First Day of School - Pre- K - 8/13 & 8/14, 2026**

# TRANSPORTATION QUICK REFERENCE GUIDE

## TABLE OF CONTENTS


| | |
|---|---|
| Pre-K and Kindergarten Transportation Agreement …… | 1 |
| Pre-K and Kindergarten Transportation Agreement Arabic …… | 2 |
| Pre-K and Kindergarten Transportation Agreement Spanish …… | 3 |
| Special Education Bus Emergency Data Form …….. | 4 |
| Notice to Parents of Special Education Students Using School Transportation …… | 5 |
| Temporary Disability Medical Statement …….. | 6 |
| Temporary Disability Parent Release …… | 7 |
| School Bus Safety ……... | 8 |
| Bus Arrival / Departure Log …….. | 9 |
| Form T-7: Safe Riding Classroom Instruction Verification …….. | 10 |
| Form T-8: Verification – School Bus Emergency Evacuation Drill …….. | 11 |
| Middle School Athletics Shuttles …….. | 12 |
| Extra-Curricular Trip Form …….. | 13 |
| JP Schools Extra-Curricular Trip Policy …….. | 14-24 |
| My Ride Information Sheet …….. | 25-26 |
| My Ride Parent User Guide …….. | 27-28 |
| My Ride Parent User Guide Spanish …….. | 29-30 |
| ParentView / FirstView Reference Guide …….. | 31 |
| ParentView / FirstView Reference Guide Spanish …… | 32 |
| ParentView / FirstView Getting Started Guide …… | 33 |
| ParentView / FirstView Getting Started Guide Spanish …… | 34 |

**Jefferson Parish Schools**
501 Manhattan Boulevard
Harvey, Louisiana 70058-4495
(504) 349-7901

# Pre-K and Kindergarten Transportation Agreement

The following rules for student transportation **MUST** be adhered to:

- The child must wear the mandatory **PURPLE** school logo shirt every day.
- The child must wear the name tag provided by the teacher every day for the first 2 months of school. After that date, the school may decide to continue the use of the name tags or choose to have the information connected or printed on the child's school bag.
- The parent or a designee that is 12 years or older (with the exception of a student with special needs who require a person that is 16 years or older) must be at the bus stop to place the child on the bus in the morning and receive the child from the bus in the afternoon.
    - Below are the names and working phone numbers of all designees that my child may be released to at the bus stop or car rider line. It is the **parent's** responsibility to supply the bus driver and school with any change of phone numbers and/or designees. The parent further acknowledges that all designees listed below meet the age requirement listed above.

Name of designee(s): _____ Phone #: _____

_____ _____

_____ _____

- Parents who transport their children to and from school each day must adhere to the rule that the parent or designee must be on time dropping off and picking up the child to and from school each day.

**CONSEQUENCES OF RULE VIOLATIONS**

| | |
|---|---|
| 1st Incident | Warning from teacher by phone and note. |
| 2nd Incident | Conference with teacher and/or principal. |
| 3rd Incident | Bus transportation privileges suspended until parent conference is held and the problem is resolved. Continues incidents will result in transportation becoming the responsibility of parent. ***Three or more incidents of late pick up may result in the child being dropped from the PK4 class. |

I have read and understand the rules stated above. I understand that if the above rules are not followed my child's bus transportation privilege will be suspended and my child may be in danger of being dropped from the PK4 class.

Child's Name:

Does child have special needs bus? Yes or No

Address:

Bus #:

Teacher:

Parent's Signature: Date:

Teacher's Signature: Date:

COPIES TO: Bus Driver School Parent or Guardian Teacher



JPT-084
Rev: 07/16/2019

**جيفرسون باريش نظام المدارس العامة**

501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058-4495
(504) 349-7901

Transportation Agreement Pre-K and Kindergarten

# إتفاق وسائل النقل المدرسى لمرحلة ما قبل الروضة و مرحلة الروضة

**يجب** الالتزام بالقواعد التالية فى وسائل نقل الطلاب :

- يجب على الطفل ارتداء قميص شعار المدرسة **البنفسجى** الإلزامي كل يوم .
- يجب على الطفل ارتداء بطاقة الاسم التي يوفرها المعلم كل يوم في أول شهرين من المدرسة . بعد ذلك التاريخ ، قد تقرر المدرسة مواصلة استخدام علامات الأسماء أو اختيار أن تكون المعلومات متصلة أو مطبوعة على حقيبة المدرسة للطفل .
- يجب أن يكون الوالد أو من ينوب عنه يبلغ من العمر 12 عاما أو أكثر ( باستثناء الطالب ذوي الإحتياجات الخاصة الذى يحتاج إلى شخص يبلغ من العمر 16 سنة أو أكثر ) في محطة الحافلة لوضع الطفل في الحافلة في الصباح ، تلقي الطفل من الحافلة في فترة ما بعد الظهر .
  - فيما يلى أسماء و أرقام هاتف العمل لجميع الأشخاص المعينين بأن طفلي قد يتم تسليمه إليهم في محطة الحافلات أو خط ركوب السيارات . تقع على عاتق **الوالدين** مسؤولية تزويد سائق الحافلة و المدرسة بأي تغيير في أرقام الهاتف و / أو من ينوب عنه . كما يقر الوالدين بأن جميع الأشخاص الذين تم تعيينهم أدناه يلبيون متطلبات السن المذكورة أعلاه .

اسم المندوب ( المندوبين ) : _____ رقم الهاتف : _____

_____ _____

_____ _____

- يجب على الوالدين الذين ينقلون أطفالهم من و إلى المدرسة كل يوم أن يلتزموا بالقواعد بأن الوالد أو من ينوب عنه يجب أن يكون متواجد في الوقت المحدد و يلتقط الطفل من و إلى المدرسة كل يوم .

## عواقب مخالفة القوانين

| | |
|---|---|
| المرة الاولى | توجيه تحذير من قبل المدرس عبر الهاتف و وضع ملاحظة . |
| المرة الثانية | إجتماع مع المدرس و / او المدير . |
| المرة الثالثة | يتم إيقاف حق استخدام حافلة المدرسة حتى يتم الإجتماع بالوالدين و حل الإشكال . تواصل التجاوزات سوف ينتج عنها أن يصبح نقل الطفل من و الى المدرسة من مسؤلية الولدين وحدهم . *** ثلاث أخطاء أو أكثر من التأخر فى إلتقاط الطفل قد تؤدى إلى إسقاط الطفل من صف ما قبل الروضة . |

لقد قرأت و فهمت القواعد المذكورة أعلاه . أنا أدرك أنه إذا لم أتبع القواعد المذكورة أعاله ، فسيتم تعليق امتيازات نقل الحافلة الخاصة بطفلي و قد يكون طفلي معرضا لخطر إسقاط الطفل من صف ما قبل الروضة .

اسم الطفل : هل الطفل لديه احتياجات خاصة ؟ نعم أو لا

العنوان :

رقم الحافلة :

إسم المعلم :

توقيع الوالدين : التاريخ :

توقيع المعلم : التاريخ :

**SISTEMA ESCOLAR PÚBLICO DE LA PARROQUIA DE JEFFERSON**
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058-4495
(504) 349-7901

# Acuerdo de Transporte para Padres de Estudiantes de Preescolar y Kindergarten

**Las siguientes reglas para el transporte de estudiantes DEBEN cumplir:**

**• Es Obligatorio que el/la niño(a) use la camiseta con el logotipo de color purpura diariamente.**

**• El/la niño(a) debe usar la etiqueta con el nombre que le proporciona el maestro todos los días durante los primeros 2 meses de clases. Después de esa fecha, la escuela puede decidir continuar con el uso de las etiquetas de nombre o elegir tener la información conectada o impresa en la mochila escolar del niño(a).**

**• El padre o persona designada que tiene 12 años o más (con la excepción de un estudiante con necesidades especiales que requiere una persona que tenga 16 años o más) debe estar en la parada del autobús para subir al niño(a) en el autobús por la mañana y recibir al niño(a) por la tarde.**

**◦ A continuación, escriba los nombres y los números de teléfono de todos las personas designadas que se puede entregar a su hijo(a) en la parada del autobús o en la línea de pasajeros del automóvil. Es responsabilidad de los padres proporcionar al conductor del autobús y a la escuela cualquier cambio de números de teléfono y / o personas designadas. El padre reconoce además que todos los designados a continuación cumplen con los requisitos de edad mencionados anteriormente.**

| Nombre de persona(s) designada(s): | # de teléfono: |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**• Los padres que transportan a sus hijos a la escuela todos los días deben cumplir con la misma reglas de los padres o la persona designadas y deben estar a tiempo para dejar y recoger al niño(a) a la escuela diariamente.**

**CONSECUENCIAS DE LAS VIOLACIONES A LA REGLAS**

**1er Incidente** Advertencia del profesor por teléfono y nota.

**2do Incidente** Conferencia de incidentes con maestro y / o director.

**3er Incidente** Los privilegios de transporte en el autobús del tercer incidente se suspendieron hasta que se lleve a cabo una conferencia con los padres y se resuelva el problema. Los incidentes continuos resultarán en que el transporte se convierta en responsabilidad de los padres.

***** Tres o más incidentes de recoger al niño(a) tarde puede resultar que el/la niño(a) sea retirado(a) de la clase PK4.**

**He leído y entiendo las reglas mencionadas anteriormente. Entiendo que si no se siguen las reglas anteriores, el privilegio de transporte en autobús de mi hijo(a) se suspenderá y mi hijo(a) podría estar en peligro de ser retirado de la clase PK4.**

**Nombre del Niño(a):** **¿Tiene su hijo(a) un autobús para educa. especial? S I o N O**

**Dirección:**

**# de Bus**

**Maestro(a):**

**Firma del padre/guardián:** **Fecha:**

**Firma del maestro(a):** **Fecha:**

COPIES TO: Bus Driver School Parent or Guardian Teacher



JPT-084
Rev: 03/02/2018

## JEFFERSON PARISH SCHOOLS

## SPECIAL EDUCATION STUDENT BUS EMERGENCY DATA FORM

### Parent or Designee Guidelines

1. Provide the bus driver with appropriate phone numbers and emergency numbers. Provide the bus driver with pertinent written information regarding any special care the student may need while on the bus. Notify the school and bus driver immediately if telephone numbers on emergency cards have been changed or disconnected.
2. Insure that the student meets acceptable hygiene standards before boarding the bus.
3. Have the child at the designated bus stop at the regularly schedule time and provide the necessary supervision until the bus arrives.
4. Secure the child into any specialized carry equipment prior to the child boarding the bus. (Equipment must be in safe working order.)
5. Meet the bus upon its return to the designated bus stop at the scheduled time.
6. Make a reasonable and timely effort to notify the bus driver prior to the beginning of the morning run if the child is unable to attend school.
7. Help keep area to and from bus loading area clear of obstacles and all other unnecessary debris.
8. Call the school, in the event of a serious emergency that might prevent the parent from meeting the child at the bus stop, and give the name of the person who will meet the child in place of the parent. The school will give the information to the bus driver. The name of the person should be on the emergency card.
9. Provide transportation if suspension from bus is authorized.

---

**Student Bus Emergency Data (Please Print)**

Name: _____ Phone# _____

Address: _____

Students: Age: _____ Sex: _____ Race: _____ Date of Birth: _____

Special Equipment Required: ☐ Crutches ☐ Braces ☐ Car Seat ☐ Stroller ☐ Wheel Chair
☐ Seat Belt ☐ Vest Attendant Needed: ☐ Yes ☐ No

Print all information you consider vital that the bus driver should know, such as: Physical Defects, Allergies, Diabetes, Epilepsy, and medications, etc.

_____

_____

_____

_____

Father's Name: _____ Mother's Name: _____

Father's Employer: _____ Mother's Employer: _____

Phone #: _____ Phone#: _____

List two (2) friends or relatives to contact in case of an emergency: (Name, address & telephone number)

1. _____
2. _____

_____ _____

Parent's Signature Date

White/Driver Canary/School Pink/Parent Gold/Area Office

**Dr. James Gray**
Superintendent

**Patrick D. Jenkins**
Chief Operations Officer

**NOTICE TO PARENTS OF SPECIAL EDUCATION STUDENTS USING SCHOOL TRANSPORTATION**

School: _____

Principal's Name: _____
Print

My signature below indicates compliance of the court order to notify parents of special education students of alternative means of transporting students to and from school.

_____ _____
Principal's Signature Date

Michelle B. Cojoe
Executive Director of Transportation
Attn: Marquita Hensley
1805 Bridge City Ave.
Bridge City, LA 70094

This form can be emailed to Marquita.hensley@jpschools.org or faxed to (504) 349-7989.

# TEMPORARY DISABILITY MEDICAL STATEMENT

Date: _____

Bus #: _____

The following is a medical statement concerning:

_____
Name of Student

_____
Type of Temporary Disability

Regarding riding school buses and engaging in normal school activities, including physical education classes, it is my medical opinion that:

_____
Name of Student

☐ Can ☐Cannot ride school bus #_____ to and from school.

☐ Can ☐Cannot participate in Physical Education classes.

Comments:

_____

_____

_____

_____
Physician's Signature

_____
Office Address

_____
Office Telephone Number

Copies to: Transportation Bus Driver Parent Student' File



JPT-045
Rev: 06/07/2018

# TEMPORARY DISABILITY PARENTAL RELEASE

Date: _____

Bus #: _____

I, _____, parent or guardian of
Parent or Guardian

_____ hereby release and hold
Name of Student

harmless Jefferson Parish Schools, its employees and/or agents, from all claims or damages arising out of, or in any way connected with, the temporary disability of _____.

Said temporary disability being:

_____

_____

_____

_____

_____

_____ _____
Date Signature of Parent

_____
Address

_____
Telephone Number

Copies to: Transportation Bus Driver Parent Student' File

# School Bus Safety

GETTING READY FOR SCHOOL

1. Have your children put everything in a backpack or school bag so they won't drop things along the way.
2. Make sure they leave home fifteen minutes ahead of time so that they can walk to the bus stop and arrive before the bus is due. Running can be dangerous.

WALKING TO THE BUS STOP

1. Go to the stop with a young child (or rotate that responsibility with the parents of other children at the stop) and have older children walk in groups. There's safety in numbers because groups are easier for drivers to see.
2. Practice good pedestrian safety along the way. Walk on the sidewalk if there is one. If there is no sidewalk, stay out of the street if at all possible. If you must walk in the street, walk single file, face traffic and stay as close to the edge of the road as you can. Stop and look left, right and then left again if you must cross the street. Do the same thing at driveways and alleys. Exaggerate your head turns and "narrate" your actions so that your child knows you are looking left, right and left again.

WAITING AT THE BUS STOP

1. Don't let your child play running games or push and shove at the bus stop. It's dangerous near traffic.
2. Make sure your child stands at least 10 feet (5 giant steps) from the road while waiting for the bus. Your child will then be out of the way of traffic. Have younger children practice taking 5 giant steps to become familiar with what 10 feet means. Have older children estimate how far 10 feet are from various objects.

GETTING ON & OFF THE BUS

1. Make children stay at least 10 feet away from the bus until the driver says it's OK to enter. Children will then be able to see the driver and the driver can see them.
2. If children must cross the street to the bus, remind them to wait for the driver or signal that it's safe to cross. They should cross the street 10 feet (again 5 giant steps) in front of the bus where they can see the driver and the driver can see them.
3. Warn children that if they drop something near the bus, they should NEVER EVER pick it up. Instead, they should tell the bus driver and follow the driver's instructions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
4. Remind children to look RIGHT before they step off the bus. Other drivers in a hurry sometimes try to sneak by school buses on the right.
5. Teach your child to secure loose jacket drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
6. Send a written note to the school principal of you wish your child to get off at a stop other that the one to which your child is assigned. The driver isn't allowed to let your child off at another stop without written permission from the principal.
7. If you decide to meet your child at the bus stop after school, wait on the side where your child will be dropped off. NOT across the street. Children can be so excited at seeing you that they dash across the street and forget safety rules.

RIDING THE BUS

Remind your children to be good bus riders. They should: Talk quietly on the bus. Be courteous to the driver and follow the driver's directions. Keep the Bus isles clear. Stay seated for the whole bus ride.

We want your child to be safe when they travel to and from school. As you help us with these rules, we hope you will see that school bus safety starts at home.

# BUS ARRIVAL / DEPARTURE TIME LOG

**SCHOOL NAME:** _____ **WEEK OF:** _____ **TO:** _____

| NAME OF DRIVER | BUS NO. | DAILY ROUTE | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | ARRIVAL TIME | NO. OF STUDENTS | ARRIVAL TIME | NO. OF STUDENTS | ARRIVAL TIME | NO. OF STUDENTS | ARRIVAL TIME | NO. OF STUDENTS | ARRIVAL TIME | NO. OF STUDENTS |
| | | A.M. | | | | | | | | | | |
| | | P.M. | | | | | | | | | | |
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**NOTE: IF A BUS DOES NOT RUN, MARK F/R IN THE TIME SLOT ABOVE AND COMPLETE THE BOTTOM PORTION**

**Failure to Run Information:**

- **Circle the appropriate day of week.**
- **Record the appropriate bus numbers.**
- **Circle the appropriate time of day.**

| Days of the Week | Bus Not Reporting | Bus(es) Transporting Students | Time of day |
|---|---|---|---|
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |
| M T W Th F | | | **A.M. P.M. BOTH** |

Please **email** a copy of the weekly log sheet(s) every week to BusLog@jpschools.org

**Louisiana State Department of Education** **Form T-7**

## Safe Riding Practices Instruction
## Classroom Instruction Verification

This form is to be filed in the Transportation Department by the end of the first six weeks of the fall semester and again by the end of the fourth six weeks of the spring semester.

School: _____

Date Taught: _____

Grade Level: _____

Objective:

_____

_____

Comments:

_____

_____

_____

_____

I verify that all students attending the above-referenced school received instruction in safe riding practices as required by the Louisiana Department of Education.

_____ _____

Principal's Signature Teacher Signature

**Louisiana State Department of Education** **Form T-8**

## Verification—School Bus Emergency Evacuation Drill

School: _____

Date of Drill: _____

This form is to be filed in the Transportation Department by the end of the first six weeks of the fall semester and again by the end of the fourth six weeks of the spring semester.

All students who ride buses were instructed in the proper procedure for evacuating a bus safely.

_____ _____

Principal's Signature Date

| Name of Drivers | Bus Number | Evacuation Time | Number of Students |
|---|---|---|---|
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**PLEASE PRINT!**

# Middle School Athletics Shuttles

Partner School: _____ Bus Number: _____

Hub School: _____

**Circle One:** Football/Volleyball Basketball Baseball/Softball Soccer Cheerleading

| | STUDENT'S NAME - LAST, FIRST |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
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| 29 | |
| 30 | |

Copies To: Transportation Department School Driver



JPT-143
07/23/2019

# EXTRA-CURRICULAR TRIP FORM

The Extra-Curricular Trip Guidelines have been distributed to all schools in Jefferson Parish.

In order to ensure that all interested bus drivers will be fairly considered for Extra-Curricular Trips, the Transportation Department has developed the following form.

---

NAME OF SCHOOL: _____ BUS NO: _____

DRIVER'S NAME: _____ CAPACITY: _____

ADDRESS: _____

EE NO: _____ PHONE NOS: _____

The Account Clerk at the school will attempt to contact you. If a timely response is not received the clerk will move to next driver.

I wish to have my name on the Roster to be contacted for participation in Extra-Curricular Trips requiring transportation services.

_____ _____ _____

Signature of Bus Driver | Bus No. | Date Submitted

Please make sure you submit an Extra-Curricular Trip form to each school in which you desire to make extra-curricular trips.

**NOTE:** This form must be validated by driver and principal signatures. It must be submitted to each school by 12:00 pm on the date indicated on the Transportation Department website. A driver who is added to the school's roster after the first day of school has three weeks from the date of entry to submit this form.

_____ _____

Signature of Principal | Date

Copies: School Bus Driver Principal



JPT-030
Rev: 08/19/2020

# JP SCHOOLS EXTRA-CURRICULAR TRIP POLICY

1. Extracurricular bus transportation shall be coordinated by the school principal or by a school staff member designated by the principal. The use of "bus captains" to coordinate trips is NOT permitted.

2. The school principal shall be responsible for insuring that all trips are adequately chaperoned and that seating space is available for all chaperones and students.

3. Any pregnant or temporarily disabled individual boarding the bus must have a medical release form signed by their doctor indicating that the individual is allowed to ride on a school bus.

4. Each principal (or designee) MUST offer trips first to school bus drivers who drive daily routes for his/her particular school. Only, if such drivers are unavailable shall other drivers be selected. (NOTE: Exceptions may be made for out-of-town trips involving interstate commerce carriers.)

5. Privately owned school buses which are not in the fleet of buses operated by employees of the Jefferson Parish Schools (JPS) may be contracted by public schools only if (JPS) fleet buses are unavailable.

6. All school buses contracted for extra trips by public schools must meet federal, state and local standards, and drivers must be qualified by the (JPS) Transportation Department. (Drug screening shall be paid by the individual contractor who is not an employee of the JPS.) Evidence of liability insurance coverage in the minimum amount of $500,000 single limits (primary coverage) must be presented to the school principal, along with an insurance certificate endorsed naming the Jefferson Parish School Board (JPSB) as an "Additional Named Insured" or "Additional Interest," if buses are not in the JPS fleet.

7. All drivers ***will*** be considered for special trips at each school served by the driver. The Transportation Department will provide application forms for each driver, which ***will*** be validated by the driver's signature and returned to individual principals by the end of the third week of school.

8. Driver assignments shall be based on driver availability and on a rotating basis.

9. If a driver refuses an assignment, his/her name ***will*** be placed last in the list of rotation. Failure to accept three (3) trips as assigned shall mean removal of driver's name from available list for remainder of the school year. (This is necessary to prevent drivers from accepting only those trips which are most favorable to them.) NOTE: This does not apply if trips are not scheduled between 9:30 a.m. and 1:30 p.m. as stated in item #12.

10. The principal or person in charge of coordinating the activity MUST advise each driver of destination point planned for the trip before the driver accepts the trip. (The destination(s) shall be a primary factor in determining the rate to be charged). It is recommended that the "Field Trip Agreement and Assignment Sheet" or a similar document be used by each school before a trip begins. The school shall provide a student roster for the trip.

11. If a driver accepts a trip but fails to arrive at the point of origin or the destination (for the return trip), his/her name shall be removed from the list of available drivers for the remainder of the school year. All drivers accepting trips are personally required to drive their bus. Exceptions ***will*** be made for drivers who provide verification of a breakdown, illness or other emergency; however, the DRIVER is responsible for arranging for another bus to fulfill his/her contractual obligation with the school in such instances, or notify the principal or office in time for them to procure another bus.

12. To minimize conflicts, every effort ***will*** be made by the school to schedule extracurricular trips between the hours of 9:30 a.m. and 1:30 p.m. and 4:30 p.m. till 12:00 midnight, so that participating drivers may complete their regularly assigned routes before and after the extracurricular trips. If it is impossible to conform to this time schedule, the principal should adopt a schedule that ***will*** permit

JPSB approved 07/09/08

the bus driver to arrange to have all regularly assigned students transported without overloading other buses. If the bus driver must use the "buddy system" to cover his/her trips) in order to accommodate the extra trip schedule, it is the bus driver's responsibility to make sure that his/her regularly assigned route (trip) is adequately covered by "buddy" buses. Those drivers who cannot arrange to cover ALL regularly assigned routes may not take the extracurricular trip.

NOTE: Anytime a driver must leave a field trip to perform his/her regularly assigned routes and return to the field trip ***will*** be paid a trip and a half.

13. It is the school's responsibility to see that all trips are scheduled in a manner not to conflict with regular runs. Schools ***will*** not schedule special trips which conflict with their regular school schedules.

14. It is the driver's responsibility to insure that his/her regularly assigned students are transported safely to and from school in accordance with existing laws and state and local policies.

15. Statutory requirement - state and local policies and administrative regulations pertaining to safety, bus-loading and vehicle operation shall prevail for all trips.

16. It shall be the duty of the principal (or his/her designee) to make certain that no bus is loaded beyond seating capacity. Buses should be equally loaded, and NO STANDING IS ALLOWED.

EXAMPLES OF SCHOOL BUS CAPACITIES:

| Number of Seats | 2 per Seat | 3 per Seat |
|---|---|---|
| 18 | 36 | 54 |
| 20 | 40 | 60 |
| 22 | 44 | 66 |

*NOTE: High Schools must use 2 per seat bracket.*

17. Drivers are to be paid according to the trip involved and not according to the number of students assigned to their buses. This will curtail overloading buses.

18. Attendants will be paid $40.00 for a weekday field trip and $60.00 for a weekend trip.

19. Students are not charged a fee for field trips scheduled and paid for by Federal Programs.

20. Fees charged to students shall be standard. This is necessary to establish cost of tickets for performances sponsored by the district and sponsors of concerts and symphonies. The cost of the ticket and the cost of transportation are included in one price.

21. Rates herein listed MAY NOT BE ALTERED by mutual agreement between drivers and school officials, unless the driver is donating the total cost of the trip and his time to the school as a charitable gesture. In order for a driver to donate a trip, it must be his/her turn in rotation and the trip will count as the driver's turn in rotation.

22. The schedule of rates for extracurricular trips, including trips funded by Federal Programs, is listed below. Amounts shown in parentheses shall be paid for vehicles with a seating capacity of less than thirty (30) passengers, and for calculating half trips. *JPSB approved 08/05/2009*.

| | **Scheduled Daily Rates per Bus** | **After School Hours and/or Weekends** |
|---|---|---|
| a. Within Jefferson Parish (except Fisher and Leo Kerner) and on the same side of the river | $105.00 per bus ($54.50) | $155.00 ($79.50) or $2.50 per mile, whichever is greater |
| b. Within Jefferson Parish (except Fisher and Leo Kerner) and across the river | $125.00 per bus ($64.50) | $175.00 ($89.50 or $2.50 per mile, whichever is greater |

| | | Scheduled Daily Rates per Bus | After School Hours and/or Weekends |
|---|---|---|---|
| c. | From a Westbank school to Fisher, Leo Kerner or Alvin Callender Field, or the reverse | $120.00 per bus ($63.50) | $170.00 ($88.50) or $2.50 per mile, whichever is greater |
| d. | From a school within Jefferson Parish (except Fisher and Leo Kerner) to the Eastbank of New Orleans, up to Elysian Fields Avenue | Eastbank Schools<br>$120.00 ($63.50)<br>Westbank Schools<br>$130.00 ($68.50) | Eastbank Schools<br>$170.00 ($88.50)<br>Westbank Schools<br>$180.00 ($93.50) or $2.50 per mile, whichever is greater |
| e. | From a school within Jefferson Parish (except Fisher and Leo Kerner) to the Westbank of Orleans Parish (Algiers) | Eastbank Schools<br>$130.00 ($68.50)<br>Westbank Schools<br>$120.00 ($63.50) | Eastbank Schools<br>$180.00 ($93.50)<br>Westbank Schools<br>$170.00 ($88.50) or $2.50 per mile, whichever is greater |
| f. | From a school within Jefferson Parish (except Fisher and Leo Kerner) to New Orleans, east of Elysian Fields Avenue, or to Chalmette | Eastbank Schools<br>$130.00 ($67.50)<br>Westbank Schools<br>$140.00 ($72.50) | Eastbank Schools<br>$180.00 ($92.50)<br>Westbank Schools<br>$190.00 ($97.50) or $2.50 per mile, whichever is greater |
| g. | From an Eastbank school to Fisher or Leo Kerner or in reverse | $140.00 ($72.50) | $190.00 ($97.50) or $2.50 per mile, whichever is greater |
| h. | From Fisher and/or Leo Kerner to the Eastbank of New Orleans up to Elysian Fields Avenue; to the Westbank of New Orleans (Algiers) | $140.00 per bus ($72.50) | $190.00 ($97.50) or $2.50 per mile, whichever is greater |
| i. | From Fisher and/or Leo Kerner to New Orleans, east of Elysian Fields Avenue, or to Chalmette | $150.00 per bus ($81.00) | $180.00 ($92.50) or $2.50 per mile, whichever is greater<br>$200.00 ($106.00) or $2.50 per mile, whichever is greater |
| j. | From a school in Jefferson Parish (except Fisher and/or Leo Kerner) to the Westbank of St. Charles Parish up to 25 miles outside of the Jefferson Parish line. | Eastbank Schools<br>$160.00 ($83.50)<br>Westbank Schools<br>$150.00 ($78.50) | Eastbank Schools<br>$210.00 ($108.50) or $2.50 per mile, whichever is greater<br>Westbank Schools or $2.50 per mile, whichever is greater<br>$120.00 ($100.50) |
| k. | From a school in Jefferson Parish (except Fisher and/or Leo Kerner) to the Eastbank of St. Charles Parish up to 25 miles outside of the Jefferson Parish line | Eastbank Schools<br>$150.00 ($78.50)<br>Westbank Schools<br>$160.00 ($83.50) | Eastbank Schools<br>$200.00 ($100.50) or $2.50 per mile, whichever is greater<br>Westbank Schools<br>$210.00 ($108.50) or $2.50 per mile, whichever is greater |
| l. | From Fisher and/or Leo Kerner to the Westbank of St. Charles Parish up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) or $2.50 per mile, whichever is greater |
| m. | From Fisher and/or Leo Kerner to the Eastbank of St. Charles Parish up to 25 miles outside of the Jefferson Parish line | $170.00 ($88.50) | $220.00 ($113.50) or $2.50 per mile, whichever is greater |
| n. | Waggaman area schools (Waggaman, Cherbonnier-Rillieux, Live Oak,) to the Gretna or Terrytown area schools (schools east of Lafayette St./Highway 23) or the reverse will pay the scheduled rate plus an additional $10.00. | $115.00 ($59.50) | $165.00 ($84.50) or $2.50 per mile, whichever is greater |

23. Due to the nature of parades requiring a drop off and pick up at different location, they are NOT considered to be a trip and one half. The PARADE rate will be the applicable After School Hours or Weekends rate from #22 (a-n) in the Extracurricular Trip Policy.

24. Additional charges for extra stop locations or for unusual circumstances:
    a. Will be $15.00 per additional stop if the stop is within 2 miles of the direct route to/from the destination of the field trip. If the extra stop is more than 2 miles from the direct route, the charge will be at a trip and one half.
    b. Extra stops for consolidated trips (trips by two or more schools) shall be $15.00 for pick up and $15.00 for return if the extra school stops are within 2 miles of the direct route to the destination; otherwise a trip and one half will be charged.
    c. A student load dropped off at one location and picked up within a 2 mile radius of the destination, i.e. Jean Lafitte National Park, French Quarter etc., will not be charged for an additional stop.

25. Sanctioned, school-related activity trips after school hours or on weekends/holidays will be charged at the scheduled rate (#22 above) plus $50.00 or $2.50 per mile, whichever is greater.

26. Sanctioned, out-of-town activity trips more than 25 miles out of Jefferson/Orleans Parish will be $50.00 plus $2.50 per mile.

27. The appropriate school personnel and bus drivers shall sign the forms required by the Accounting Department in accordance with the Procedure for Processing Bus Driver Reimbursement Forms.

28. Payments to the bus driver will be processed through central office, Payroll Department. State and federal taxes as well as retirement benefits will be deducted at the time of payment and a supplemental pay check will be issued through e-payroll.

29. In the event an amount in excess of the actual transportation charge is collected for local trips, the money shall be deposited in a special school account to be applied solely toward the cost of future local trips. The method of accounting shall conform to procedures required by the Accounting Department.

30. No trips shall be allowed without the Field Trip Agreement and Assignment Sheet signed by driver and principal, or designee. This form must be completed before the bus can leave the school yard for the trip. It is the driver's responsibility to complete the form in the school office.

31. Whenever a bus is called out for a field trip and the driver leaves his parking area to make the pickup and the trip is cancelled, that driver is compensated $25.00 (and is placed at the bottom of the rotation) OR, in lieu of the $25.00 fee, may elect to take the next trip out of that school.

32. Schools will be responsible for determining the parking arrangements for the destination, and adding the cost of parking to the rate of the trip. (For example, and not limited to trips to the Aquarium, French Quarter, etc.)

33. The SCHOOL BUS DRIVER is the person in charge of the students on his/her bus; and therefore, is responsible at all times for taking appropriate action to insure safety and maintain discipline on the bus.

34. When a school's activity bus is being driven by a driver certified through the Transportation Department, the pay will be ½ of the rate listed in #22 (a-n) in the Extra Curricular Trip Policy. This does not apply to in-season coaches.

35. After school tutoring programs which transport students one-way (school to home) will pay a daily rate of $105.00.

36. Short-term Saturday programs which transport students round trip (home to school to home) will pay a daily rate of $180.00.

37. Administration reserves the right to remove any driver from the field trip rotation following due process.

Addendum A: **Field Trip Pay Chart from WESTBANK Schools**

The Schedule rates for Extra-Curricular trips, including trips that are Federal programs are listed below. Amounts shown in parentheses shall be paid for vehicles with a seating capacity of less than thirty (30) passengers and trip and one-half.

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends** Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| Administration Bldg. @ 501 Manhattan / Media Center | $105.00 ($54.00) | $155.00 ($79.50) |
| Airline Skate Center | $125.00 ($64.50) | $175.00 ($89.50) |
| Algiers - Any Trip | $120.00 ($63.50) | $170.00 ($88.50) |
| Alvin Callender Field | $120.00 ($63.50) | $170.00 ($88.50) |
| AMC Elmwood Palace Theater | $125.00 ($64.50) | $175.00 ($89.50) |
| AMC Westbank Palace Theater | $105.00 ($54.00) | $155.00 ($79.50) |
| Aquarium of the Americas / IMAX Theater | $130.00 ($68.50) | $175.00 ($89.50) |
| Audubon Zoo | $130.00 ($68.50) | $175.00 ($89.50) |
| Café Du Monde | $130.00 ($68.50) | $175.00 ($89.50) |
| Chalmette Battlefield | $140.00 ($72.50) | $140.00 ($97.50) |
| Chalmette or any trip past Elysian Fields | $140.00 ($72.50) | $190.00 ($97.50) |
| City Park | $130.00 ($68.50) | $175.00 ($89.50) |
| Clearview Mall | $125.00 ($64.50) | $175.00 ($89.50) |
| Colonial Lanes | $125.00 ($64.50) | $175.00 ($89.50) |
| Eastbank School - Any trip | $125.00 ($64.50) | $175.00 ($89.50) |
| Fisher Middle High / Leo Kerner - Lafitte | $120.00 ($60.00) | $170.00 ($88.50) |
| Insectarium | $130.00 ($68.50) | $175.00 ($89.50) |
| Jackson Square / St. Louis Cathedral / Presbytère | $130.00 ($68.50) | $175.00 ($89.50) |
| Jean Lafitte National Park | $105.00 ($63.50) | $155.00 ($79.50) |
| Lakeside Mall | $125.00 ($64.50) | $175.00 ($89.50) |
| Laser Tag | $125.00 ($64.50) | $175.00 ($89.50) |
| Longue Vue House and Gardens | $125.00 ($64.50) | $175.00 ($89.50) |
| Louisiana Children's Museum | $130.00 ($68.50) | $175.00 ($89.50) |
| Mahalia Jackson Theater of the Performing Arts | $130.00 ($68.50) | $180.00 ($93.50) |
| Mardi Gras World | $130.00 ($68.50) | $175.00 ($89.50) |
| New Orleans Ernest N. Morial Convention Center | $130.00 ($68.50) | $175.00 ($89.50) |
| Oakwood Mall | $105.00 ($52.50) | $155.00 ($79.50) |
| Old U.S. Mint | $130.00 ($68.50) | $175.00 ($89.50) |
| Rivertown | $125.00 ($64.50) | $175.00 ($89.50) |
| Riverwalk | $130.00 ($68.50) | $175.00 ($89.50) |
| Saenger Theatre | $130.00 ($68.50) | $175.00 ($89.50) |
| Saints Training Camp | $125.00 ($64.50) | $175.00 ($89.50) |
| Sector6 Extreme Air Sports | $125.00 ($64.50) | $175.00 ($89.50) |
| Skate Country - Terry Parkway | $105.00 ($54.00) | $155.00 ($79.50) |
| St. Bernard Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| St. Bernard Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $150.00 ($78.50) | $200.00 ($100.50) |
| St. Charles Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |
| St. Charles Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $150.00 ($78.50) | $200.00 ($100.50) |
| Waggaman Area Schools (Cherbonnier-Rillieux and Live Oak Manor ES) to the Gretna or Terrytown area schools (schools east of Lafayette St./Hwy 23) or the reverse | $115.00 ($64.50) + and additional $10.00 | $165.00 ($89.50) + and additional $10 |
| Westbank School - Any trip | $105.00 ($54.00) | $155.00 ($79.50) |
| Westside Bowling Lanes | $105.00 ($54.00) | $155.00 ($79.50) |
| Zephyr Field (Shrine on Airline) | $125.00 ($64.50) | $175.00 ($89.50) |

| **Parades** - Due to the nature of parades requiring a drop off and pick up at different locations, they are not considered to be a trip and one-half. The parade rate will be the applicable after school hours or weekend rates. | |
|---|---|
| Westbank School to a Westbank Parade | $155.00 |
| Westbank School to a Eastbank Parade | $175.00 |

| **Extra Stop(s) or Unusual Circumstances** - Additional Charges | |
|---|---|
| A. Stop is within 2 miles of the direct route to/from the destination of the trip. If the extra stop is more than 2 miles from the direst route, the charge will be at a trip and one-half. | $15.00 |
| B. Consolidated trips (trips to two or more schools) if the extra school stop(s) are within 2 miles for the direct route to the destinations; otherwise a trip and one-half will be charged. | $15.00 for pick-up and $15.00 for return |
| C. A student load dropped off at one location and picked up within a 2 mile radius of the destination, will not be considered a trip and one-half. | |
| D. Activity trips (school related) after hours or on weekends/holidays. | Scheduled rate + $50.00 or $2.50 per mile or whichever is greater.<br>(Ex. Westbank school to Colonial Lanes (after hours or weekend) $175.00 + $50.00 = $225.00) |
| E. Activity trips (sanctioned) out-of-town, more than 25 miles outside of Jefferson Parish | $50.00 + 2.50 per mile<br>(Ex. West Jefferson High to Southeastern Louisiana University in Hammond [Google miles from school to destination] 66 miles x 2 [round trip] = 132 miles x $2.50 per mile = $330.00 + 50.00 = $380.00) |

| Find space below to add any destination not listed above. | | |
|---|---|---|
| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
| | | |
| | | |

Addendum B: **Field Trip Pay Chart from EASTBANK Schools**

The Schedule rates for Extra-Curricular trips, including trips that are Federal programs are listed below. Amounts shown in parentheses shall be paid for vehicles with a seating capacity of less than thirty (30) passengers and trip and one-half.

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends** Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| Administration Bldg. @ 501 Manhattan / Media Center | $125.00 ($64.50) | $175.00 ($89.50) |
| Airline Skate Center | $105.00 ($54.50) | $155.00 ($79.50) |
| Algiers - Any Trip | $130.00 ($68.50) | $180.00 ($93.50) |
| Alvin Callender Field | $140.00 ($72.50) | $190.00 ($97.50) |
| AMC Elmwood Palace Theater | $105.00 ($54.50) | $155.00 ($79.50) |
| AMC Westbank Palace Theater | $125.00 ($64.50) | $175.00 ($89.50) |
| Aquarium of the Americas / IMAX Theater | $120.00 ($63.50) | $170.00 ($88.50) |
| Audubon Zoo | $120.00 ($63.50) | $170.00 ($88.50) |
| Café Du Monde | $120.00 ($63.50) | $170.00 ($88.50) |
| Chalmette Battlefield | $130.00 ($68.50) | $170.00 ($88.50) |
| Chalmette or any trip past Elysian Fields | $130.00 ($67.50) | $180.00 ($92.50) |
| City Park | $120.00 ($63.50) | $170.00 ($88.50) |
| Clearview Mall | $105.00 ($54.50) | $155.00 ($79.50) |
| Colonial Lanes | $105.00 ($54.50) | $155.00 ($79.50) |
| Eastbank School - Any trip | $105.00 ($54.50) | $155.00 ($79.50) |
| Fisher Middle High / Leo Kerner - Lafitte | $140.00 ($72.50) | $190.00 ($97.50) |
| Insectarium | $120.00 ($63.50) | $170.00 ($88.50) |
| Jackson Square / St. Louis Cathedral / Presbytère | $130.00 ($68.50) | $175.00 ($88.50) |
| Jean Lafitte National Park | $125.00 ($66.50) | $175.00 ($89.50) |
| Lakeside Mall | $105.00 ($54.50) | $155.00 ($79.50) |
| Laser Tag | $105.00 ($54.50) | $155.00 ($79.50) |
| Longue Vue House and Gardens | $105.00 ($54.50) | $155.00 ($79.50) |
| Louisiana Children's Museum | $120.00 ($63.50) | $170.00 ($88.50) |
| Mahalia Jackson Theater of the Performing Arts | $120.00 ($63.50) | $170.00 ($88.50) |
| Mardi Gras World | $120.00 ($63.50) | $170.00 ($88.50) |
| New Orleans Ernest N. Morial Convention Center | $120.00 ($63.50) | $170.00 ($88.50) |
| Oakwood Mall | $125.00 ($64.50) | $175.00 ($89.50) |
| Old U.S. Mint | $120.00 ($63.50) | $170.00 ($88.50) |
| Rivertown | $105.00 ($54.50) | $155.00 ($79.50) |
| Riverwalk | $120.00 ($63.50) | $170.00 ($88.50) |
| Saenger Theatre | $120.00 ($63.50) | $170.00 ($88.50) |
| Saints Training Camp | $105.00 ($54.50) | $155.00 ($79.50) |
| Sector6 Extreme Air Sports | $105.00 ($54.50) | $155.00 ($79.50) |
| Skate Country - Terry Parkway | $125.00 ($64.50) | $175.00 ($89.50) |
| St. Bernard Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $150.00 ($78.50) | $200.00 ($100.50) |

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| St. Bernard Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |
| St. Charles Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $150.00 ($78.50) | $200.00 ($100.50) |
| St. Charles Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |
| Waggaman Area Schools (Cherbonnier-Rillieux and Live Oak Manor ES) to the Gretna or Terrytown area schools (schools east of Lafayette St./Hwy 23) or the reverse | $115.00 ($64.50) + and additional $10.00 | $185.00 ($89.50) + and additional $10 |
| Westbank School - Any trip | $125.00 ($64.50) | $175.00 ($89.50) |
| Westside Bowling Lanes | $125.00 ($64.50) | $175.00 ($89.50) |
| Zephyr Field (Shrine on Airline) | $105.00 ($54.50) | $155.00 ($79.50) |

| **Parades** - Due to the nature of parades requiring a drop off and pick up at different locations, they are not considered to be a trip and one-half. The parade rate will be the applicable after school hours or weekend rates. | |
|---|---|
| Eastbank School to a Eastbank Parade | $155.00 |
| Eastbank School to a Westbank Parade | $175.00 |

| **Extra Stop(s) or Unusual Circumstances** - Additional Charges | |
|---|---|
| A. Stop is within 2 miles of the direct route to/from the destination of the trip. If the extra stop is more than 2 miles from the direst route, the charge will be at a trip and one-half. | $15.00 |
| B. Consolidated trips (trips to two or more schools) if the extra school stop(s) are within 2 miles for the direct route to the destinations; otherwise a trip and one-half will be charged. | $15.00 for pick-up and $15.00 for return |
| C. A student load dropped off at one location and picked up within a 2 mile radius of the destination, will not be considered a trip and one-half. | |
| D. Activity trips (school related) after hours or on weekends/holidays. | Scheduled rate + $50.00 or $2.50 per mile or whichever is greater.<br>(Ex. Eastbank school to Colonial Lanes (after hours or weekend) $155.00 + $50.00 = $205.00) |
| E. Activity trips (sanctioned) out-of-town, more than 25 miles outside of Jefferson Parish | $50.00 + 2.50 per mile<br>(Ex. East Jefferson High to Southeastern Louisiana University in Hammond [Google miles from school to destination] 53.5 miles x 2 [round trip] = 107 miles x $2.50 per mile = $267.50 + 50.00 = $317.50) |

| Find space below to add any destination not listed above. | | |
|---|---|---|
| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
| | | |
| | | |

Addendum C: **Field Trip Pay Chart from FISHER/LEO KERNER School**

The Schedule rates for Extra-Curricular trips, including trips that are Federal programs are listed below. Amounts shown in parentheses shall be paid for vehicles with a seating capacity of less than thirty (30) passengers and trip and one-half.

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends** Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| Administration Bldg. @ 501 Manhattan / Media Center | $120.00 ($63.50) | $170.00 ($88.50) |
| Airline Skate Center | $140.00 ($72.50) | $190.00 ($97.50) |
| Algiers - Any Trip | $140.00 ($72.50) | $190.00 ($97.50) |
| Alvin Callender Field | $120.00 ($63.50) | $170.00 ($88.50) |
| AMC Elmwood Palace Theater | $140.00 ($72.50) | $190.00 ($97.50) |
| AMC Westbank Palace Theater | $120.00 ($63.50) | $170.00 ($88.50) |
| Aquarium of the Americas / IMAX Theater | $140.00 ($72.50) | $190.00 ($97.50) |
| Audubon Zoo | $140.00 ($72.50) | $190.00 ($97.50) |
| Café Du Monde | $140.00 ($72.50) | $190.00 ($97.50) |
| Chalmette Battlefield | $150.00 ($81.00) | $200.00 ($106.00) |
| Chalmette or any trip past Elysian Fields | $150.00 ($81.00) | $200.00 ($106.00) |
| City Park | $140.00 ($72.50) | $190.00 ($97.50) |
| Clearview Mall | $140.00 ($72.50) | $190.00 ($97.50) |
| Colonial Lanes | $140.00 ($72.50) | $190.00 ($97.50) |
| Eastbank School - Any trip | $140.00 ($72.50) | $190.00 ($97.50) |
| Insectarium | $140.00 ($72.50) | $190.00 ($97.50) |
| Jackson Square / St. Louis Cathedral / Presbytère | $140.00 ($72.50) | $190.00 ($97.50) |
| Jean Lafitte National Park | $120.00 ($63.50) | $170.00 ($88.50) |
| Lakeside Mall | $140.00 ($72.50) | $190.00 ($97.50) |
| Laser Tag | $140.00 ($72.50) | $190.00 ($97.50) |
| Longue Vue House and Gardens | $140.00 ($72.50) | $190.00 ($97.50) |
| Louisiana Children's Museum | $140.00 ($72.50) | $190.00 ($97.50) |
| Mahalia Jackson Theater of the Performing Arts | $140.00 ($72.50) | $190.00 ($97.50) |
| Mardi Gras World | $140.00 ($72.50) | $190.00 ($97.50) |
| New Orleans Ernest N. Morial Convention Center | $140.00 ($72.50) | $190.00 ($97.50) |
| Oakwood Mall | $120.00 ($63.50) | $170.00 ($88.50) |
| Old U.S. Mint | $140.00 ($72.50) | $190.00 ($97.50) |
| Rivertown | $140.00 ($72.50) | $190.00 ($97.50) |
| Riverwalk | $140.00 ($72.50) | $190.00 ($97.50) |
| Saenger Theatre | $140.00 ($72.50) | $190.00 ($97.50) |
| Saints Training Camp | $140.00 ($72.50) | $190.00 ($97.50) |
| Sector6 Extreme Air Sports | $140.00 ($72.50) | $190.00 ($97.50) |
| Skate Country - Terry Parkway | $120.00 ($63.50) | $170.00 ($88.50) |
| St. Bernard Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $170.00 ($88.50) | $220.00 ($113.50) |
| St. Bernard Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |

| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
|---|---|---|
| St. Charles Parish (Eastbank) - up to 25 miles outside of the Jefferson Parish line | $170.00 ($88.50) | $220.00 ($113.50) |
| St. Charles Parish (Westbank) - up to 25 miles outside of the Jefferson Parish line | $160.00 ($83.50) | $210.00 ($108.50) |
| Waggaman Area Schools (Cherbonnier-Rillieux and Live Oak Manor ES) to the Gretna or Terrytown area schools (schools east of Lafayette St./Hwy 23) or the reverse | $130.00 ($68.50) + and additional $10.00 | $180.00 ($93.50) + and additional $10 |
| Westbank School - Any trip | $120.00 ($63.50) | $170.00 ($88.50) |
| Westside Bowling Lanes | $120.00 ($63.50) | $170.00 ($88.50) |
| Zephyr Field (Shrine on Airline) | $140.00 ($72.50) | $190.00 ($97.50) |

| **Parades** - Due to the nature of parades requiring a drop off and pick up at different locations, they are not considered to be a trip and one-half. The parade rate will be the applicable after school hours or weekend rates. | |
|---|---|
| Fisher/Kerner School to a Eastbank Parade | $190.00 |
| Fisher/Kerner School to a Westbank Parade | $170.00 |

| **Extra Stop(s) or Unusual Circumstances** - Additional Charges | |
|---|---|
| A. Stop is within 2 miles of the direct route to/from the destination of the trip. If the extra stop is more than 2 miles from the direst route, the charge will be at a trip and one-half. | $15.00 |
| B. Consolidated trips (trips to two or more schools) if the extra school stop(s) are within 2 miles for the direct route to the destinations; otherwise a trip and one-half will be charged. | $15.00 for pick-up and $15.00 for return |
| C. A student load dropped off at one location and picked up within a 2 mile radius of the destination, will not be considered a trip and one-half. | |
| D. Activity trips (school related) after hours or on weekends/holidays. | Scheduled rate + $50.00 or $2.50 per mile or whichever is greater.<br>(Ex. Fisher/Kerner School to Colonial Lanes (after hours or weekend) $190.00 + $50.00 = $240.00) |
| E. Activity trips (sanctioned) out-of-town, more than 25 miles outside of Jefferson Parish | $50.00 + 2.50 per mile<br>(Ex. East Jefferson High to Southeastern Louisiana University in Hammond [Google miles from school to destination] 81.6 miles x 2 [round trip] = 163.2 miles x $2.50 per mile = $408.00 + 50.00 = $458.00) |

| Find space below to add any destination not listed above. | | |
|---|---|---|
| **Destination** | **Daily Rates per Bus** | **After School Hours and/or Weekends**<br>Rate of $2.50 per mile or whichever is greater. |
| | | |
| | | |
| | | |
| | | |

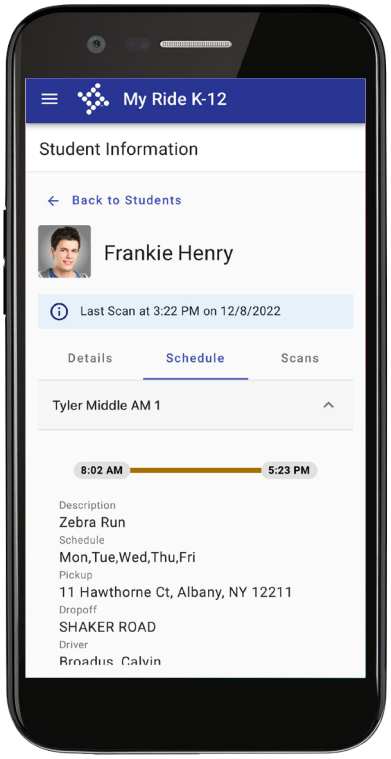
schools
a tyler portfolio



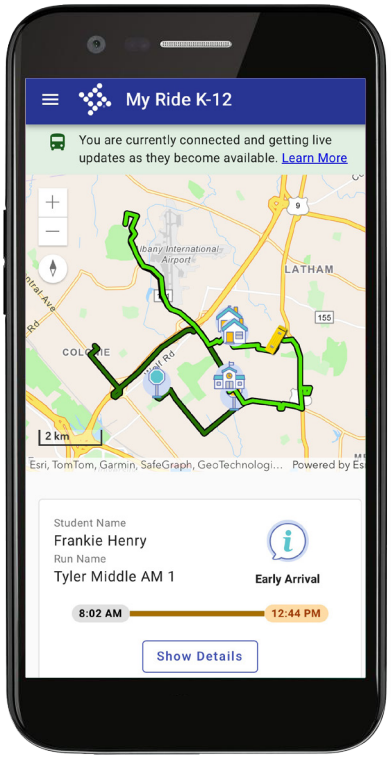

# My Ride K-12

The My Ride K-12 web and mobile app for Apple® and Android® devices can help ensure that your students never miss the bus again. This portal allows parents and students to access their own secure data for bus stop location, route, and pickup time. When your district's buses are equipped with GPS hardware such as Telematic GPS, My Ride K-12 can use GPS geolocation to let users know when to expect their bus each day. This drastically reduces the number of calls placed to the transportation department by parents and guardians.

*...continued on back*




*View pickup and drop-off times*




*See vehicle location relative to stops*

**For more information visit tylertech.com**

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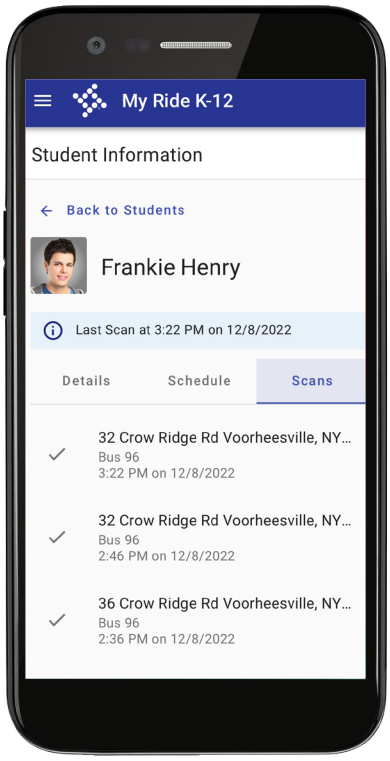
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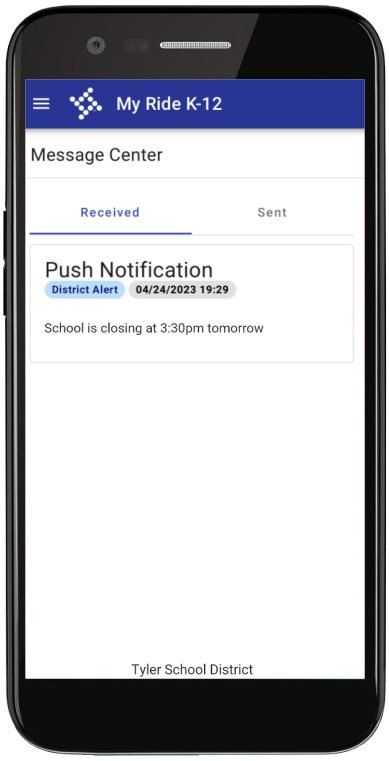
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My Ride K-12 is part of Tyler's Student Transportation solution, meaning all data is managed using your existing platform. All information shared with parents and students is immediately reflected in My Ride K-12.

Parents and students can access their information either through a specific My Ride K-12 web portal, or using the My Ride K-12 mobile app for Android and iOS. Parents and students register with the My Ride K-12 web or mobile app, and then access their student information using rules of your choosing. You can specify which information is made available in My Ride K-12, including marking specific students as confidential so they cannot be viewed in the app. Setup and management is simple, and with routing information easily accessible by your parents and students, you'll receive fewer support calls.




*View recent student scans*

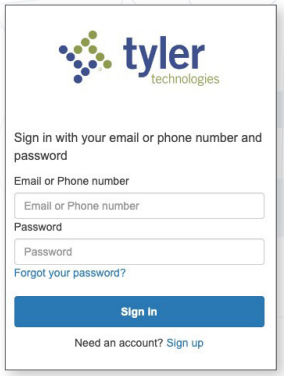



*Send and receive messages*

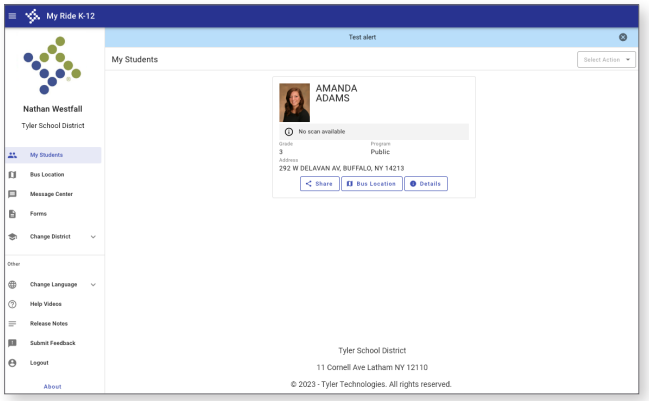
- **Accessible** — Parents and students can now easily access routing information on Apple and Android mobile phones, meaning accurate and timely routing data is always within reach.
- **Integrated** — Student and routing data is automatically synchronized between Student Transportation and My Ride K-12. This ensures data is correct and eliminates the risk of duplicate reports.
- **Intuitive** — Parents, students, and administrators can quickly and easily access the student data with little or no training. The user-friendly interface will be immediately familiar to anyone who has used a mobile app.
- **Confidential** — Tyler understands the importance of keeping student information secure. With My Ride K-12, parents and guardians are only able to access the transportation data of their own children.

## How to access the My Ride K-12 website

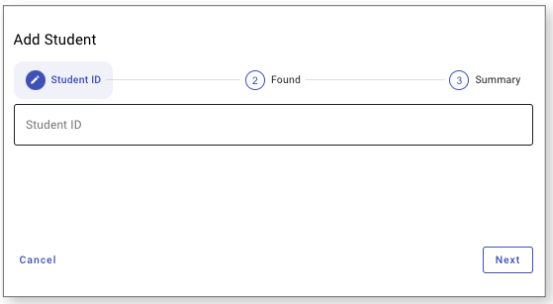
1. Using the Chrome browser, go to the URL provided by your school district.
2. If you do not already have a registered email, click '**Register**'.
3. To register, enter your email address, password, and name.
4. After registering, you will receive a confirmation email. Click on the link in your email to confirm your registration through the My Ride K-12 website.
5. Log in, then find a student by going to My Students and clicking '**Find Student**' from the Select Action drop-down menu.
6. Enter the unique information required by your district to find your student. Repeat this step to add additional students. If you need assistance, please contact your school district.
7. Once you have linked to a student, click on that student's profile to see all relevant transportation information.




Login Screen




My Ride K-12 Dashboard




Find Your Student

8. To share a student link with another person, select a student and click the '**Share**' button.
9. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with My Ride K-12, if they have not already done so, to access the student information.

*...continued on back*

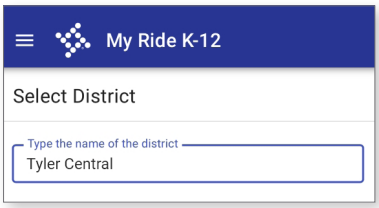


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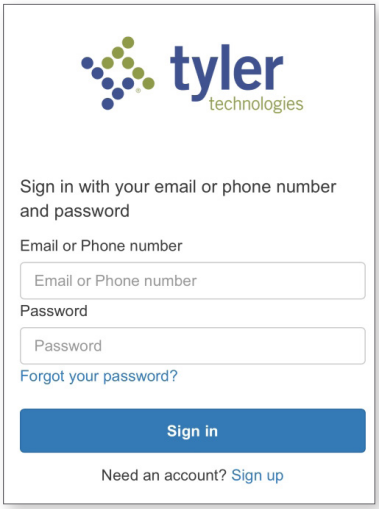
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## How to access the My Ride K-12 mobile application

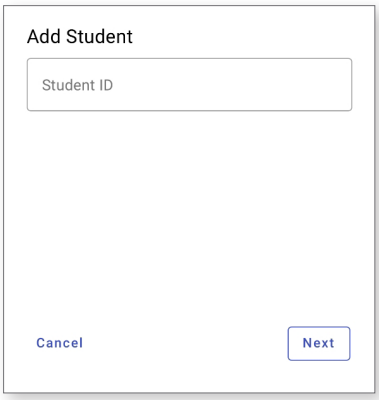
1. Download “My Ride K-12” from the Google Play Store or the Apple App Store.
2. After the app installation is complete, open My Ride K-12.
3. When prompted to find your school district, search for the name of the school district your child attends. If you need assistance, please contact your school district.
4. Once you have selected your district, you will proceed to the login page. If you do not already have a registered email, click ‘**Register**’.
5. To register, enter your email address, password, and name.
6. After registering, you will receive a confirmation email. Click on the link in your email to confirm your registration through the My Ride K-12 website.
7. Log in, then find a student by going to My Students and choosing the + button. This will present the Add Student screen.
8. Enter the unique information required by your district to find your student. Repeat this step to add additional students. If you need assistance, please contact your school district.
9. Once you have linked to a student, click on that student’s profile to see all relevant transportation information.
10. Press the ‘**Share**’ button to share a student link with someone else. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with My Ride K-12, if they have not already done so, to access the student information.
11. Regularly check for updates to ensure that your device is running the latest version of the app.
12. Remain logged in to the app to receive district notifications, even when the app is not actively running.




Find Your District




App Login Screen




Find Your Student

For more information or any ongoing support such as username and password information, bus stop location questions, or other needs please **contact your district’s transportation department.**



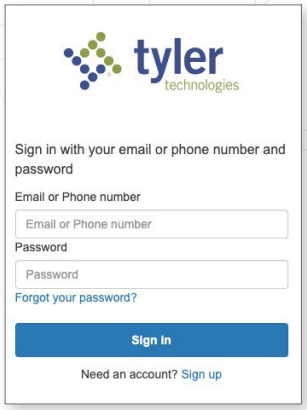
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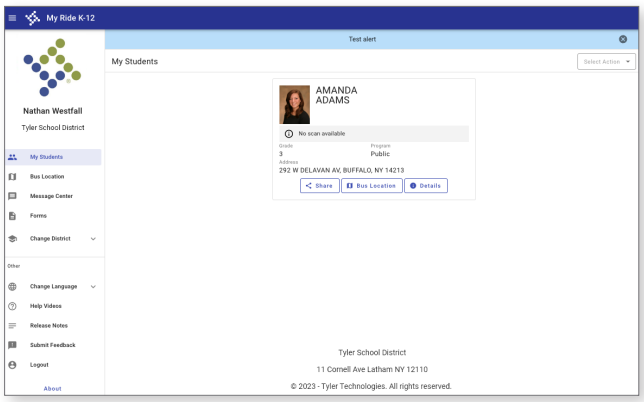
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## Cómo acceder al sitio web My Ride K-12

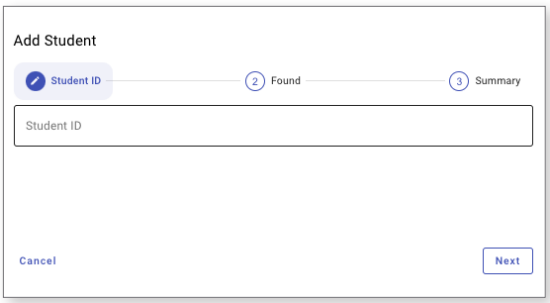
1. Con el navegador Chrome, diríjase al URL proporcionado por su distrito escolar.
2. Si aún no ha registrado un correo electrónico en el sitio, haga clic en 'Register' (Registrar).
3. Para registrarlo, ingrese su dirección de correo electrónico, contraseña y nombre.
4. Después de registrarse, recibirá una confirmación por correo electrónico. Haga clic en el enlace de su correo electrónico para confirmar su registro en el sitio web My Ride K-12.
5. Inicie sesión y luego busque un estudiante dirigiéndose a My Students (Mis estudiantes) y haciendo clic en el botón 'Find Student' (Buscar un estudiante) en el menú desplegable Select Action (Seleccionar Acción).
6. Ingrese la información específica requerida por su distrito para encontrar su estudiante. Repita este paso para agregar otros estudiantes. Si necesita ayuda, comuníquese con su distrito escolar.
7. Una vez que se haya enlazado electrónicamente con un estudiante, haga clic en el perfil de ese estudiante para ver toda la información de transporte pertinente.




Pantalla de inicio de sesión




Pantalla principal




Buscar su estudiante

8. Para compartir un enlace de estudiante con otra persona, seleccione un estudiante y haga clic en el botón "Compartir".
9. Seleccione a cuáles estudiantes compartirá y luego ingrese el correo electrónico de la persona con quien quiere compartirlos. Esa persona recibirá una confirmación por correo electrónico que la enlazará automáticamente a los estudiantes compartidos. Los receptores deben registrarse en My Ride K-12, si no lo han hecho todavía, para acceder a la información del estudiante.

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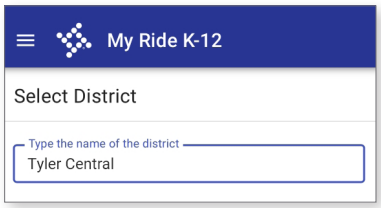


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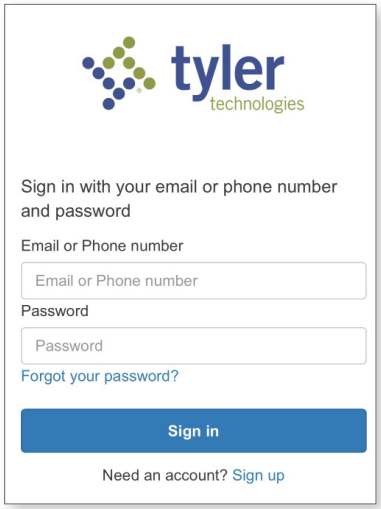
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## Cómo acceder a la aplicación móvil My Ride K-12

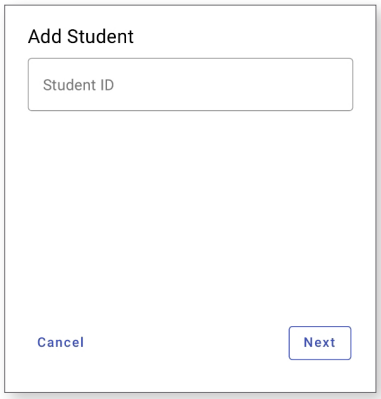
1. Descargue “My Ride K-12” desde la tienda Google Play Store o Apple App Store.
2. Una vez que se termine de instalar la aplicación, abra My Ride K-12.
3. Cuando se le indique buscar su distrito escolar, busque el nombre del distrito escolar donde asiste su niño. Si necesita ayuda, comuníquese con su distrito escolar.
4. Cuando haya seleccionado su distrito, procederá a la página de inicio de sesión. Si aún no ha registrado un correo electrónico en el sitio, haga clic en ‘Register’ (Registrar).
5. Para registrarlo, ingrese su dirección de correo electrónico, contraseña y nombre.
6. Después de registrarse, recibirá una confirmación por correo electrónico. Haga clic en el enlace de su correo electrónico para confirmar su registro en el sitio web My Ride K-12.
7. Inicie sesión y luego busque un estudiante dirigiéndose a My Students (Mis estudiantes) y seleccionando el botón +. A continuación, aparecerá la pantalla ‘Find a Student’ (Buscar un estudiante).
8. Ingrese la información específica requerida por su distrito para encontrar su estudiante. Repita este paso para agregar otros estudiantes. Si necesita ayuda, comuníquese con su distrito escolar.
9. Una vez que se haya enlazado electrónicamente con un estudiante, haga clic en el perfil de ese estudiante para ver toda la información de transporte pertinente.
10. Oprima el botón “share” (compartir) para compartir el enlace de un estudiante con otra persona. Ingrese el correo electrónico de la persona con quien quiere compartirlo. Esa persona recibirá una confirmación por correo electrónico que la enlazará automáticamente a los estudiantes compartidos. Los receptores deben registrarse en My Ride K-12, si no lo han hecho todavía, para acceder a la información del estudiante.
11. Verifique las actualizaciones generadas por la aplicación periódicamente para asegurarse de que use la versión más reciente.
12. Manténgase conectado con la aplicación para recibir notificaciones del distrito, incluso cuando la aplicación no se esté usando activamente.




Buscar su distrito




Pantalla de inicio de sesión de la aplicación




Buscar su estudiante

**Para obtener más información o apoyo continuo, como información sobre nombre de usuario y contraseña, preguntas sobre la ubicación de las paradas del autobús, u otra ayuda, comuníquese con el departamento de transporte de su distrito.**



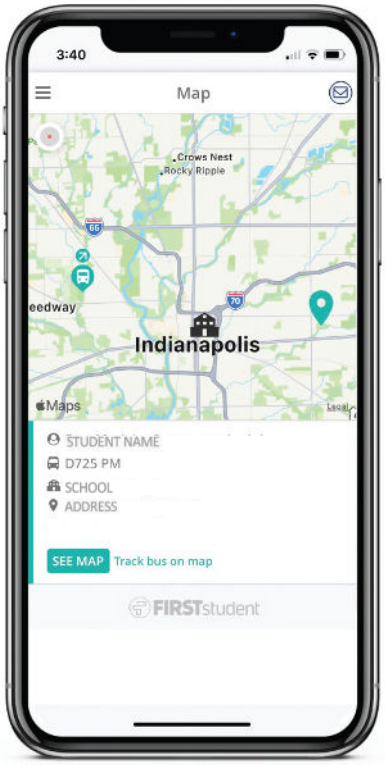
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# ParentView

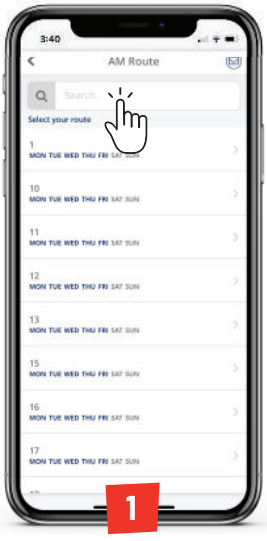
ParentView gives you direct access to the status of your child's bus. Whether deciding the best time to meet at the stop, or seeking detailed delay notifications, ParentView gives you the information you need to plan your day and stay connected.



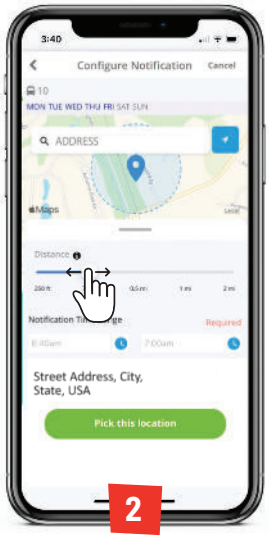

- **INSTANT DISTRICT NOTIFICATIONS**
- **PARENT SUPPORT**
- **KNOW WHERE THE BUS IS**
- **DISTANCE NOTIFICATIONS**
- **VIEW TRACKING STATUS**
- **MULTIPLE KIDS – ONE APP**

## How it works

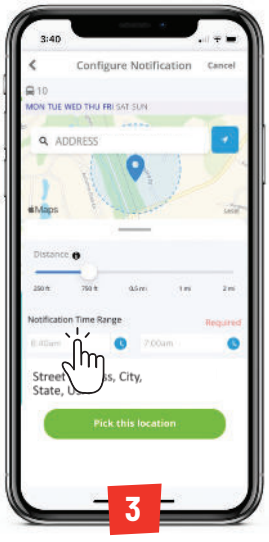
ParentView tracks the bus on the map and allows you to set up a customizable geofence around your pick-up/drop-off location, so you can be alerted when the bus is close. Getting started with FirstView is simple. First download the app from Google Play or the App Store, register for an account, and enter the required code(s). To start tracking:



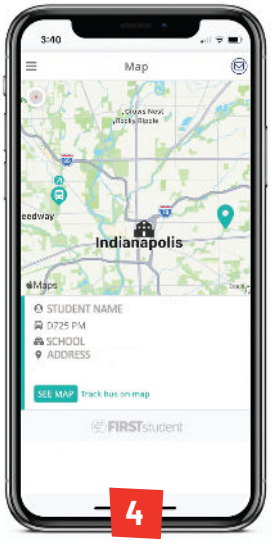

**Choose Your Student's Route**




**Drop a Pin and Set Up the Geofence**




**Set Up Alert Notification Hours**




**Track the Bus and Receive Alerts**

NOTE: Many of our systems and tools integrate heavily with data gathered from your District, allowing us to provide accurate reporting and a customized approach. Because these systems rely on unique information about your students and routes, they will not be fully functional on day one. FirstView® typically requires one to three months to integrate and sort your data effectively.

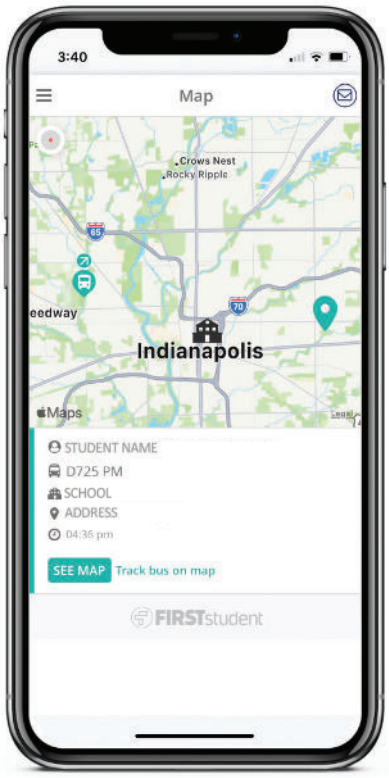
3.7 ★★★½☆ Google Play

4.3 ★★★★½ App Store

# ParentView

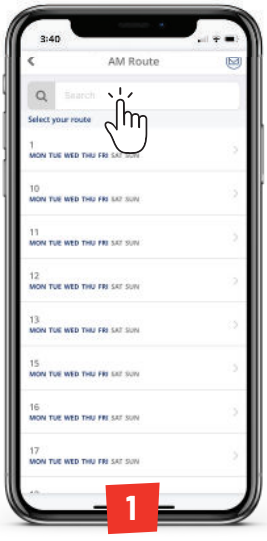
ParentView le proporciona acceso directo al estado del autobús de su hijo. Ya sea para decidir la hora ideal para recogerlo en la parada, o para recibir notificaciones detalladas sobre demoras, ParentView le ofrece la información necesaria para planear su día y estar conectado.

- **NOTIFICACIONES DEL DISTRITO AL INSTANTE**
- **SOPORTE PARA PADRES**
- **SEPA EN DÓNDE ESTÁ EL AUTOBÚS**
- **NOTIFICACIONES DE DISTANCIA**
- **VEA EL ESTADO DEL SEGUIMIENTO**
- **VARIOS HIJOS - UNA APP**

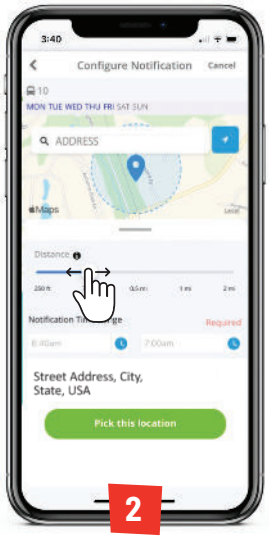



## Cómo funciona

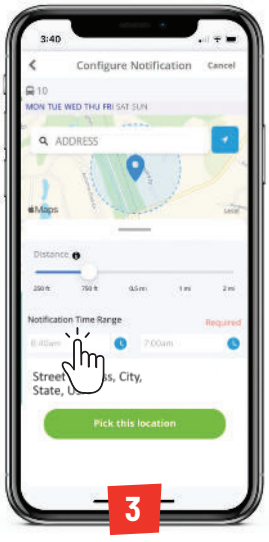
ParentView da seguimiento al autobús en el mapa, y le permite configurar una geocerca personalizada alrededor de las paradas escolares, para que reciba una alerta cuando el autobús se aproxime. Usar ParentView es muy sencillo. Primero, descargue la app de Google Play o Apple Store y regístrese. Una vez registrado, ingrese la identificación y/o código de su estudiante, y después:



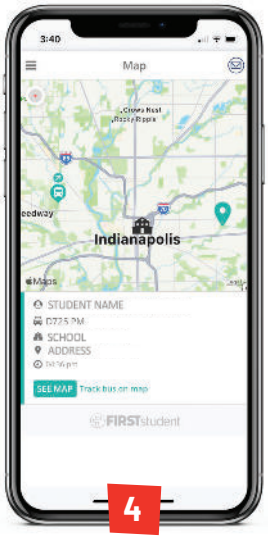

**Elija la ruta de su estudiante**




**Fije un alfiler y defina la geocerca**




**Configure las horas de notificaciones de alerta**




**Dé seguimiento al autobús y reciba alertas**

NOTA: Varios de nuestros sistemas y herramientas están integrados en gran medida con los datos compilados por su Distrito, lo que nos permite proveer reportes precisos y un enfoque personalizado. Debido a que estos sistemas están vinculados a información única sobre sus estudiantes y rutas, su funcionalidad estará limitada cuando empiece a usarlos. FirstView® por lo general requiere de uno a tres meses para integrar y ordenar sus datos con efectividad.

3.5 ★★★½☆ Google Play

4.3 ★★★★½ App Store

# FirstView mobile app by First Student: Getting Started

## 1. Download the FirstView Bus Tracking Mobile App

Go to web.firstviewapp.com or scan the QR code to download FirstView in the App Store or Google Play.

**App Store:**

**Google Play:**

Want this Getting Started Guide digitally with visual examples? Scan the QR Code for our FirstView mobile app registration guide.

## 2. Set Up Your Profile

Open the FirstView app and begin the registration process:

a) Select State/Province:
b) Select District:
c) District Code: G9M6A
d) Route Name: EX: OAIL01A, 5AIRL01P

You'll then be prompted to **REGISTER***.

**Registration information pertaining to your student's route is provided by your school district. FirstView Customer Support cannot provide this information to you.*

## 3. Follow a Route

Once you have confirmed your account, login and select **Profile** to **"Add A Student"** with the information you received from your school district. Next, you will select AM/MID/PM Route, search for your route name and select your school (if applicable).

## 4. Setup Distance Alerts

To setup alerts for tracking the bus, you will be prompted to "**Configure Notification**". Select the location you want to track the bus to, choose a geofence size around your location, and set your time range. When the bus enters your geofence within the time range selected, you will get a notification that the bus is near. Students should still be at their assigned bus stop 10 minutes prior to the scheduled arrival time.

## 5. Receive Notifications

Go to **Settings** and select **"Notification Recipients"** to add email notifications for up to 3 recipients, including yourself. From this screen, you can also edit your **Profile** or follow another route. Alerts and notifications from your district or the bus depot will appear under **Notifications** in the menu.

**To receive push notifications, you must allow your mobile device to receive notifications from the FirstView app. You will be prompted upon downloading the app or you can confirm/update your settings within your phone's app settings.*

## 6. Ask for Help or Give Suggestions

FirstView provides a dedicated customer support team Monday through Friday:

- Call toll-free **888-889-8920** from 7:00 a.m. ET to 5:00 p.m. ET
- Email Customer Support at support@firstviewapp.com
- Use the in-app "✉" button (right corner) to provide feedback

# FirstView de First Student: Guía de inicio

## 1. Descargar la Parent App de FirstView®

Visite firstviewapp.com o descargue FirstView en la App Store o en Google Play.

**App Store**

**Google Play**

¿Quieres esta Guía de Introducción digital y con ejemplos visuales? Escanee el código QR de nuestra guía de registro de la aplicación móvil FirstView.

## 2. Configurar su perfil

Abra la app FirstView® en su pantalla de inicio y comience el proceso de registro:

a) Seleccionar su estado o provincial
b) Seleccionar su distrito
c) Ingresar la identificación o código de distrito de su estudiante: G9M6A
d) Seleccionar el nombre de la ruta: EX: OAIL01A, 5AIRL01P

Después, se le pedirá **REGISTRARSE***.

**Su distrito escolar le proporcionará la información de registro referente a su parada escolar. El Soporte a clientes de FirstView® no le puede proporcionar esta información.*

## 3. Seguir una ruta

Una vez que confirme su cuenta, inicie una sesión y seleccione **Perfil** para "**Agregar un estudiante**" con la información que recibió de su distrito escolar. Después, seleccione si la ruta es matutina, de medio día o vespertina, busque el nombre de la ruta y seleccione su escuela (si aplica).

## 4. Configurar alertas de distancia

Para configurar alertas de seguimiento de autobuses, se le pedirá "**Configurar notificaciones".** Seleccione la ubicación en donde desea dar seguimiento al autobús, elija el tamaño de la geocerca alrededor de su ubicación y establezca un intervalo de tiempo. Cuando el autobús atraviese la geocerca en el interval seleccionado, recibirá una notificación de que el autobús se está aproximando. Los estudiantes aún deberán estar en su parada escolar asignada 10 minutos antes de la hora programada de llegada, según lo comunicado por el distrito escolar.

## 5. Recibir notificaciones

Vaya a **Configuración** y seleccione "**Destinatarios de notificaciones**" para agregar notificaciones por correo electrónico para un máximo de 3 destinatarios, incluyendo a usted. En este pantalla, podrá también editar su **Perfil** o seguir otra ruta. Las alertas y notificaciones de su distrito o de la terminal de autobuses aparecerán bajo **Notificaciones** en el menú.

**Para recibir notificaciones push, deberá otorgar permiso a su dispositivo móvil para que reciba notificaciones de la app FirstView®. Se le preguntará cuando descargue la app, o también podrá confirmar o actualizar los permisos en la configuración de la app en su teléfono.*

## 6. Solicitar ayuda o compartir comentarios

FirstView® cuenta con un dedicado equipo de soporte a clientes de lunes a viernes para ayudarlo:

- Llame sin costo al **888-889-8920** de las 7:00 a.m. a las 5:00 p.m. hora del este.
- Envíe un correo a Soporte a clientes: support@firstviewapp.com.
- Use el botón **"✉"** en la esquina derecha de la app para enviar sus comentarios.