Transportation Reminders for the Start of the 2022–23 School Year

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Updating Student Address Information and Transportation Screens in ATS

- Make sure student address information is updated in ATS.
- For stop-to-school students: assign bus stops in the ATS TLST screen.
- For curb-to-school students, contact your transportation liaison to update student records or create a new request.
- For students who do not require transportation, remove or update the ATS TUTD screen.

Alternate drop-off requests for curb-to-school students

- Families that would like their child to be dropped off at a different address from their home can submit requests through the Support Hub using their NYC Schools Account (NYSCA). Schools can submit this request on behalf of families using the "Submit as a Guest" option. Note that these requests are not guaranteed.

School Bus Route Information and Pick-up/Drop-Off Times

- All bus route information for families is available in NYCSA: bus route letters will not be mailed.
- Bus pick-up and drop-off times for the 2022–23 school year are based on approved session times.
Check bus ridership weekly and share bus route information in the School Ridership System with families by September 8.

Coordinate with Assigned Bus Company

- Work with your transportation liaison to meet with their assigned bus company to discuss expectations, provide information about students expecting transportation, and plan bus safety drills.
- The first bus safety drill must be completed by September 16 and entered into the OSYD portal by October 7.

Student MetroCards

- MetroCard deliveries began on August 29; the cards will be valid as of September 1.
- Share the Student MetroCard Overview with families and students by September 8.
- Serial numbers on the MetroCards must be assigned to students using the ATS TLST screen by October 7.
- Schools are no longer required to submit email requests for additional MetroCards except for four-trip student and STH 30-day parent MetroCards.
- Indicate if your school needs additional MetroCards in the ATS Inventory Report (TRNS); the data will be automatically sent to the DOE daily, and shipments are processed twice a week. If needed, your school can also apply for Special Program MetroCards.

Field Trips

- Schools can book buses for field trips starting September 19.
- The first date to schedule a field trip is September 29.
- Visit the Field Trips section of the Transportation Resources for Schools InfoHub page.

Transportation Health and Safety Procedures

For the latest health and safety procedures, visit the What's New in Student Transportation page.

Additional Support

Email your transportation liaison or visit the Transportation Resources for Schools InfoHub page.