

## **San Marcos CISD Transportation Request, Verification, and Routing Process**

- **If a student needs transportation services:**
  - Parent / Guardian informs the campus the student needs transportation.
  - Parent / Guardian verifies with the campus that the home address is up to date in eSchool.
    - If address is not up to date: The parent will be responsible for turning in proof of residency to the campus.
  - If a grandparent transfer is needed, parent / guardian contacts the campus to fill out the Grandparent Transfer Form.
    - Form must be completed and notarized.
    - Proof of residency.
    - Copy of ID card.
  
- **After the campus receives the transportation request:**
  - Verifies address is up to date in eSchool.
    - Parent / Guardian is responsible for turning in proof of residency.
  - Verified address is within the school zone.
  - If a grandparent transfer is needed: Campus gives the parent / guardian a Grandparent Transfer Form.
    - Receives completed Grandparent Transfer Form.
    - Verifies grandparent address with proof of residency.
    - Form must be notarized.
    - Copy of grandparent ID card.
  - Campus goes into the Transportation Verification Google Form, fills out all the required information. **Must match eSchool or grandparent transfer needs.** Transportation request is sent to the Transportation Department.

- **Transportation receives the transportation request:**
  - Receives the campus submission for students needing transportation services.
  - Verifies all information keyed into the Google Form is correct.
    - If the student is enrolled with a file in eSchool.
    - Student first and last name.
    - Student ID number.
    - Student physical address.
    - If the student has been coded as homeless.
    - If the student is being transported to a licensed daycare facility.
    - If the student is in the bilingual program.
      - If address does not match eSchool: Submission is denied and the students ID is highlighted in red in the Transportation Verification response spreadsheet and does not move on to the next step.
  - Verifies the address is accurate and up to date in eSchool.
    - If it does not match: Submission is denied and the student's ID is highlighted in red in the Transportation Verification Google Form response spreadsheet and does not move on to the next step.
    - Verifies the address is within the school zone.
      - If the address is not in the schools zone: the student will be denied transportation services and the process stops here.
  - Transportation Emails the campus to notify of any corrections needing to take place before the submission can be accepted.
  - Campus must keep track of the status of the routing process. If a student is denied transportation, the router will note the reason for denial and the campus must correct the issue before moving forward.

- **Routing - Three business days starts here:**
  - Geocoding the address / adding the student to the map.
    - Student's name is highlighted in yellow in the Transportation Verification Google Form to show that the student submission was approved and the routing process has started.
    - Router checks all of the information in Transfinder matches eSchool.
      - Update information in Transfinder if needed.
    - Router Geocodes the students address to Transfinder.
    - Routers open up the routes on the map.
    - Router searches the student on the map to make sure the student is pinned at the exact location.
    - Router pins the student to the exact location if needed.
  - Creating a bus stop:
    - Router locates the student at the pinned stop.
    - Router creates a boundary around the designated location.
      - Router takes walking distance and mass groups of students into consideration.
        - Elementary students could be up to 0.25 of a mile.
        - Secondary students could be up to 0.5 of a mile.
    - Router names the stop.
    - Router sequences stop into the route.
      - Routers may have to create a path for the driving direction.
    - Router goes into a grid for the stop location and adds the student to the stop.
    - Router adjusts times on the route according to the campus bell times.
  - Updating drivers:
    - Router prints off new route sheets for the driver of the route.
      - Informs the new route will start on \_\_\_\_\_ date.
      - Informs the driver is responsible for updating existing students and parents on new pick up / drop off times.
  - Updating campuses:
    - Router highlights the student green in the Transportation Verification Google Form response sheet.

- **Routing is Complete:**

- **Transportation:**

- Sends out a mass message to families on blackboard or school status informing parents that a change has been made to their route and to login to the Home Access Center to view these changes.

- **Bus Drivers:**

- Reminds students of any changes going into effect and when those changes will start.

- **Campuses:**

- Checks Infofinder LE and verifies the student route information.