

OFFICE OF PUPIL TRANSPORTATION

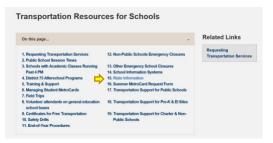
44-36 Vernon Boulevard Long Island City, NY 11101 Telephone: (718) 392-8855 Fax: (718) 482-3702

Instructions for Accessing Student Bus Route Information

On the <u>NYC DOE School InfoHub</u>, schools can access the School Ridership System as well as review a plethora of information relating to student transportation and OPT/DOE policy and procedures.

The School Ridership System is a secure site accessible only to those with OPT/DOE login credentials. These credentials are the same that schools use to access and update the School Calendar and/or to request Field Trip services.

• On the NYC DOE School InfoHub page, select item 15: Rider Information



• On the Rider Information page, select Student Ridership Information

	Rider Information
	Please note: access to the School & Route Transportation search page is no longer available. See the new link below.
	Student Ridership Information
1	Non-Public Schools Information System (NPSIS)
	Search for student school and bus information in Student Profile
	Pre-K/ El Site and Rider System
	Summer Pre-K Rider System C Applications and requests
	Applications and requests Requesting Summer Transportation for Special Education Students (OPT form 77)
	Applications and requests Applications Summer Transportation for Special Education Students (OPT form 77)
	Applications and requests • Requesting Summer Transportation for Special Education Students (OPT form 77) C • Session Time Application C • Red Tings C
	Applications and requests Applications and requests Requesting Summer Transportation for Special Education Students (OPT form 77) C Session Time Application C Field Tipe C Add, remove, or change bus stops C
	Applications and requests Applications and requests Requesting Summer Transportation for Special Education Students (OPT form 77) Session Time Application C Field Tipe C Field Tipe C Add, remove, or change bus stops C Reference
	Applications and requests Applications and requests Session Time Application G Session Time Application G Add, remove, or change bus stops G Reference Non-public schools calendar G

Enter your school's login credentials



- Student Ridership (General Ed. and Special Ed.) will display as is customary.
- New links were added to this page in order to access First Day Of School (FDOS) data sets:
 - o General Education FDOS export to Excel
 - Special Education FDOS export to Excel

N	YC	The New York City Department Of Education	New York States		OPT
Depa Educ	rtment of ation	SCHOOL RIDERSHIP INFORMATION	➡		an and a second
		LOGOUT GENERAL EDUCATION SPECIAL EDUCATION	GENERAL EDUCATION FDO'S EXPORT TO EXCEL	SPECIAL EDUCATION FDO'S EXPORT TO EXCEL	
C			Bus route information is up-to-d	ate as of September 10, 2020	7
	10 Special E	ducation record(s) found for school code 02031		Print Export To Excel	
No	ote: For secu	urity purposes, student information was rer	moved from this image.		



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• Choose the file you want to open and select Open or Save at the bottom of the web browser window.

Open Save 🔻 Cancel

Do you want to open or save 02031_SE_FDOS Ridership.xls (30.6 KB) from qc.opt-osfns.org?

• The Excel files contain all pertinent bus route information needed in order to communicate with the student's parent/caregiver.

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Student Name	Canada and	ing Street Address	Marking and	Mailing City	Mailing State	Mailing Zip Code	Contact Number	School Name	School Address	School Phone	Session Start Time	Session End Time	Pick Up Location	Drop Off Locatio	n AM Ve Nan	
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• The data sets included in each file are listed below.

General Education data						
1 Student Name	8 Ma	ailing Zip Code	15	Pick Up Location	22	Pickup Time
2 Student ID	9 Co	ontact Number	16	Drop Off Location	23	PM Vendor Name
3 Parent Name	10 Sc	chool Name	17	AM Vendor Name	24	PM Vendor Phone
4 Mailing Street Address	11 Sc	chool Address	18	AM Vendor Phone	25	PM Route Number
5 Mailing Apartment	12 Sc	chool Phone	19	AM Route Number	26	PM Bus Type
6 Mailing City	13 Se	ession Start Time	20	AM Bus Type	27	PM Route Start Date
7 Mailing State	14 Se	ession End Time	21	AM Route Start Date	28	Drop Off Time
Special Education data						
1 Student Name	23 M	on PM Vendor Name	45	Wed AM Vendor Phone	67	Thu PM Route Number
2 Student ID	24 M	on PM Vendor Phone	46	Wed AM Route Number	68	Thu PM Bus Type
3 Busing Instructions	25 M	on PM Route Number	47	Wed AM Bus Type	69	Thu PM Route Start Date
4 Parent Name	26 M	on PM Bus Type	48	Wed AM Route Start Date	70	Thu PM Drop Off Time
5 Contact Number	27 M	on PM Route Start Date	49	Wed AM Pickup Time	71	Thu PM Drop Off Locatio
6 Mailing Street Address	28 M	on PM Drop Off Time	50	Wed AM Pick Up Location	72	Fri AM Vendor Name
7 Mailing Apartment	29 M	on PM Drop Off Location	51	Wed PM Vendor Name	73	Fri AM Vendor Phone
8 Mailing City	30 Tu	e AM Vendor Name	52	Wed PM Vendor Phone	74	Fri AM Route Number
9 Mailing State	31 Tu	e AM Vendor Phone	53	Wed PM Route Number	75	Fri AM Bus Type
10 Mailing Zip Code	32 Tu	e AM Route Number	54	Wed PM Bus Type	76	Fri AM Route Start Date
11 School Name	33 Tu	e AM Bus Type	55	Wed PM Route Start Date	77	Fri AM Pickup Time
12 School Address	34 Tu	e AM Route Start Date	56	Wed PM Drop Off Time	78	Fri AM Pick Up Location
13 School Phone	35 Tu	e AM Pickup Time	57	Wed PM Drop Off Location	79	Fri PM Vendor Name
14 Session Start Time	36 Tu	e AM Pick Up Location	58	Thu AM Vendor Name	80	Fri PM Vendor Phone
15 Session End Time	37 Tu	e PM Vendor Name	59	Thu AM Vendor Phone	81	Fri PM Route Number
16 Mon AM Vendor Name	38 Tu	e PM Vendor Phone	60	Thu AM Route Number	82	Fri PM Bus Type
17 Mon AM Vendor Phone	39 Tu	e PM Route Number	61	Thu AM Bus Type	83	Fri PM Route Start Date
18 Mon AM Route Number	40 Tu	e PM Bus Type	62	Thu AM Route Start Date	84	Fri PM Drop Off Time
19 Mon AM Bus Type	41 Tu	e PM Route Start Date	63	Thu AM Pickup Time	85	Fri PM Drop Off Location
20 Mon AM Route Start Date	42 Tu	e PM Drop Off Time	64	Thu AM Pick Up Location		
21 Mon AM Pickup Time	43 Tu	e PM Drop Off Location	65	Thu PM Vendor Name		
22 Mon AM Pick Up Location	44 W	ed AM Vendor Name	66	Thu PM Vendor Phone		