



PORTLAND PUBLIC SCHOOLS

REOPEN

Important Information from PPS Transportation

March 28, 2021

Dear K-5 Families with Specialized Transportation,

We want to welcome you back to school for hybrid in-person instruction. This message is to provide information about Specialized Transportation for students who will be in in-person hybrid learning in April, May and June. We also want to provide you with phone numbers, websites, and email addresses so you can provide us feedback or contact us with your questions.

Here is how you can contact us directly or find information about PPS Transportation:

Phone: 503-916-6901

Email: transportation@pps.net

PPS Transportation website: www.pps.net/bus

Parent Resources on our website: www.pps.net/Page/179

Next steps:

If your student is in grades K-5 and participating in hybrid learning, **you will be contacted directly by your assigned driver sometime between March 29 and March 31** with your pickup and drop-off times. After that happens, please share with the driver your student's needs and verify that the paperwork for your pickup/drop-off preference (leave alone form) is up-to-date for this school year.

Please contact the PPS Transportation Department if your driver has not contacted you and provided you with a time card prior to March 31. This could be an indication that your transportation or school placement is not set up properly.

Details concerning your student's transportation:

Please review the following requirements so that your student is transported safely, efficiently, and in compliance with school district and the Oregon State Department of Transportation (ODOT) rules and regulations.

- To **cancel or put on hold your student's transportation**, please call our office at 503-916-6901 to leave a voicemail message. Select the absent child option from the voicemail directory and leave a message. **Please do not call your driver or other service provider(s) directly.**
- Please do contact us at the PPS Transportation Department directly if you are planning on moving or if any of your phone numbers change. Address changes can impact the bus routes and time cards of many families. Please allow 10-14 days at first for any address or school placement changes to be implemented. Once we are caught up on routing students, please allow 7-11 days

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- Student pick-up procedures:
 - Students should be **ready for the vehicle 10 minutes before** the scheduled pickup time.
 - Our drivers are not allowed to wait over two minutes past the scheduled pickup time. The driver must proceed on with the route so we don't delay subsequent pickup or drop-offs throughout the day and impact other families and/or their class times.
 - The drivers are not allowed to return to the pickup location if a student misses the vehicle. The vehicle must proceed on with the route to stay on schedule. Please do not call the PPS Transportation Department to request that a driver returns back to your stop. We do not have extra vehicles standing by.
 - Drivers are not permitted to use their horns or back-up beepers or call from their personal cell phones, and are not allowed to leave their students unattended in their vehicles except in emergencies. (ORS 815.225)
 - Parents/guardians are allowed only one morning (AM) and one afternoon (PM) stop location. We cannot support multiple AM or PM stop locations throughout the week.
- Student drop-off procedures:
 - All students must be met at the door of the school bus or sedan by a responsible person. Parents or guardians may opt out of this requirement only after successfully completing a [*"Change of Drop-Off Status"*](#) form. This form allows students to be left unsupervised or with visible contact of the responsible person, instead of being met at the vehicle.
 - To be in effect, the *"Change of Drop-Off Status"* form must be signed by the parent/guardian AND on file with the PPS Transportation Department. Incomplete or "in-process" forms are not adequate as this could lead to an unsafe condition for your student. Completed forms from the 2019-2020 school year will remain in effect for the 2020-2021 school year **only if the student has not changed school sites or programs. Students without a current form must be met at the vehicle by a responsible person until the form is updated.** A blank form is included in case you want to change your preference.
 - Students who are not met within two minutes of the scheduled drop-off time and location will be returned to their school. The PPS Transportation Department will call parent/guardian/emergency contact numbers before going back to school.
- Other important information:
 - Drivers cannot transport medication to school on behalf of parents. Please contact the school or program directly.
 - If our student uses a car seat, booster seat, safety support system or if they have grown during the last year, please complete the [*"Special Education Student Equipment Measurement"*](#) form and present it to your driver to make sizing changes.

We are striving to provide the highest level of service for you and your family. We value your input and feedback. Please feel free to contact us with any questions or concerns via phone at 503-916-6901 or via email at transportation@pps.net.

We look forward to welcoming back your student onto our buses and getting them to and from school safely.