

Youngstown City Schools Transportation Department

Preparing for the 2017-2018 school year !



Dear Parents,

Welcome to the Youngstown City School District. Transportation for eligible resident students will be provided by the Youngstown City Schools Transportation Department. It is important that you are familiar with the transportation policies and guidelines contained in this reference guide. Safe, appropriate, and timely transportation is a team effort. Working together, we can provide a positive experience for your student as we transition into a new school year. Please feel free to contact our staff to assist you with any problems or concerns associated with transportation. Please visit the Transportation Department website at: <http://www.youngstown.k12.oh.us> for forms and other helpful information. This page will not be available until August 1, 2017.

Frequently asked questions

- **Who is eligible to ride ?**
 - Your child must be a resident of Youngstown and live within the school's attendance boundary and live further than the maximum walking distance assigned in order to qualify for transportation. A map showing the walking area is available on <http://www.youngstown.k12.oh.us> under Transportation.

- **How and when will I be notified of my child's bus schedule ?**
 - Bus routes will be ready three days prior to the first day of school. Parents can access bus numbers from the Transportation web site by selecting the Versatrans E-Link Parent Portal.
 - Go to <https://vtweb.tylertech.com/Youngstown/onscreen/Login.aspx>
 - Scroll down and select Transportation in the left hand column
 - Scroll down and select Versatrans E-Link Parent Portal in the center column
 - Enter your student's information in the following format
 - Username = jane.smith ← that's jane dot smith with no spaces
 - Password is the student's date of birth = 01012014 (passwords are 2 digit month, 2 digit day and 4 digit year like 01012014)

The Youngstown City Schools Transportation Department is rolling out a new service called **"My Stop"**. This program is connected to our GPS and routing programs and provides you with an estimated time of arrival to your bus stop. To connect to My Stop, go to:

<https://vtweb.tylertech.com/Youngstown/onscreen/Login.aspx>

Log in using your student's name and date of birth in the following format

User Name firstname.lastname

Password MMDDYYYY

A mobile app for this service is available, please check your app store.

- **Can my child be picked up or dropped off at babysitters?**
 - Students may be transported to an alternate location within the boundaries of the district. An "Alternate Transportation" application must be completed and submitted to the transportation office 3 weeks prior to the first day of school or 3 -5 business days prior to the effective date of the change during the school year. You may obtain this form from the district website under <http://www.youngstown.k12.oh.us> under Transportation. Students may have different stops in the a.m. and p.m. For example, they may be picked up at home in the a.m. and dropped off at an approved alternate location in the p.m. Requests must be consistent from week to week.

- **Why are there bus stops?**
 - Each student is assigned a designated bus stop, students are not permitted to use any other stop on the route. Please do not ask driver to make "special" stops for your student. We have many children to pick up and we need to get them all to school on time. Please have an adult available at the bus stop or within eye contact of the bus driver at the end of the day. Student's grades Kindergarten through 3rd grade will not knowingly be let off the bus if there is not someone there (authorized by you) and will be brought back to the Transportation office. Please complete a **Parent Responsibility** form to include additional adults to receive your child after school. You may obtain this form from the district website <http://www.youngstown.k12.oh.us> under Transportation.

- **What happens if I move?**
 - If you are planning to relocate within the school district, please contact the the building your child attends to process any changes. Once an address has been confirmed by that department, the transportation office will be able to make the necessary route adjustments. Processing of route changes may take 3-5 business days prior to the effective date of the change. Timely notification will help decrease the amount of disruption to your child's transportation services.

- **How will the driver know my child?**
 - The Transportation Department will distribute colored wrist bands that can stay on for several days until your child learns his/ her bus number and driver learns his/her name. The driver will issue the wristbands in the morning on the first day of school.

Please share the importance of these safety rules

- Stay seated at all times.
- Talk quietly to your seat partners.
- Keep hands and feet to yourself.
- No eating and drinking on the bus.
- Listen to the bus driver.
- The full list of rules for safe transportation can be found on the transportation webpage.

Thank you for your help and cooperation in providing safe and efficient transportation for your student.

Sincerely,

Colleen Murphy-Penk, Chief of Transportation